

# Spring Hill Unified School District No. 230

## Internet and Intranet

### Usage Guidelines

#### Parent Information and Permission Form

Spring Hill Unified School District No. 230 (“USD No. 230”) offers its students access to the Internet, which enables users to explore thousands of libraries and databases, participate in distance learning activities, ask questions of and consult with experts, and communicate with other Internet users throughout the world. Access to the Internet through USD No. 230 is provided for educational and professional use to enable its students to achieve greater academic success and to better prepare to succeed in the future. It is available to students for academic, rather than for recreational purposes.

With the privilege of Internet access comes responsibility and accountability. USD No. 230 expects that all students using the school district network and the Internet services it provides will:

1. Have the permission of their parent or guardian;
2. Agree to abide by the policies and responsible use set forth in the USD No. 230 Internet/Network Acceptable Use Guidelines; and,
3. Understand the use of the school district network and Internet services is a privilege that may be terminated by the school or district for failing to abide by the policies described in the Internet/Network Acceptable Use Guidelines.

Spring Hill School District administration believes that most parents will want their children to have access to the Internet. Ultimately, however, it is the decision of the parents and guardians and district officials understand that some parents would not want their children to access the Internet at school. To that end, USD No. 230 supports and respects each family’s right to decide whether or not to apply for access for their minor children.

As the parent or guardian of a USD No. 230 student, we are asking that you review the Internet/Network Acceptable Use Guidelines outlined below and that you go over the Guidelines with your child so that everyone understands and is in agreement. If you have questions about the Guidelines, please direct them to your school administrator.

USD No. 230 will assume that parents give their permission for access to the Internet unless the attached form below is returned to the school indicating a desire to deny student access to the Internet. Alternative resources will be provided for children who do not have permission to access the Internet.

# **Spring Hill Unified School District No. 230**

## **Internet and Intranet**

### **Usage Guidelines**

Access to the Internet will enable users to explore thousands of libraries and databases, participate in distance learning activities, ask questions of and consult with experts, and communicate with other Internet users throughout the world. Access to the Internet through Spring Hill Unified School District No. 230 (“USD No. 230”) is provided for educational and professional use, rather than for recreational purposes.

Families should be warned that some materials accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While the intent is to make Internet access available to further educational goals and objectives, users may find ways to access other materials as well. The global and fluid nature of the Internet’s contents make it extremely difficult for the school district to completely regulate and monitor the information received or sent by users. Consequently, USD No. 230 cannot assure parents that students will be denied access to undesirable materials. Spring Hill School District administrators believe that the benefits from the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, USD No. 230 supports and respects each family’s right to decide whether or not to apply for access for their minor children, and the complete Internet/Network Acceptable Use Guidelines are available on request for review by all parents, guardians, and other members of the community. Alternative resources will be provided for children who do not have permission to access the Internet.

### **District Internet/Network Acceptable Use Guidelines for Students and Patrons of USD No. 230**

Access to computer and network services is a privilege - not a right. All users must share the responsibility for seeing that district computer facilities are used in an effective, ethical and lawful manner. Access will be allowed to students who agree to act in a considerate and responsible manner, and who have parental permission on file. Middle school and high school students must sign an Internet Network Access Agreement form allowing their students to access the Internet. As appropriate, students shall also be required to sign a form affirming that they have read, understand and will abide by the Internet and Intranet Usage Guidelines and understand the consequences for violation of the Guidelines. Parents or guardians requesting their students not participate in accessing the Internet, must sign a form provided by the school stating that they wish to decline such access. Users are responsible for adhering to the guidelines that follow.

**Use for Learning Purposes.** Users will agree to use the Internet only for lawful and school-related purposes. The Superintendent and/or his designees, may at any time make determinations that particular uses are or are not consistent with the purpose of the school district. Students will not be permitted to use the school computers for e-mail (i.e., Hotmail, Yahoo, Excite, AOL messenger, etc.) Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. Users shall not deliberately use the computer to annoy or harass others with language, images or threats.

**Respect System Set-Up.** Users will respect the integrity of the networks; they will agree that the computer systems are setup by the system administrator and are not to be altered in any way. Standardized student desktops will be setup to align the district with the Business Software Alliance (BSA) strict legal guidelines. Users shall not erase, rename, or make unusable anyone else's computer files, programs or disks.

**Protect Passwords.** Users will protect their passwords and help to maintain the security of the network. Users shall not use or try to discover another person's password.

**Use Only Approved Software and Hardware.**

- No software applications may be loaded on computers unless-- It complies with BSA regulations (Technology Department approved) and -- It can be proven to align with competencies required by state standards (QPA Curriculum director approval). Only software cleared by the Technology Department may be installed on any district computer.
- Attempting to write, produce, generate, copy, or download any computer code designed to self-replicate, damage hack or crack any computer's memory, file system, software or networks is prohibited.
- Do not tamper with computers, networks, printers or other associated equipment except as directed by staff.
- District software auditing tools will detect any software that does not comply.

**Access Appropriate Sites.** Users will access, save, or use only "school-appropriate" language, pictures, text, or any other data on/from the Internet. Student users must first have permission of and will be supervised by the school district's professional staff. Users shall not deliberately access or create any obscene or objectionable information, language or images.

**Follow Directions.** Users will adhere to printing and file-saving guidelines as directed by staff.

**Abide by Copyright.** District policies on copyright will govern the use of material accessed through the district system. Because the extent of copyright protection of certain

works found on the Internet (including text, video, music, photos, illustrations, and artwork) is unclear, users will make a standard practice of requesting permission of the holder of the work if their use has the potential of being considered an infringement. "Fair Use" for educational situations *usually* allows for use of small portions (approximately 10% of an entire work) as long as there is no commercial use. Additional copyright resources are available on the district's Intranet at: <http://spring/tech/HelpDocs/copyright/main.htm>.

