

Rogersville City School

ACCEPTABLE USE POLICY



Rogersville City School offers students, staff, and others affiliated with Rogersville City School access to the school's electronic network system, which includes Internet access. Rogersville City School believes the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. The smooth operation of the network relies upon the proper conduct of the end users, who must adhere to strict guidelines. These guidelines are provided herein so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources.

The signature or signatures at the end of this document are legally binding and indicate that the party or parties who signed have read the terms and conditions carefully and understand their significance.

Internet Access – In making decisions regarding student access to the Internet, Rogersville City School considers its own stated educational mission, goals, and objectives. Research skills, via electronic format, are now fundamental when molding students to be productive citizens, as well as, dynamic employees.

Access to the Internet enables staff and students to explore thousands of libraries, databases, and other resources. The district expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access to Internet resources should be structured in ways that point students to resources which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual users. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Rogersville City School has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial information. The student is responsible for not pursuing material that could be viewed as objectionable and/or offensive. Students should be aware that network use is logged and can be monitored and reviewed by administrators. Students are responsible for good behavior online just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

Rogersville City School firmly believes that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the school.

The following rules have been established as guidelines for Internet use. These include, but are not limited to, the following:

Internet Access- Internet is available for all students only as an educational resource.

- Students will access the Internet with permission from a teacher.
- Students will go to websites that are appropriate for learning at school.
- Students will inform a teacher immediately if any inappropriate sites are accessed while he/she is online.
- Students will not attempt to bypass the Internet filter to access a blocked website.
- Students will not reveal any personal information about themselves or others, such as address or phone number.
- Students will not purchase products or services using the Internet.
- Students will not plagiarize works or violate copyright laws.
- Students will not use the network for commercial purposes or illegal activity.

Network Etiquette – Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Students will always use proper and appropriate language and utilize appropriate writing skills when communicating online.
- Students will never give personal information (name, address, telephone number, etc.) to someone online.
- Students will never use online communication to harass or bully anyone.
- Students will be courteous and polite when communicating online.
- Students will not use the network in such a way as to disrupt the work of others.
- Use of other organization's networks or computing resources must comply with the rules appropriate for that network.
- All communications and information accessible via the network should be assumed to be private property. Do not quote personal communications without the author's prior consent.
- Note that electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the authorities.

1-to-1 Device Program – All students enrolled at RCS will have the exciting opportunity to be issued a device for educational use. The device is issued to the student who, with his or her parents or legal guardians, is the only authorized user of the computer/iPad. Students in grades K-4th will be assigned an Apple iPad, while grades 5th-8th will be issued a Dell Laptop. Although each student accepts responsibility for the care and use of the device, the unit remains the sole property of Rogersville City School. Rogersville City School owns licenses for the software installed on the devices. Under no circumstances may any of this software be transferred to any other computer. This equipment should be treated with respect. No student shall intentionally damage, alter or take any of this equipment, which includes all hardware and software. Rogersville City School has software and systems in place that monitors and records all activities and traffic on the School computing resources. Students should expect only limited privacy in the contents of personal files on the school network. Misuse of equipment may result in immediate loss of laptop/iPad loan privileges. Violations of the Rogersville City School policy and AUP are subject to disciplinary action ranging from loss of computing privileges up to and including suspension and/or expulsion.

The student and parent/guardian agree to the following:

- Students are responsible for their laptop/iPad.
- The laptop/iPad must always be transported in a safe manner, preferably in a backpack.
- Wet hands and high humidity are risky to electronic devices and should be avoided.
- The laptop/iPad must always be with the student or in the designated cart charging at all times.
- The laptop/iPad must be returned immediately if Rogersville City School administration revokes laptop/iPad loan privileges for a student or the student transfers from Rogersville City School. Failure to do so will result in Rogersville City School reporting the laptop/iPad as stolen property to law enforcement authorities.

General Device (Laptop/iPad) Use – The student agrees to the following:

RCS issued devices will NOT:

- Be left on anything other than a flat surface.
- Have any hardware or software removed from the system.
- Delete, rename, move, copy or alter any file or its properties other than his/her personal files.
- Knowingly infect the system with a virus.
- Install or download software or files without the permission from a staff member.
- Attempt to gain access to unauthorized files.

Internet Publishing – As a part of their educational program, students may have the opportunity to publish or be included in published documents, projects and/or other activities on the Internet. Therefore, the following guidelines have been established for Internet publishing.

- Published documents may not include phone numbers or addresses.
- Student may only be identified by first name and classroom teacher
- Documents may not include information which indicates the location of a student at a given time other than attendance at a particular school or participation in school activities.
- Documents must conform to school board policies and established school guidelines.
- Documents must be edited and approved by a referring teacher and/or the Technology Administrator.

Vandalism – Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any of the above-listed agencies or other networks that are connected to any of the Internet backbones. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism will result in cancellation of privileges. This includes other student's laptops. Students should never utilize any laptop, except the one that is assigned to them.

Security – Security on any computer system is a high priority, especially when the system involves many users. Never share your password or account with anyone. You have full responsibility for the use of your account, and can be held responsible for any policy violations that are traced to your account. **If you believe your**

account has been violated, you should immediately notify the Technology Administrator and request your password to be changed.

Privileges – The use of the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of this privilege. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Limitation of Liability – Rogersville City School makes no guarantee that the functions of the services provided by or through the school system will be error-free or without defect. Rogersville City School will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The system is not responsible for the accuracy or quality of the information obtained through or stored on the network system. Rogersville City School will not be responsible for financial obligations arising through the unauthorized use of the network.

Email – Rogersville City from time to time may deem it necessary to provide students with school issued email accounts. The accounts are limited and highly monitored. When utilizing a school issued email account the following should be assumed:

- I understand that any school-issued email address should be used for educational communication purposes only.
- I understand that all school-issued email communications are stored and may be accessed and examined by teachers and administrators at any time.

Acceptable Use Agreement

Student Agreement

Student Name _____

Date _____

Grade _____

I have read the Rogersville City School's Acceptable Use Policy. I agree to follow the rules contained in this policy. I understand that should I violate any of the rules, my access to the network and laptop loan privileges may be revoked immediately and I may face other disciplinary measures or legal consequences.

Student Signature _____ Date _____

Parent/Guardian Agreement

I have read the Rogersville City School System's Acceptable Use Policy.

I hereby release the System, its personnel and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of or inability to use the System's network, including, but not limited to claims arising from the unauthorized use of the system to purchase products or services.

I give permission for my child to use the Rogersville City School System's computer network. I realize this includes the use of the Internet and could include use of e-mail and discussion groups on a limited, supervised basis. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

I give permission for my child to be issued a laptop for educational use. I understand that the laptop remains the sole property of Rogersville City School and must be returned immediately should my child transfer from Rogersville City School or should Rogersville City School suspend or terminate my child's laptop loan privileges. I understand failure to comply with this policy will result in the laptop being reported as stolen property to authorities and possible legal and/or monetary consequences.

I give permission for my child's work and/or photograph to be published on the Internet, with the understanding that personal information will not be used.

Parent/Guardian Name _____ Date _____

Parent/Guardian Signature _____

Home Address _____

Phone _____

Laptop Serial Number _____ Laptop Asset Number _____