

CHIMACUM SCHOOL DISTRICT

Acceptable Use Guidelines for Students

Dear Parents:

Your child has the opportunity to receive an electronic network account or access, and needs your permission to do so. Among other advantages, your child will be able to communicate with other schools, colleges, organizations and individuals around the world through Internet and other electronic information systems and networks. Internet is a system which links smaller computer networks, creating a large and diverse network. Internet allows your child, through electronic mail (e-mail) and other means to reach out to many other people to share information, learn concepts and research subjects. These are significant learning opportunities to prepare your child for the future.

With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed informed consent form, school district procedures and any other enclosed material, and discuss it together. When your child is given an account and password to use on the computer, it is extremely important that the rules are followed. Inappropriate use will result in the loss of the privilege to use this educational tool, and other disciplinary action if appropriate. Parents, remember that you are legally responsible for your child's actions.

Please stress to your child the importance of using only his or her account password, and of keeping it a secret from other students. Your child should never let anyone else use his/her password to access the network. Your child is responsible for any activity that happens in his/her account.

We have established procedures and rules regulating the materials that students may search for on the network, but please be aware that there is unacceptable and controversial material and communications on the Internet that your child could access. It is not possible for us to always provide direct supervision of all students. We cannot filter material posted on network-connected computers all over the world; we encourage you to consider the potential of your child being exposed to inappropriate material in your decision of whether or not to sign the informed consent form.

We also reserve the right to review e-mail sent or received on the district system to improve student safety and system integrity, and you and your child must waive the copyright on any material posted through the network.

If you have any questions please contact your child's school office. If you want your child to have the opportunity to receive an Electronic Network account or access, please return the signed informed consent forms to us as soon as possible.

CHIMACUM SCHOOL DISTRICT Individual User Access Informed Consent Form

In consideration for the privilege of using the network and for having access to the public networks, I hereby release Chimacum School District, the K-20 Network, and other intermediary providers, if any, operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my, or my child's use, or inability to use, the K-20 Network including, without limitation, the type of damages identified in the Chimacum School District's Acceptable Use Guidelines.

Further, my child and I agree to abide by the District's Policy and Procedures for Electronic Information Systems, which we have reviewed and understand, and we acknowledge that failure to comply with the policy and procedures may result in revocation of network use privileges.

My child and I acknowledge and agree that Chimacum School District has the right to review, edit or remove any materials installed, used, stored or distributed on or through the network or District's system including e-mail and other electronic messages and we hereby waive any right of privacy which my child or I may otherwise have into such material.

My child and I acknowledge and agree that any copyright my child may have in material posted on the Internet through the school district's system is waived.

I ACCEPT THE FULL RIGHTS AND RESPONSIBILITIES OF DIGITAL CITIZENSHIP

- I behave civilly and respectfully toward people online just as I treat people courteously face-to-face.
- I keep my right to access the internet at school by using it responsibly, just as I drive safely to keep my driver's license.
- I don't send my name, address or phone number to anyone online, just as I don't give personal information to strangers.
- I keep my username and password to myself, just as I don't give my house keys to strangers.
- I include others in digital learning projects whether or not they have a computer, just as I want team members to include me.
- I do not post hurtful or offensive material on the internet, just as I don't put insulting or hurtful graffiti on the wall of my room.
- I turn off my cell phone in class when the teacher asks, just as I do at the movies to avoid disturbing others.
- I will not delete or damage digital content that belongs to someone else, just as I will not harm someone physically.
- I will not steal the ideas, work, music, or art of someone else, just as I don't want someone to take credit for the work I create.

Signature of User

Signature of Parent/Guardian
(required if user is under age 18)

Printed Name of User

Printed Name of Parent/Guardian

Date Signed

Date Signed

* Students over eighteen do not need a parent's signature

Here's why we want you to use the internet

- Add to what you learn in class.
- Research class projects. Make sure you cite your sources.
- Communicate with your classmates and teacher about class projects.

Good news – copyright law protects your work.....

.....just as it protects the work other people create. That's one of the reasons we need permission from a parent or guardian to publish what you create in any electronic medium. So it makes sense that **you must have written permission** from a copyright owner to download, copy, reproduce or share web-based content such as software, music, audio files, movies or images.

Here's what you can do online

Go to the internet sites your teacher provides and use the e-tools on your PC to.....

- Create files, e-projects, videos, web pages and podcasts for class projects.
- Create content for classroom databases, blogs, wikis, bulletin boards, social networking sites, online communities, web pages and email.
- Publish your school work on the school website, if your parent or guardian gives us permission.

Here's what we do not allow

Do not sabotage the network

- Actions that harm the integrity of the school network and its resources such as hacking, cracking and vandalizing.
- Actions that use our information or equipment inappropriately or illegally.

Do not target, torment, threaten, harass, humiliate, embarrass or endanger others

- Actions that bully someone through our email or on the web.
- Actions that communicate hate or discriminatory ideas, including jokes and remarks.
- Actions that threaten or could harm others, for example, how to make a bomb or manufacture illicit drugs.
- Actions that access, upload/download, store or distribute obscene, pornographic or sexually explicit material.

Safe on the street. Safe online. Same thing.

It's a **world wide web** and nothing on it is truly private. So, be smart about what you share. Keep information about yourself and other to your **online self**. You wouldn't hand it over to a stranger on the street. Same thing over the internet.

We understand that building a safe and secure online identity is a learning process that takes time and experience. **Talk to us. Ask questions.** We want to hear about the good stuff you encounter and the ideas and experiences that worry you.

Don't be a victim

The account we give you on the network is really yours. You are responsible for anything that happens when you are logged in – **even if you didn't do it**. If you suspect someone has tampered with your account report it right away. If you come across online or email content you feel is harmful, insulting, dangerous or inappropriate – report it immediately.