**Don't Copy Others Work.** District policies on plagiarism will govern the use of material accessed through the district system. Whether high tech or low tech, plagiarism will occur if the original authors have not been given credit. Teachers will instruct students in appropriate research and citation practices. Accessing or posting another person's materials, information or files without the implied or direct permission of that person is prohibited.

**Understand District Ownership Issues.** Computer materials or devices created, as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of USD No. 230. Users shall not copy, change or transfer any software or documentation provided by school district, teachers, or another student without permission from the Superintendent or his designee.

**Don't Buy or Sell.** Users may not use the district system for private commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use.

**Keep Lab/Computers in Good Condition.**

Users will use the equipment with care.

- Do not intentionally damage the computer hardware, system, misuse system resources or allow others to misuse hardware or system resources.
- Use only the software that has been assigned by staff.
- Report equipment or software problems to a staff member.
- Leave all materials, equipment, and parts in the lab or computer area so that systems will be maintained in good working order.
- Remember to *keep all food and drinks* out of the computer area.
- Take the initiative to keep the lab or computer area clean and orderly by recycling unwanted paper, picking up personal items, etc.

**Expect Teacher Guidance.** When using the Internet for class activities, teachers will select material that is appropriate for the age of the students and relevant to the course objectives. Teachers will preview the materials and sites they require or recommend to students to determine the appropriateness of materials contained on the site. Teachers, principals or other administrators may review files and monitor all computer and Internet Activity to maintain system integrity and ensure that users are acting responsibly. Teachers and administrators may monitor ongoing student Internet activity to maintain system integrity and ensure that student users are abiding by this policy and are acting

responsibly. Privacy is not guaranteed. Electronic files stored on school-based computers may be treated like school lockers.

**Liability.** Teachers will assist students in developing the skills to ascertain the truthfulness and accuracy of the information and to distinguish fact from opinion. USD No. 230 makes no assurances of any kind, whether expressed or implied, regarding any Internet services provided. USD No. 230 will not be responsible for any damages the user suffers. Use of any information obtained via the Internet is at the user's own risk. The school district will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions of service. The school district will not be responsible for the accuracy, nature or quality of information stored on school district diskettes, hard drives, or servers; nor for the accuracy, nature or quality of information gathered through school district provided Internet access. The school district will not be responsible for personal property used to access school district computers or network for school district-provided Internet access. USD No. 230 will not be responsible for unauthorized financial obligations resulting from school district-provided access to the Internet.

**Notice.** These guidelines and all its provisions are subordinate to local, state and federal statutes. All users of the school district Internet access must also comply with agreement specified in the contract with the Internet Service Provider. A copy of this agreement is available on request from the Office of the Superintendent, 101 E. South Street, Spring Hill, Kansas 66083.

## **Consequences and Violations**

Users shall report illegal or unauthorized use of the network or Internet to the supervising teacher or the building principal or director.

**Students of USD No. 230** Violations of the policies and procedures of USD No. 230 concerning use of computers and networks will result in disciplinary action and/or legal action. Three levels of punishment may be enforced by the administration. While the levels may be implemented in order, nothing prevents the administration from selecting any step depending on the facts and the severity of the violation.

• ***Level 1- WARNING***

Students would lose computer privilege/Internet access until a parent conference is held. Any additional loss of privileges as determined by the administration will be discussed in this conference.

• ***Level 2- PATTERN OF ABUSE, REPEATED ABUSE OR FLAGRANT VIOLATIONS***

Student who continues to engage in serious or persistent misbehavior by violating the district's standards of conduct may be removed from any computer/internet privileges for the remainder of the school year or remaining school years and recommended for suspension. Said offenders may also face legal action.

• ***Level 3 – EXPELLABLE OFFENSE***

Student could be expelled from school if he/she engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by state and federal law. Any student expelled for misuse of technology will also lose computer privileges for the remainder of the school year or school years. Said offenders may also face legal action.

**Spring Hill USD No. 230 Student Internet Access Permission Form**  
(Required for all users)

I have read, understand, and have discussed the Spring Hill USD No. 230 Internet/Network Acceptable Use Guidelines with my child regarding appropriate use of technology and the Internet. I agree to support and uphold the guidelines, and I understand that should my child commit any violation, his/her network access privileges will be revoked. If the violation constitutes a criminal offense, appropriate legal action may be taken. I do understand that there is objectionable material available on the Internet and that by following the Acceptable Use Guidelines, my child should not be exposed to this material. I further understand that precautions to restrict inappropriate access have been taken in USD No. 230 where the language, photos, text, etc. may be offensive but due to the global and fluid nature of the Internet, USD No. 230 cannot assure me that my child will be denied access to all undesirable materials.

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

Parent Name \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

*Your permission will be in effect for the current school year. (Forgery on this form constitutes forfeited rights to USD No. 230 Internet/Network).*

## Spring Hill USD No. 230 Deny Student Internet Access Return Form

Please fill out the statement below and return it to your child's school if you wish to DENY your child access to the Internet at school and request alternative activities. If you do not return this form the school will assume that you give your permission for Internet access to your student.

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

Parent Name \_\_\_\_\_

I request that my child NOT be allowed to have Internet access at school. I request alternative activities be provided for my child instead of Internet based activities. I have read and understand the Spring Hill USD No. 230 Internet/Network Acceptable Use Guidelines.

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_