

**VAN BUREN COMMUNITY SCHOOL DISTRICT  
APPROPRIATE USE POLICY  
AND  
INTERNET USE AGREEMENT**

The Computers in the Van Buren School District are operated by students and faculty for the mutual benefit of all concerned and all users are expected to assist in the successful operation of the system. The following guidelines are intended to help students understand appropriate use. The school may restrict or terminate any user's access, without prior notice; if action is deemed necessary to maintain computing availability and security for other users of the system.

**RESPONSIBILITIES:**

- You will use only school-issued E-mail accounts within the school district.
- Sending E-mail to general audiences is inappropriate.
- While using the school's computers, you will not send, receive, or view objectionable materials. This includes obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language, pictures, or graphics. This also includes reading or viewing material not acceptable for an educational setting.
- You are responsible for all mail received under your user account. You are responsible for making sure all E-mail received does not contain pornographic material, inappropriate information or text encoded files that are potentially dangerous to the integrity of the system. You are responsible for deleting and reporting inappropriate material to the supervising teacher.

**PERSONAL SAFETY:**

- You will not give contact information (e.g., address, phone number) about yourself or any other person.
- You will not agree to meet someone you have met online. Any contact of this nature or the receipt of any message you feel is inappropriate or makes you feel uncomfortable should be reported immediately to school authorities.

**EDUCATIONAL USE: The computers in the labs, library and classrooms are intended for educational purposes.**

- You will save only school related files in your account. Storing commercial software and/or games or hidden files is not permitted.
- Use of obscene or otherwise objectionable language or images in either public or private files is prohibited.
- Search time on the internet is to be used for educational purposes. You are to follow class assignments and browse at sites given to you by your teachers. You may be given limited amounts of time for high-quality, self-discovery search activities.

**RESPECT FOR OTHERS: Respect the rights of others in using the labs and/or network.**

- Do not harass another person. Harassment is acting in a manner that distresses or annoys another person. If you are asked to stop a behavior or action, you must stop or lose user privileges.
- Do not knowingly or recklessly post false or defamatory information about person or organization.
- Avoid deliberately attempting to disrupt system performance or interfering with the work of another user.
- Leave equipment and room in good condition for the next user/class.

**SECURITY ISSUES: Accounts on the Van Buren system are considered private although absolute security of any data cannot be guaranteed.**

- Use only your account/password. Others should not have access or rights to your account or directory.
- Reading, modifying or removing files and/or mail owned by other users is not allowed.
- Do not download files without teacher permission.

- Do not attempt to gain unauthorized access to any computer systems or files or go beyond your authorized access.
- Programs from outside this school district will not be loaded on computers without teacher approval.
- Do not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.

**MAIL/INTERNET USAGE:** The use of the network is a privilege, not a right, which may be revoked at anytime for abusive conduct.

- Do not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.

**PLAGIARISM AND COPYRIGHT INFRINGEMENT:** Plagiarism is taking the idea or writings of others and presenting them as your own. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright.

- Do not plagiarize work that you find on the internet.
- Respect the rights of copyright owners and follow appropriate rules for use of a work.

**SEARCH AND SEIZURE:**

- Using the school computers provides only limited privacy in the contents of your personal files.
- Individual account searches may also be conducted if there is reasonable suspicion that there have been violations of this policy, the Van Buren discipline code, or the law.
- Your parents have the right at any time to request to see the contents as it pertains to their child.

**VIOLATING THE ACCEPTABLE USE POLICY:** Violating the Acceptable Use Policy will result in:

- Restricted network access
- Loss of network access
- Disciplinary or legal action
- In order to ensure smooth system operations, the system operator has the authority to monitor all accounts. Every effort will be made to maintain privacy and security in this process.

When you are using the system, it may feel like you can more easily break a rule and not get caught. This is not true. Electronic footprints are imprinted on the system whenever an action is performed. Therefore, you are likely to be caught if you break the rules.

**DUE PROCESS:**

This district will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the system. In the event of a claim that you have violated these procedures, the school disciplinary code, or the law in your use of the Van Buren system, you will be given notice of suspected violations and an opportunity to present an explanation. Loss of and/or additional restrictions may be placed on your use of internet account.

Sources: The National Association of Secondary School Principals "A Legal Memorandum", December, 1998. Warner, Robert, American School of Brasilia, (on-line) available e-mail; [rwarn@brasilia.usd.f.br](mailto:rwarn@brasilia.usd.f.br), November 1, 1998

Note: Van Buren school computers are networked. Therefore, students and faculty must be assigned a Novell username and password account in order to access any computer in the school. Some students, depending on class assignments, may also be issued a separate Pine e-mail account.

## Internet Use Agreement

### **FOR STUDENTS:**

Internet access is coordinated through a complex association of agencies, regional and state networks, and commercial organizations. To ensure the smooth operation of the network, users must adhere to established guidelines regarding proper conduct and efficient, acceptable and legal usage. The signatures at the end of this document are legally binding. Signing this document indicates that you have read and agree to abide by its terms and conditions.

Should I breach the above procedures, I understand that I will lose all network privileges on the Van Buren Schools network and be subject to disciplinary action.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### **FOR PARENTS AND/OR GUARDIANS:**

As the parent or guardian of \_\_\_\_\_

I have read the Internet Use Agreement. I understand that this access is designed for educational purposes. I recognize it is impossible for Van Buren School District to restrict access to all controversial materials and I will not hold the district responsible for materials acquired on the network.

I hereby give permission to issue an account.

Parent/Guardian Name: \_\_\_\_\_  
(please print)

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_