

Concordia R-II

Acceptable Use Policy

The Concordia R-II School is pleased to be able to offer access to the district computer network for electronic mail and Internet. To gain access to e-mail and the Internet, all students must obtain parental permission and must sign and return the attached student authorization form to the school office. While our intent is to make Internet access available to further educational goals and objectives, students and employees may find ways to access other materials as well. We believe that the benefits from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any possible disadvantages.

Ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow on the use of the Internet, just as they do on the use of all media information sources such as television, telephones, movies, and radio.

This educational opportunity also entails a certain amount of responsibility. It is important that employees, students, and parents/guardians read and understand the following guidelines from the Concordia R-II School.

When access to the Internet is granted, it is extremely important that rules be followed. Misbehavior could result in temporary or permanent loss of access to the Internet. Violations may result in disciplinary action up to and including suspension/expulsion for students and termination of employment for employees. When applicable, law enforcement agencies may be involved.

STUDENT RESPONSIBILITIES

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is provided to students who agree to act in a considerate and responsible manner. A student's signature and parent/guardian permission are required. **Access is a privilege, not a right, and it entails responsibility.**

Individual users of the district computer network are responsible for their behavior and communications over that network. It is presumed that users will comply with district standards and will honor the agreement they and their parents/guardians have signed.

Network storage areas will be treated like school lockers. Concordia R-II reserves the right to review, monitor and restrict information stored on or transmitted via Concordia R-II owned or leased equipment and to investigate suspected inappropriate use of resources.

During school, teachers will guide students toward appropriate materials. Outside school, families bear responsibility for guidance on the Internet just as they do with information sources such as television, telephones, movies, radio, and other potentially offensive media.

INTERNET TERMS AND CONDITIONS

- Private, commercial, or illegal use is prohibited.
- Materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients must not be transmitted.
- Programs that infiltrate computing systems and/or damage software components are prohibited.
- Transferring files or any software to or from a school computer without prior approval from the authorized network administrator is prohibited.
- Files, data, or information of others must not be improperly accessed or misused.
- User accounts and passwords must not be shared or left open and unattended.
- Backup copies of documents are the responsibility of the user.
- Anonymous communications are not allowed.
- Security violations must be reported to the principal or network administrator immediately.
- Personal information must be given out only in an instructional context or in the performance of Concordia R-II School business.
- The illegal installation or transmission of copyrighted materials is prohibited.
- All files and messages are subject to Concordia R-II district review.
- Use of Internet games, MUDDS (Multi User Domains), IRCs (Internet Relay Chats) and commercial e-mail (e.g. Hotmail, Yahoo, etc.) is prohibited.
- Vandalism is not permitted and will be strictly disciplined. Vandalism is defined as any attempt to harm or destroy data of another user or of another agency or network that is connected to the Internet. Vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses.
- Changing the computer configurations on any school computer (this includes desktop appearance, screensavers, printer setup, hiding the task bar, etc.) is prohibited.
- Consuming food or drink at any school computer by a student is prohibited.
- I will inform a teacher immediately if I:
 1. Accidentally enter an Internet site that is inappropriate, as defined by this Policy.
 2. Accidentally change the configurations on any computer.
 3. Receive a message which makes me uncomfortable or is offensive (I will not delete the message until a teacher has seen it so it can be used to trace the sender).
- Any action which violates existing Board policy or public law is prohibited.
- BE PREPARED to be held accountable for your actions and for the loss of computer privileges if the Rules of Appropriate Use are violated.

CONCORDIA R-II SCHOOLS
Student Access Release and Authorization Form

As a user of the Concordia R-II Schools computer network, I hereby agree to comply with the Acceptable Use Policy (AUP) Agreement. Should I commit any violation, my access privileges may be revoked and disciplinary action may be taken, up to and including, suspension/expulsion.

I UNDERSTAND

- **My use of an Internet account is a privilege, not a right, and that inappropriate or inadequate use may result in cancellation of my account.**
- **The Concordia R-II School District will not be responsible for any damages I incur while using the account; this includes loss of data, delays, service interruptions, or inaccurate data.**
- **I will be barred from use of the network, perhaps receive a failing grade for an assignment, or be referred to the principal for disciplinary action if I violate these guidelines.**
- **That my usage of the Internet and storage of files may be monitored at any time.**
- **The rules governing student usage may be changed from time to time.**
- **This is a legally binding document.**

Student Signature _____ Date

Address

City State Zip

Phone Grade

Parent or Guardian Consent Statement:

I understand that the information on the Internet is not controllable by the Concordia R-II School District, that the reason to use the Internet at school is to promote educational excellence and that every effort is being made by the District to limit student access to objectionable material. I understand that the Concordia R-II District cannot be responsible for ideas and concepts that my child may gain by his/her use of the Internet. As the parent or legal guardian of the student signing above, I grant permission for him/her to access the networked computer services such as school assigned electronic mail (e-mail) accounts and the Internet. I understand that he/she is expected to use good judgment and follow rules and guidelines in making contact on the telecommunication networks (e.g. the Internet). I understand and accept the conditions stated and agree to hold harmless, and release from liability, the Concordia R-II School District.

Parent or Guardian Signature _____

Printed Parent or Guardian Name

Date Signed Daytime Phone #

