

## **Internet and Computer Acceptable Use Policy North Harrison Community School Corporation**

**Please read the following carefully before signing the Internet and Computer Access Agreement:**

**Introduction:** Internet and computer access is available to qualifying students, teachers, staff, administrators and invited guests at North Harrison Community School Corporation, hereinafter referred to as "NHCS." Persons who use these computing facilities do so as guests of NHCS and are expected to conduct themselves accordingly. Our goal is to promote innovation and educational excellence by using Internet tools for research, worldwide resource sharing, and communication.

The Internet is an electronic highway connecting millions of computers all over the world. Internet services provide access to electronic mail, public shareware of all types, many university card catalogs, and massive databases on computer networks at universities, government agencies, public and private industry.

**Issues:** With access to computers and people all over the world also comes the availability of material that will not be considered to be of educational value in the context of the school setting. The Internet may contain material that is objectionable from many points of view. There is, however, a wealth of educational material available. Parents and guardians need to decide whether to permit their children to access the Internet.

NHCS has decided to use Vericept filtering and monitoring software at the present time. Vericept is designed to identify web sites that educators believe are inappropriate for students and to prohibit access to those sites. NHCS believes that Vericept filters most inappropriate sites. However, no system is perfect. On a global network it is impossible to control access to all materials that are objectionable or inappropriate. In addition, an industrious user may be able to gain access to sites that are supposed to be filtered. NHCS cannot and does not represent that users will not have access to inappropriate or objectionable material. Parents and guardians must consider this in deciding whether to permit their children access to the Internet.

**Responsibilities:** Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end-user who must adhere to strict guidelines. These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general, your responsibilities require ethical, efficient, and legal use of all NHCS network resources. Each student having Internet access will participate in a discussion with his or her sponsoring teacher regarding acceptable behavior and use of the network.

If a NHCS user violates any of these terms and conditions, his or her Internet and computer access will be terminated and future access could be denied. The signature(s) on the Internet and Computer Access Agreement form is/are legally binding and indicate(s) the party/parties who signed has/have read the terms and conditions carefully and understand(s) their significance and agree(s) to abide by these terms.

**1. Acceptable Use:** Internet and computer use must be consistent with the educational objectives of NHCS.

- Computer accounts shall only be used by the authorized owner of the account. No attempt to gain unauthorized access to accounts is permitted.
- Attempts to obtain access to restricted sites, servers, files, databases, etc. are prohibited. Unauthorized access to other systems (e.g. "hacking") is prohibited.
- Use of Internet and computer games and chat protocols (e.g. "instant messaging") are not allowed.
- Transmission of any materials in violation of any law is prohibited. This includes, but is not limited to: copyrighted materials, threatening or obscene materials or materials protected by trade secrets.
- Personal addresses, phone numbers, and financial information should not be included in network communication.
- Passwords must be kept private and should be changed frequently.

- Internet and computer use for commercial purposes, financial gain, personal business, product advertisement, or political lobbying (including student body elections) is prohibited.
- Vandalism is not permitted and will be strictly disciplined. Vandalism is defined as any attempt to harm or destroy data of another user or of another agency or network that is connected to the Internet. Vandalism includes, but is not limited to, damaging NHCS computer equipment and electronics, the uploading, downloading, or creation of computer viruses. It also includes attempts to gain unauthorized access to a network that is connected to the Internet.

**2. Privileges:** Internet use is a privilege, not a right, and inappropriate use will result in a loss of network privileges, disciplinary action, and/or referral to legal authorities. The system administrators will close an account when necessary. An administrator or faculty member may request the system administrator to deny, revoke, or suspend specific user access and/or user accounts.

**3. Netiquette:** You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite.
- Do not be abusive in your messages to others.
- Use appropriate language.
- Do not swear, use vulgarities or any other language inappropriate in a school setting.
- Do not reveal personal information of students or colleagues

**4. Services:** NHCS makes no warranties of any kind, whether expressed or implied, for the service it is providing. NHCS will not be responsible for any damages you suffer while on this system. These damages include loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by power outages, equipment failure, negligence, errors, or omissions. Use of any information obtained via Internet is at your own risk. NHCS specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**5. Security:** Security is a high priority on computer networks. If you identify a security problem, you must notify the system administrators immediately. Do not demonstrate the problem to other users. You may not use the NHCS network or the Internet to discuss or disseminate information regarding security problems or how to gain unauthorized access to sites, servers, files, etc. Do not use another individual's account or allow another individual to use your account.

## **North Harrison Community School Corporation Guidelines for Access and/or Accounts**

1. Elementary and secondary students applying for access and/or an account will participate in a discussion with their sponsoring teacher regarding this Acceptable Use Policy (AUP).
2. Users may be granted an account for as long as they are associated with NHCS on the following conditions:
  - All users must read and agree to follow all guidelines outlined in this AUP. This agreement is formalized through their signature on the application.
  - Students must obtain the signature of a parent or guardian on the application.
  - Students must have at least one teacher sponsor sign the application.
  - Students must be supervised during use of the Internet and/or computer stations.
3. Except for special circumstances, users may not maintain accounts upon leaving the school district.