

**SCHOOL INTERNET/NETWORK POLICY - CODE NO. 903.1**

**Mission:**

The Harris-Lake Park Community School District has actively pursued advanced technology and increased awareness of learning opportunities to promote educational excellence. We now have an exciting opportunity to expand learning access and worldwide communication through the Internet for our staff, students, and parents. The Internet is a global electronic network used by students, educators, businesses, the government and organizations. The staff at Harris-Lake Park have a professional responsibility to work together to help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age, and to evaluate and use information to meet their educational goals.

**Rights and Responsibilities:**

The students at Harris-Lake Park will have a direct connection to the Internet from the computers at school. This connection will provide access to local, national and international sources of information and collaboration vital to intellectual inquiry in a democracy. In return for this access, the user has the responsibility to respect and protect the rights of every other user in our community and on the Internet. Account holders are expected to act in a responsible, ethical, and legal manner, in accordance with the Harris-Lake Park Code of Conduct, the missions and purposes of the other networks they use on the Internet, and the laws of the state of Iowa and the United States.

**Filtering:**

To protect students from material and information that is obscene, pornographic, inappropriate or otherwise harmful to them, technology that blocks or filters such material and information has been installed on all district computers having Internet or electronic communications access.

- The technology protection measures that block or filter Internet access may be disabled by a request from students for bona fide educational purposes. The district administrators will have final approval.
- Student requests to bypass the blocks or filters must come from their supervising teachers.
- Users should be aware that filtering software does not block ALL inappropriate websites. Report all inappropriate sites not blocked to the system administrator.
- Unauthorized attempts to by-pass protective measures will be considered a violation of this policy.

**Guidelines:**

The operation of the Internet relies heavily on the proper conduct of the users who must adhere to strict guidelines. If a district user violates any of these provisions, their account may be terminated and future access may be denied. The signature(s) on the application form indicate that the user(s) have read the terms and conditions carefully and understand their significance.

**Acceptable Use** - The purpose of Internet is to facilitate communications in support of research and education, by providing access to unique resources and an opportunity for collaborative work. Internet access at school must be in support of education and research that is consistent with the educational goals and policies of the Harris-Lake Park School District. Use of any other network or computing resources must be consistent with the rules appropriate to that network.

**Unacceptable Use** - Unacceptable use is defined as anything that interferes with the intended use of information resources. The following represent some of the inappropriate uses that may occur:

- Threatening or obscene material or material protected by trade secrets.
- Using the network for commercial advertising or to lobby for votes.
- Using the network for any illegal activity, including using copyrighted material in reports without permission or other contracts.
- Using the network to access a file that contains pornographic pictures.
- Using the network to send/receive messages that are racist, sexist, inflammatory, or obscene in either public or private messages.
- Creating a computer virus and placing it on the network
- Using the network to send/receive a message with someone else's name on it or one that is inconsistent with the school's code of conduct.
- Using the network to request home phone numbers and, later, making obscene phone calls to the numbers.
- Using the network to provide addresses or other personal information that others may use inappropriately.
- Using the network for sending and receiving a large number of personal messages.
- Gaining unauthorized access to resources or entities.
- Using an account owned by another user without authorization.
  
- Posting anonymous messages or posting personal communications without the author's consent.
- Sending of "Chain letters," or "broadcast" messages to lists or individuals, and any other types of use which would cause congestion of the networks or otherwise interfere with the work of others.
- Duplication of copyrighted software is a violation of the law and board policy.

**Fair Use Policy** - Fair use allows an individual to reproduce copyrighted work for purposes such as teaching or research. Reproduction beyond fair use needs the permission of the copyright holder. Violation of copyright law could lead to civil liability with excessive penalties to the student or teacher and not to the school district.

**Privileges** - The use of Internet is not a right, but a privilege and inappropriate use will result in a cancellation of that privilege. Each individual who receives an account will receive information pertaining to the proper use of the network. School and district administrators will decide what is inappropriate use according to the educational goals and policies of the Harris-Lake Park School District and may deny, evoke, suspend or close any user account at any time based upon its determination of inappropriate use by the account holder or user.

