

Internet / E-Mail Policies and Procedures

The Browerville School is equipped with a computer network called INTERNET. This network allows students and staff access to school programs and volumes of information. When used properly the Internet is a wonderful source of information and a connection to worldwide communication.

The Internet, a global electronic information infrastructure (like a hi-way system), is a network of information used by educators, businesses, government, the military and private individuals. In school and libraries the Internet can be used to educate, to inform and to entertain. As a learning resource, the Internet is similar to books, magazines, video, CD-Rom and other information sources, but provides access worldwide.

Browerville faculty, staff and students can use the Internet to participate in distance learning activities, to ask questions of / and consult with experts, to communicate with other students and individuals and to locate material to meet their educational and personal information needs.

Because the Internet is a worldwide fluid environment the information that is available to students and staff is constantly changing; therefore, it is impossible to predict with certainty what information students might locate. Just as the purchase, availability and use of media material does not indicate endorsement of their contents by school officials, neither does making electronic information available to students imply endorsement of that content.

The use of the Internet is a privilege not a right. To gain access to the Internet, students attending Browerville Schools must obtain parental permission and must sign and return the "Internet Use Agreement" to the school.

INTERNET / E-MAIL NETWORK RESPONSIBLE USE

Responsibility is the key word to use when faculty, staff and students access the Internet and E-Mail. The Internet and E-Mail is an extension of the Browerville Public School just as if it is a classroom, library, hallway, gymnasium or bus. It is also important to note that in most cases access to the Internet is public.

In all cases of misuse of the Internet and E-Mail, Browerville Public School Behavioral Policy applies. Use of the Internet and E-Mail is a PRIVILEGE NOT A RIGHT. Students who misuse the Internet / E-Mail will be denied privilege of access for a period of time.

The following examples are provided to guide network users but do not necessarily cover all areas of proper network behavior:

RESPONSIBILITY:

- Users will not send, display, download, or copy sexually explicit, pornographic, obscene, lewd or other inappropriate messages or pictures. If access to these areas is gained accidentally the user will exit immediately.
- Passwords are not to be shared. Users accept responsibility for the content of the messages that they post and recognize that access is a privilege - not a right.
- Users should not expect that files on district servers will always be private.
- Messages relating to or in support of illegal activities will be reported to the proper authorities.
- During school hours faculty, staff and administration will guide students towards appropriate network materials. Outside of the school facilities parents/guardians must bear the same responsibility for such guidance as they do with information sources such as television, telephones, movies or radio.
- Users must not interfere with others' work, or with the performance of the network, by attempting to "hack" passwords, gain entry to closed areas of the network, or by knowingly or inadvertently introduce computer "viruses".

NETWORK ETIQUETTE

Users recognize that the network is a shared resource. Time limits and downloading of large files will slow down the entire network. It is important to use computer tools, which will allow them to work off line.

Users must understand that the network is a social community with accepted standards of behavior – also known as NETIQUETTE.

NETIQUETTE includes:

- NEVER REVEAL YOUR NAME, PERSONAL ADDRESS, PHONE NUMBER
- Being polite with no abuse language in messages.
- Use appropriate language, which doesn't include; swearing, obscenities or other methods of communication in poor taste.
- Illegal activities are prohibited.
- Electronic mail (E-Mail) is not guaranteed to be private. Individuals who operate on the system do have access to all mail and messages.

DISCLAIMER INFORMATION

Due to the nature of the Internet / E-Mail the following disclaimer is necessary:

The Browerville Public Schools make no warranties of any kind whether expressed or implied, for the service it is providing. Browerville Public Schools will not be responsible for any damages a student/parent or guardian suffers, which may include but not limited to; loss of data resulting from delays, non-deliveries, misdeliveries or service interruptions caused by its own negligence or a student/parent or guardian error or omissions.

Use of any information obtained via the Internet is at the student/parent or guardian's risk. Browerville Public Schools denies any responsibility for the accuracy or quality of information obtained through its services.

INTERNET USE AGREEMENT - STUDENT

STUDENT

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print): _____

User Signature: _____

Date: _____

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____

SUPERVISING TEACHER

(Must be signed if applicant is a student)

I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to promote these policies with the student. Because the student may use the Internet on the school district computer system for individual work or in the context of another class, I cannot be held responsible for the student's use of the Internet on network. As the supervising teacher I do agree to instruct the student on acceptable use of the Internet and network and proper network etiquette.

Teacher's Name (please print): _____

Teacher's Signature: _____

INTERNET USE AGREEMENT - EMPLOYEE

SCHOOL DISTRICT EMPLOYEE

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print): _____

User Signature: _____

Date: _____