



**BROOKFIELD LOCAL SCHOOL DISTRICT
ACCEPTABLE USE POLICY AND AGREEMENT
FOR
INTERNET AND SCHOOL DISTRICT COMPUTER NETWORK**



Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the computer/Internet. The Board of Education is pleased to provide computer/Internet services to its services. The Board encourages students to utilize the computer/Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the skills, which will be essential to life and work in the 21st century. The instructional use of the computer/Internet will be guided by the Board's policy on Instructional Materials.

The Internet is an electronic highway connecting computers and users in the District with computers and users worldwide. Access to the Internet enables students to explore thousands of libraries and databases. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges.

First, and foremost, the Board may not be able to technologically limit access to services through the Board's Internet connection to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. The Board has implemented technology protection measures which block/filter Internet access to visual displays that are inappropriate. The Board utilizes software and/or hardware to monitor online activity of students. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using the computers/Internet. The Board supports and respects each family's right to decide whether they want their child to have access to the computer network/Internet.

Students and staff members are responsible for good behavior on the Board's computer network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. General rules for behavior on the computer network and Internet apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet, through the Board's computers, assumes personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

In order for the School District to be able to continue to make its computer network and Internet access available, all users must take responsibility for appropriate and lawful use of this access. This is the most important prerequisite. Those using the computer network must understand that one's misuse of the computer network and Internet access may jeopardize the ability of all to enjoy such access. While the teachers and other staff will make reasonable efforts to supervise the use of the computer network and Internet access, they must have student, and parent cooperation in exercising and promoting responsible use of this access.

Below is the Computer Network and Internet Acceptable Use Policy and Agreement ("Policy and Agreement") of the Brookfield School District and the Data Acquisition Site (NEOMIN) that provides Internet access to the School District.

By signing this Policy and Agreement, you are agreeing not only to follow the rules in this Policy and Agreement, but are agreeing to report any misuse of the computer network and Internet to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his/her property. The Brookfield School District reserves the right to determine what constitutes acceptable use and to limit computer access to such users.

A student who submits to the School, as directed a properly signed Policy and Agreement and follows the Policy to which she/he has agreed will have computer network and Internet access during the course of **the current school year only**. Students will be asked to sign a new Policy and Agreement each year during which they are students in the Brookfield School District before they are given access.

Students are encouraged to use the Board's computer network and Internet connection for educational purposes. **Use of such resources is a privilege, not a right**. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Internet at school, students must sign the Student Computer Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors.

Smooth operation of the Board's Network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

- A. Students are responsible for their behavior and communication on the school computer network and Internet.
- B. Students may only access the computer network and Internet by using their assigned *School* account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their passwords.
- C. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication including email.
- D. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging or other users, or misrepresent other users on the computer network and Internet.
- E. Students may not use the Internet to engage in "hacking" or other unlawful activities.
- F. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- G. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.

- H. Students are expected to abide by the following generally-accepted rules of network etiquette:
1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Board's computer network.
 2. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the computer network and Internet.
 3. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 4. *If inadvertently access chat/e-mail or other forms of direct electronic communication,* never agree to get together with someone you "meet" on-line without prior parent approval.
- I. Use of Internet to access, process, distribute, display objectionable, inappropriate and/or harmful material to minors is prohibited. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Board's computer network (e.g., viruses) are also prohibited.
- J. Malicious use of the Board's computer network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Board's computer network in such a way that would disrupt their use by others. Students must avoid intentionally wasting limited resources.
- K. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.
- L. Downloading of information onto the Board's hard drives is prohibited. If a student transfers files or software program that infects the network with a virus that causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
- M. Students are prohibited from joining a Listserv (electronic mailing lists).
- N. Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Board's computer network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.

- P. Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form."
- Q. Proprietary rights in the design of web sites hosted on the Board's servers remains at all times with the Board.
- R. Students may not sell or buy anything over the Internet. You should not give others private information about yourself or others including credit card numbers or Social Security numbers.

Brookfield Local School District makes no warranties of any kind, either expressed or implied, in connection with its provision of access to and use of its computer network and the Internet provided under this Policy and Agreement. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his/her parent(s) or guardian(s) arising out of the user's use of its computer network or the Internet under this Policy and Agreement.

By signing this Policy and Agreement, a user is taking full responsibility for his or her use, and the user who is 18 or older, or in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another's outside the School District's network.

User's, and if appropriate the user's parent(s) or guardian(s) may be asked from time-to-time to provide new or additional registration and account information or to sign a new Policy and Agreement, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parent(s) or guardian(s)) or such new Policy and Agreement must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the school to receive such information.

**STUDENT COMPUTER NETWORK
AND INTERNET
ACCEPTABLE USE AND SAFETY AGREEMENT**

To Access the internet at school, students under the age of eighteen (18) must obtain parent permission and must sign and return this form. Students eighteen and over may sign their own form.

Use of the computers and the internet is a privilege, not a right. The Board's internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.

The Board has implemented technology protection measures which block/filter internet access to visual displays that are inappropriate or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to inappropriate and/or harmful material to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the internet which the Board of Education has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the computers/internet. Students accessing the internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the internet.

The Board has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

STUDENT AGREEMENT- Every student regardless of age must sign below.

I have read, understand and do agree to abide by the terms of the foregoing computer network and internet acceptable use policy and safety agreement. Should I commit any violation or in any way misuse my access to the school district's computer network and/or internet, I understand and agree that my access privilege may be revoked and school disciplinary action and/or legal action may be taken against me.

User Signature: _____

User Name (Please Print) _____

Date of Birth _____ Grade _____

User (place an "X" in the correct blank) I am 18 or older _____ I am under 18. _____

Date Signed _____

Parent/Guardian Network usage Agreement – To be read and signed by parent/guardians of students under 18 years of age.

As the parent/guardian of this student, I have read the Student Computer Network and Internet Acceptable Use and Safety Policy and Guidelines and have discussed them with my child/student. I understand that student access to the computers/internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while using the internet. Additionally, I accept responsibility for communication to my child guidance concerning his/her acceptable use of the computers and internet – i.e... Setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the internet. I further understand that individuals and families may be liable for violations.

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date Signed: _____