**Network Etiquette** - All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal your personal address or phone numbers of students or colleagues.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be report to the authorities and may result in the loss of user privileges.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property.
- Do be brief. Fewer people will bother to read a long message.
- Do minimize spelling errors and make sure your message is easy to understand and read.
- Do use accurate and descriptive titles for your articles. Tell people what it is about before they read it.
- Do get the most appropriate audience for your message, not the widest.
- Do remember that humor and satire is very often misinterpreted
- Do cite references for any facts you present.

**Warranties** - The Harris-Lake Park Community School District makes no warranties of any kind, whether express or implied, for the service it is providing. The district will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, no-deliveries, mis-deliveries, or service interruptions caused by Harris-Lake Park or it's negligence or by the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain, and consider how valid that information may be.

**Monitoring** - The Harris-Lake Park Community School District reserves the right to review any material on user-accounts and to monitor file server space in order to make determinations on whether specific uses of the network are inappropriate. In reviewing and monitoring user-accounts and file server space, the Harris-Lake Park Community School District shall respect the privacy of user-accounts.

**Security** - Security is a high priority. If you identify a security problem, you must notify a system administrator immediately.

- Do not show or identify the problem to others.
- Do not use another individual's account. Attempts to log on as another user may result in cancellation of your privileges.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
- Unauthorized access to the networks resources or entities may result in termination of access privileges

**Vandalism and Harassment** - Vandalism and harassment will result in cancellation of user privileges.

- Vandalism is defined as any malicious attempt to harm, modify, or destroy data of another user, Internet, or other networks. This includes, but is not limited to, the intentional uploading or creating of computer viruses.
- Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted mail.

**Updating Your User Information** - You may occasionally be required to update your registration, password and account information to continue Internet access. You must notify the District of any changes in your account information (address, school, etc.). Currently, there is no fee for this service.

**Procedures for use** - Student users must always get permission from their instructors before using the network or assessing any specific file or application. Follow written and oral classroom instructions:

- A teacher or adult monitor must be present for any student to gain Internet access. Students are not allowed access without supervision.
- Any student wishing to access the Internet must have turned in a signed parental permission.
- Student users must sign in legibly on the appropriate log or receive permission each time they use the network.
- All users have the same right to use the equipment. Therefore, users shall not play games or use the computer resources for other non-academic activities when other users require the system for academic purposes. In addition, users shall not waste nor take supplies, such as paper, toner, and CDs, that are provided by the school district. All users agree to talk softly and work in ways that will not disturb other users.
- Printing for academic reasons is a legitimate use of the school's resources. Printing multiple pages of material that is not related to academics is not allowed.

**Encounter of Controversial Material** - Users may encounter material which is controversial and which users, parents, teachers or administrator may consider inappropriate or offensive. However, on a global network it is impossible to control effectively the content of data and an industrious user may discover controversial material. It is the users responsibility not to initiate access to such material. The Harris-Lake Park Community School District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District. Any decision by the Harris-Lake Park Community School District to restrict access to Internet material shall not be deemed to impose any duty on the District to regulate the content of material on the Internet.

**Student Violations** - Consequences and Notifications

Students who access restricted items on the Internet shall be subject to the appropriate action described in board policy or regulations or the following consequences:

**First Violation** - A verbal and written "First Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student shall forfeit all Internet and server privileges for a minimum period of two weeks.

**Second Violation** - A verbal and written "Second Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student shall forfeit all Internet and server privileges for the remainder of the school year.

**Penalties for improper use:**

Any user violating these rules, applicable state and federal laws or posted classroom and district rules are subject to loss of network privileges and any other disciplinary options.

**User:**

I understand and will abide by the provisions and conditions of this contract. I understand that any violations of the above provisions may result in disciplinary action or the revoking of my user account. I also agree to report any misuse of the information system to the Harris-Lake Park system administrator. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above. All the rules of conduct apply when I am on the network.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Student Signature                      Date

\_\_\_\_\_  
Print Name

**Parent or Guardian:**

Students under the age of 18 must also have the signature of a parent or guardian who has read this contract.

As the parent or guardian of this student, I have read this contract and understand that it is designed for educational purposes. I understand that it is impossible for the Harris-Lake Park Community School District to restrict access to all controversial materials, and I will not hold the district responsible for materials acquired on the network. I also agree to report any misuse of the information system to the Harris-Lake Park Community School District system administrator. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above.

I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Parent or Guardian Signature                      Date

\_\_\_\_\_  
Print Name

Approved: 6-15-95

Reviewed: 6-17-08

Revised: 10/22/09