

NETWORK ACCEPTABLE USE POLICY

The Loogootee Community School Corporation provides computer, Internet, and telephone (hereafter referred to as **Network**) access to enhance information gathering and communication skills, to assist in resource sharing, and to facilitate the use of technology to achieve educational objectives. This policy applies to all users of telephone, Internet access, voice mail, e-mail, facsimile transmission and computer based communication and instruction provided by the Loogootee Community School Corporation. All provisions of this policy are subordinate to local, state, and federal statute.

A **User** as used in this policy is defined as a person using the Loogootee Community School Corporation's Network resources and includes but is not limited to students, employees, volunteers, and independent contractor(s) retained by the Loogootee Community School Corporation.

The Network is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. The Network extends the resources of the schools and provides benefits such as:

- information from news agencies and research institutions
- access to real-time content such as virtual field trips
- public domain software and shareware of all types
- access to the Library of Congress, ERIC, and university libraries
- electronic mail and voice mail

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. The Loogootee Community School Corporation has taken precautions to restrict access to controversial materials via Internet filtering software. All Internet activities will be monitored by the school corporation to ensure students and staff are not accessing inappropriate sites. Each school corporation computer, privately owned computers, and electronic devices that access our Network are filtered to block access to inappropriate language and visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors. Users should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. Furthermore, it is possible for students to purchase goods and/or services via the Network which could result in unwanted financial obligations. However, the Loogootee Community School Corporation firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure materials that is not consistent with the educational goals of the district.

Network access is a privilege, not a right. In order to activate an account, Users will be asked to read the Loogootee Community School Corporation Network Acceptable Use Policy. Users must sign the Loogootee Community School Corporation Network User Agreement. The System Administrator will then provide the User an account. The System Administrator and professional staff will supervise use.

All information services and features of the Network are intended for the private use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes is expressly forbidden. Any problems that arise from a user's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.

Users may not use the Network, or its resources to:

- intentionally access, upload, download, or distribute pornographic, obscene, or sexually explicit materials.
- transmit harassing, threatening, obscene, abusive, or sexually explicit language.
- violate any local, state, or federal statute.
- vandalize, damage, or disable the property of another person or the Network.
- access another person's materials, information, or files without the implied or direct permission of that person.
- intentionally seek passwords belonging to other users or use others' accounts.
- violate copyright, or otherwise use another person's intellectual property without his or her prior approval or proper citation.
- alter system software, tamper with terminals, associated equipment or otherwise disable the Network or related equipment.
- use software unless owned by the Loogootee Community School Corporation or approved by the system administrator.
- change, delete, copy, rename, or otherwise alter files or software the user did not create without permission from the system administrator.

Users should not respond to unsolicited online contact and should report any harassment to the System Administrator. Care should be taken to protect personal information, such as name, address, and telephone number. Electronic mail messages can be forwarded; therefore, users' messages should not contain information that they would not wish shared with strangers. The Loogootee Community School Corporation reserves the right at any time to monitor and/or inspect the use of all School District Network resources and shall be authorized to immediately suspend any user's access to a Network resource pending review of any alleged misuse.

The Loogootee Community School Corporation does not guarantee that the functions of its network will be error-free and/or uninterrupted or that it will meet all requirements of its users. Furthermore, the Loogootee Community School Corporation will not be liable for any direct or indirect, incidental or consequential damages relative to the following:

- information stored on school corporation internal hard drives or servers and removable media that includes but is not limited to floppy disks, memory cards, USB flash drives, optical drives, magnetic tapes, and external hard drives.
- information retrieved through school corporation computers, networks or online resource.
- personal property used to access school corporation computers, networks, or online resources.

- unauthorized financial obligations resulting from use of school corporation resources and accounts to access the Network.

Parents will be notified annually that their children will be using school corporation technology resources and accounts to access the Network;. Parents may request alternate activities not requiring Internet access.

It is the responsibility of the Users of the Network to use its resources appropriately. Users are expected to abide by the aforementioned Network rules and are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal the personal address or phone numbers of students or colleagues.
- Note that electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the Network in such a way that you would knowingly disrupt the use of the Network by other users.
- All communications and information accessible via the Network should be assumed to be property of Loogootee Community School Corporation.

Copies of the Loogootee Community School Corporation Network Acceptable Use Policy are available for review by all parents, guardians, staff members, and members of the community and may be obtained in person or by writing to:

Loogootee Community School Corporation
Network Acceptable Use Policy
201 Brooks Avenue
Loogootee IN, 47553

Loogootee Community School Corporation Network User Agreement

Network 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 users who must adhere to strict guidelines. These guidelines are provided here 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. If a Loogootee Community School Corporation User violates any of these provisions, his or her account will be suspended and/or terminated and disciplinary action and/or appropriate legal action may be taken. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

I have read and will abide by the Loogootee Community School Corporation Network Acceptable Use Policy. I understand that any violation of the policies and guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and disciplinary action and/or appropriate legal action may be taken.

User Name: _____
Please Print

User Signature: _____ Date: _____

If user is a student in the Loogootee Community School Corporation, a parent or guardian signature is required.

_____ Yes, as the parent/guardian of this student, I have read the Loogootee Community Schools Network Acceptable Use Policy, and I will help my student abide by them. I understand that this access is designed for educational purposes. I understand I could request alternative activities that would not require Network use, but I do not wish to do so. I understand that it is possible for students to view inappropriate material or purchase goods via the Network that could result in unwanted financial obligations. I accept full responsibility for supervision if and when my child's use is not in a school setting and I hereby give my permission for my student to have a Network account.

_____ No, as the parent/guardian of this student, I do not want my student to have a Network account or engage in activities which require the use of the Network.

Parent/Guardian Name: _____
Please Print

Parent/Guardian Signature: _____
Date: _____