

## STUDENT NETWORK AND INTERNET ACCEPTABLE USE POLICY AND AGREEMENT

The Northwest Local School District is pleased to make available access to interconnected systems within the district and to the Internet for the purpose of productivity, research, curriculum delivery, professional development activities and electronic storage in the pursuit of learning. The District Board of Education has policies, which govern the access and use of computer and network systems. This Acceptable Use Policy is a guideline for use and a contractual agreement between the student and the Board of Education. All students must take responsibility for appropriate and lawful use of their access. Misuse under the guidelines of this document may result in disciplinary action under Board Policy and/or the governing code of conduct.

Upon review of this policy and signing this Agreement, each student will be given the opportunity to enjoy access to computer and network systems at school and is agreeing to follow this Policy.

If you have any questions about the guidelines below, please contact your building principal.

### **I. Personal Responsibility.**

You agree not only to follow the rules in this Policy and Agreement, but also agree to report any misuse of the network to a teacher or building principal. Misuse means any violation of this policy, Board of Education Policy, or any other use that is not included in the policy, but has the effect of harming another person or his or her property.

### **II. Terms of Permitted Use**

Technology and the Internet are integral components of a quality education. They are no longer optional instructional resources. It is the expectation that all students will be instructed in responsible use and have access to technology and the Internet. Students are expected to sign a new Policy each year during which they are students in the District before they are given an access account.

By signing the Agreement, students acknowledge and understand the following regarding the use of the computer/network:

1. Electronic mail (e-mail) is not private. Systems managers have access to all messages relating to or in support of illegal activities, activities not in the best interest of the district, and such activities may be reported to the authorities.
2. All electronic data that passes through a district owned computer or over the district's network is subject to monitoring and seizure and may be handed over to law enforcement officers.
3. All electronic data created for administrative or instructional purposes under the Board approved curriculum for a course or program is the property of the District.
4. The rules and regulations of on-line etiquette are subject to change by the Administration.
5. The user in whose name a computer account is issued is responsible for its proper use at all times. Users must log off the computer to conclude a session or lock the computer if stepping away. Users retain responsibility for the activity of anyone accessing the computer and/or network under their account. Users shall keep personal account information, home addresses and telephone numbers private. They shall use this system only under the login and password information issued to them by the

STUDENT NETWORK AND INTERNET  
ACCEPTABLE USE POLICY AND AGREEMENT

District. Users shall not grant others access to a computer and/or the network under their login and password.

6. Computer systems and the District network shall be used only for purposes related to education.
7. Violation of this Policy and Agreement may result in the cancellation of user privileges and possible discipline under the student code of conduct.

### **III. Purpose and Use**

#### **A. Acceptable Use**

The Northwest Local School District is providing access to its computer network and the Internet for educational purposes only. If you have doubt about whether a contemplated activity is educational, you should ask your teacher, or building principal if a use is appropriate.

#### **B. Unacceptable Use**

Among the uses that are considered unacceptable are the following:

1. Violating or encouraging others to violate the law or Board Policy.
2. Revealing private information about yourself or others. Private information includes, but is not limited to a person's password, social security number, credit card number or other confidential information that has the potential to harm yourself or others or to violate the law if shared with other persons.
3. Uses that cause harm to others or that cause damage to their property.
4. Uses that constitute defamation (i.e. harming another's reputation by lies), or that harass, threaten or bully others.
5. Using profanity, obscenity or other language, which may be offensive to other users.
6. Uses that are for commercial transactions (i.e. buying or selling or making arrangements to buy or sell over the internet).
7. Use that causes disruption to the use of the computer and/or network by others or that disrupts the educational process of the District.
8. Using the system to encourage the use of drugs, alcohol or tobacco.
9. Viewing, downloading or transmitting material that is threatening, pornographic, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, gender, sexual orientation, age, disability, religion or political beliefs.
10. Copying or placing copyrighted material or software on the system without the author's permission and/or in violation of law.
11. Reading, deleting, copying or modifying other user's email or files without their permission or attempting to interfere with another user's ability to send or receive electronic mail.
12. Using another person's password or some other identifier that misleads recipients into believing someone other than you is communicating or accessing the network or Internet.
13. "Hacking," gaining, or attempting to gain unauthorized access to computers, servers, computer systems, internal networks, or external networks.

## STUDENT NETWORK AND INTERNET ACCEPTABLE USE POLICY AND AGREEMENT

14. Downloading and/or installing freeware or shareware programs without the approval of the Technology Department.
15. Uploading a worm, virus or other harmful form of programming onto the network or Internet.
16. Plagiarizing copyrighted or non-copyrighted materials for personal gain, recognition, or as graded work.
17. Using, installing, or attempting to install peer-to-peer file sharing programs such as Kazaa, Bittorent, Limewire, Bearshare, and others.
18. Using social network sites such as Myspace, Xanga, and others and/or forum sites and/or blog sites for the purpose of posting slanderous or otherwise harmful information, whether true or untrue, about the character and/or actions of the district's students or staff on district or personal technology equipment.
19. Using instant messaging, text messaging, and Internet telephony services without the consent of your teacher, supervisor, or director.

### **C. Network and Internet Safety**

When using the District's network or Internet, do not reveal personal information about yourself such as your home address or telephone number. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parents' permission.

### **IV. Privacy**

The Northwest Local School District reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the Northwest Local School District and no user shall have any expectation of privacy regarding such materials.

### **V. Warranties/Indemnification**

The Northwest Local School District makes no warranties of any kind, either express or implied, in the connection with its provision of access to and use of its computer networks and the Internet provided under this Policy and Agreement. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy and Agreement. Users take full responsibility of his or her usage and agree to indemnify and hold harmless the Northwest Local School District and its Board members, administrators, teachers, and staff from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agrees to cooperate with the Northwest Local School District in the event of the initiation of an investigation into a user's use or his or her access to its computer network and Internet, whether that use is on a District computer or on another's outside the Northwest Local School District's Network.

STUDENT NETWORK AND INTERNET  
ACCEPTABLE USE POLICY AND AGREEMENT

**Agreement Form**

I have read, understand and agree to abide by the terms of the foregoing Acceptable Use Policy and Agreement. Should I commit any violation or in any way misuse my access to the Northwest Local District's computers, computer network, and or Internet, I understand and agree that my access privilege may be revoked and disciplinary action may be taken against me as outlined in the applicable Handbook or Code of Conduct.

(Please Print Clearly)

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

User Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian Signature if Minor \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

---