

# MENDON-UPTON REGIONAL SCHOOL DISTRICT

## POLICY

### Acceptable Use Policy – CIPA Compliant

### Policy I-12

#### GUIDELINES FOR INTERNET USE

##### *Quick Reference Guide*

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The Mendon-Upton Regional School District (MURSD) offers Internet access at each school. The sole purpose of this Internet access is to support education and research by providing students and teachers with access to unique resources and an opportunity for collaborative work. All uses of the MURSD's Internet access (like all other uses of the MURSD's computer facilities) must be in support of and consistent with our educational objectives. All students who use the MURSD's Internet access are expected to read these Guidelines and/or to take part in a discussion of the Guidelines with a teacher. Adherence to the Guidelines is a condition for a student's privilege of Internet access.

##### ***(1) The Internet***

The Internet is a vast, global network, linking computers at universities, schools, laboratories, and other sites. Through the Internet, one can communicate with people all over the world through discussion forums and electronic mail. In addition, many educationally valuable files may be downloaded from the Internet. Because of its enormous size and resources, the Internet's educational potential is boundless. Because of its broad reach, however, the Internet also

contains the potential for abuse. These Guidelines are intended to help ensure that students use this valuable resource in a safe and appropriate manner.

## ***(2) Students' Individual Responsibility***

All student use of the Internet is to be conducted under faculty supervision. Nevertheless, faculty members are not expected to monitor student use at every moment. Every student is expected to take individual responsibility for his or her appropriate use of the Internet.

## ***(3) Levels of Student Access***

Two levels of Internet access are provided through the MURSD:

*1. Internet and World Wide Web.* All students will have access to the Internet and World Wide Web, with teacher supervision, in classrooms, libraries, or laboratories. No individual account agreement is required. Before a student may access the Internet and Web, however, he or she must be familiar with these Guidelines.

*Grades K-8:* Before students in Grades K-8 will be authorized to access the Internet and World Wide Web, they will take part in a discussion of these Guidelines with their teacher. Teachers will be asked to sign a statement indicating that they have had such a discussion with their class.

*Grades 9-12:* Before students in Grades 9-12 will be authorized to access the Internet and World Wide Web, they will be asked to sign a statement stating that they have read the Guidelines and agree to adhere to them.

*2. Individual e-mail accounts:* Individual e-mail accounts may be provided by the MURSD to students to support classroom work. All email will be monitored by the district and classroom teachers for compliance with this policy (See Section 5).

## ***(4) Internet Access Is a Privilege***

For both levels of access, Internet access through the MURSD is a privilege, not a right. A student's access may be canceled by school officials if this privilege is abused. Inappropriate conduct on the MURSD Internet access will also be subject to disciplinary action, in conformity with the disciplinary policies of the individual schools in the district. A teacher's access may also be cancelled by their supervisor if this privilege is abused. Inappropriate conduct on the MURSD Internet access will also be subject to disciplinary action.

## ***(5) Administrators' Access to Student Files***

All student e-mail files and other Internet files and records may be accessed and examined by administrators for educational and administrative purposes, including the need to ensure that these Internet Guidelines are being adhered to. Administrators will also cooperate in providing access to student e-mail and Internet files and records to law enforcement authorities. Students should not assume that uses of the MURSD Internet access or student email will be private.

### ***(6) Personal Safety***

The Internet is accessible to the public. Unfortunately, this includes people who want to make contact with students for inappropriate purposes or under false pretenses. The MURSD cannot screen the Internet for such inappropriate uses. Therefore, students must be cautious and prudent about supplying personal information and arranging personal meetings. In particular, students should never arrange a personal meeting with a person who was met on-line without their parents' or guardians' knowledge and approval. Students should promptly inform their teacher or school administrator of any on-line communication that the student feels is threatening, harassing, or otherwise inappropriate.

### ***(7) System Security and Resource Limits***

Students are expected to follow procedures and guidelines that are issued in order to ensure the security of the MURSD computer network and to respect its resource limits. These include any downloading guidelines and virus protection procedures that may be issued.

### ***(8) Network Etiquette***

Students are expected to learn and to abide by generally accepted rules of Internet network etiquette, as well as rules of school decorum. These include common courtesy, politeness, and the avoidance of vulgar language.

### ***(9) Unacceptable Uses***

The following uses of the MURSD Internet access and email accounts are unacceptable:

1. Posting or emailing private or personal information about another person.
2. Attempting to log in through another person's e-mail account, system account, or to access another person's files.
3. Accessing or transmitting obscene or pornographic material.
4. Posting chain letters or engaging in "spamming." ("Spamming" means sending annoying or unnecessary messages to large numbers of people).
5. Engaging in sexual harassment. The MURSD Sexual Harassment Policy, which is included in the individual schools' handbooks, is applicable to Internet conduct.
6. Participating in any communications that facilitate the illegal sale or use of drugs or alcohol; that facilitate criminal gang activity; that threaten, incite hatred, intimidate, or harass any other person; or that violate any other laws.
7. Plagiarism. "Plagiarism" means the taking material of created by others and presenting it as if it were one's own. The policy on plagiarism/cheating, which is included in the individual schools' student handbooks, is applicable to users of the MURSD Internet access.

8. Infringing copyrights. Copyright infringement occurs when a person inappropriately reproduces or transmits material that is protected by copyright. For example, most software is protected by copyright and may not be copied without the permission of the copyright owner.

9. Participating in commercial activities that are not directly related to the educational purposes of the MURSD.

**(10) *Disclaimer of Liability***

The MURSD disclaims all liability for the content of material that a student may access on the Internet, for any damages suffered in the course of or as a result of the student's Internet use, and for any other consequences of a student's Internet use.

**(11) *Changes in the Guidelines***

The MURSD reserves the right to change these Guidelines at any time.

**(12) *Inclusion Statement***

May it be stated that the above guidelines apply to *all individuals* accessing the computer network. In addition to students, these users include all members of the faculty, staff, and volunteers. Because the privileges provided by the network encompass a wide circle of users, it is important that each individual realizes and respects the regulations.

**(13) *Mobile Devices***

Any cellular telephone, tablet computer, personal computer, or internet enabled device that has access to the school network through a wired or wireless internet connection is subject to this acceptable use policy. Devices owned by the MURSD are subject to additional rules and regulations at the discretion of the MURSD administration.

All Internet access, whether on a school owned device or a personal device is monitored and recorded for compliance with this document and all applicable laws.

**(14) *Electronic Media***

Users may participate in online activities such as web page design, email, blogging, podcasting, video production, and social media. These activities are to be used only for educational purposes and in accordance with MURSD and individual school policies on online and print publishing.

**(15) *Signature Forms (see attached sheets)***

*Student User Agreement and Parent Permission Form*

As a user of the MURSD computer network, I hereby agree to comply with the above stated rules – communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

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

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media using Internet enabled devices.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Student \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Street Address \_\_\_\_\_

Home Telephone \_\_\_\_\_

*User Agreement - Staff*

As a user of the MURSD computer network, I hereby agree to comply with the stated rules – communicating over the network in a reliable fashion while honoring all relevant laws and restrictions. I further understand that any violation of this acceptable use policy may result in termination or suspension of network privileges and/or disciplinary action taken against me consistent with the MURSD’s discipline policy and the terms of any collective bargaining agreement applicable to my employment. If a violation constitutes a criminal offense, appropriate legal action may be taken. I agree to compensate the MURSD in the event the district suffers any monetary loss including costs, damages, and/or attorney fees due to any violation of this acceptable use policy.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

School Building: \_\_\_\_\_

Adopted: February 13, 2012