

Dear Parents and Guardians,

August, 2010

Network access is currently available to students and teachers at our school to use as a valuable learning tool. Through this resource your student will have access to network software such as word processing and other district network resources. Some classes will use the technology regularly, while others will use it on an occasional basis.

Your student will also be provided with access to the Internet, a system which links networks creating an electronic highway connecting computers around the world. The Internet provides opportunities for students and teachers, such as:

- participation in electronic communication with experts and students all over the world;
- finding information from institutions such as NASA and OMSI;
- accessing resources ranging from our local libraries to the Library of Congress;
- sharing information from schools in our community to students around the globe;
- publishing student work online, and
- observing important educational events as they happen.

Our intent is to focus on technologies that support the instructional program in our schools and prepare our students for the 21st century. Whereas we approach this opportunity with excitement and enthusiasm, it is important to proceed with careful attention to its appropriate use at our school. With this in mind, students will access this technology only after proper orientation.

The enclosed guidelines for responsible use of our network resources are provided for you and your student to read together. In order for your child to participate in this educational opportunity, we will need to have your signature on file as an acknowledgment of this District policy. Your signature will be on the student registration form that you return to your student's school. **Please read and discuss the attached information with your student.** It is important to have responsible, ethical and legal use of the network resources. Failure to follow these guidelines will result in loss of network privileges and may result in school discipline up to and including expulsion, as well as referral to law enforcement officials.

For additional information about these guidelines, please call me. You are welcome to come observe and learn more about telecommunications in our school. Please arrange an appointment with your child's teacher.

Sincerely,

Jim Foster, Superintendent

Enclosure



DISTRICT NETWORK USER GUIDELINES FOR STUDENTS/PARENTS

Appropriate educational use of the network is the joint responsibility of students, parents, and employees of the school. Failure to follow these guidelines will result in loss of network privileges and may result in school discipline up to and including expulsion as well as referral to law enforcement officials.

System users and parents of students with access to the District's electronic communication systems should be aware that use of this resource may provide access to other electronic communication systems that may contain objectionable material. While the District has a filtering system to protect the system from objectionable material, the possibility still exists for access to objectionable sites.

- A. **Acceptable Use:** Network use is provided for educational purposes only. Examples of educational use include collaborating on work with other students and experts, conducting research, and online publishing. The use of the network by anyone must be consistent with legal and ethical behaviors. Transmission of any material that would be in violation of any state or federal regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or materials protected by trade laws. Use for commercial activity, product advertisements, or political activity is also prohibited.
- B. **Privileges:** The use of the network at this school is a privilege, not a right, and inappropriate use will result in termination of that privilege. No student will be allowed to use the network without a signed **Student Network User Agreement and Parent Signature**. The school administration, faculty or staff may request that access be denied to any individual who abuses or violates any of these guidelines.
- C. **Security:** Security on any computer system is a high priority, especially since the system involves many users. Misuse of the system must be reported to the classroom teacher or administration immediately. Failure to report a problem may result in loss of your access privilege.
- D. **Vandalism:** Intentional abuse of the network's resources, communication tools, or publishing capabilities will result in termination of network use. Vandalism is defined as any malicious attempt to harm or destroy the data of another user, or to cause harm to the computers or any other hardware or software. Changes to others' materials will not be tolerated.
- E. **General Network Etiquette:**
 1. Abusive messages intended to harm or degrade others will not be tolerated.
 2. Swearing, vulgarities, or any other inappropriate language will not be tolerated.
 3. Illegal activities are strictly forbidden.
 4. User ID and passwords are the property of the district, must not be shared with others. No system user may use a password on the district's computers, E-mail system or Internet access which is unknown to the district;
 5. The school's address or class e-mail address should be used when students request materials.
 6. Personally-identifiable information including home address or phone number may not be used in any communication or publication online.
 7. A student's name associated with his/her picture may not be used in any communication or publication online without explicit parental permission.
 8. System users will not post personal information about students, teachers, administrators, systems administrators, or any other person without explicit permission.
 9. It is important to use the network in a manner that is consistent with the school's general rules of behavior.

10. Students should ask a supervising adult when unsure about a situation or decision.
 11. When publishing for the Internet, students must work with an adult staff sponsor and follow publishing guidelines as provided on the Banks School District website or any affiliated school websites.
 12. E-mail should be deleted after it is read. All student electronic data, including student web pages, will be removed at the end of the school year unless special arrangements have been made in advance.
- F. **Unacceptable Activities:** The following are not permitted in any networked or non-networked activities:
1. Accessing, creating or possessing inappropriate materials on or through system resources. This includes but is not limited to sites with pornography, profane material, and non-district "chat" sites.
 2. Misuse of e-mail resources. Users will not engage in sending chain letters, messages with inappropriate content or "spamming" (indiscriminate mass mailings).
 3. System users may not harass or insult others using the electronic communication system.
 4. Violating copyright laws, such as illegally publishing or distributing copyrighted material.
 5. Software may not be placed on any system connected to the District's system without the permission of the District Technology Director.
 6. Employing the network for commercial purposes.
 7. Attempting to gain unauthorized access (hacking) into any district system, using any district resource to attempt to gain access to any other system, possessing tools usable for such purposes or going beyond their authorized access. This also includes logging in or attempting to login through another user's account or trespassing in others folders, work or files.
 8. Vandalizing system resources in any manner. This includes but is not limited to destruction or theft of hardware or the intentional deletion or modification of software resources or data.
 9. Spreading computer virus's within the system or using the system to spread computer viruses.
 10. Accessing or involvement in any material or activity that involves illegal activities.

Internet Publishing

1. The District will obtain advance, written parental permission prior to publishing the following student information:
 - Student name
 - Student work
 - Photo (with no name or other identifiable information attached)
 - Participation in officially recognized sports or activities
 - Weight and height of athletic team members
 - Awards received

The permission will be obtained each year at the beginning of the school year and before any information is published.

2. A student's name associated with his/her picture may only be published with explicit advanced written permission on a case-by-case basis.
3. Student home addresses and telephone numbers will not be published on the Internet.
4. Student information to be published on the Internet that is **not** listed above shall be under administrative direction.

The misuse of the District's electronic communication system will result in the loss of network privileges and may result in school discipline up to and including expulsion. In addition, the District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to the illegal use of the District's electronic communication systems.

The District shall not be held liable for user's inappropriate use of the District's electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or cost incurred by users.

A complete set of District policy related to the Banks School District Electronic Communication System are available to the public in the District Policy Manual.