

# Internet Acceptable Use Guidelines



## **Internet Access**

Because technology is a vital part of the educational process and the curriculum of the Career & Technology Center, students will be provided access to the Internet. By providing this access, the Center intends to promote educational excellence and allow access to resources unavailable through traditional means. Through the Internet, students and staff will have access to the following:

1. Electronic mail communication with people all over the world.
2. Information and news from the worldwide web.
3. Public domain software and graphics of all types for school use.
4. University library catalogs, the Library of Congress, and a large collection of information of educational value.

With access to computers and people all over the world, also comes the availability of material that may not be of educational value. The Center has taken precautions with its filtering software to restrict access to controversial or inappropriate materials. However, on a global network, it is impossible to control all materials and limit all access to information that has no educational value. The Center firmly believes that the valuable information and the 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 district.

The smooth operation of the Internet network relies on the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided so that you are aware of your responsibilities when using the Internet. Any violations of these guidelines will subject the user to appropriate disciplinary action and possible denial of access to the Internet.

Prior to accessing the Internet, students and staff must receive instruction on the appropriate use of the Internet. In addition, parents will be required to sign a permission form at the beginning of each school year before students will be allowed access. Students also must sign a form annually acknowledging that they have read and understand this Administrative Rule, that they will comply with the guidelines set forth herein, and that they understand the consequences for violating these guidelines. Employees must sign a similar acknowledgement form.

## **Terms and Conditions of Use**

### **A. Acceptable Use**

The purpose of the Center's decision to provide Internet access is to allow an expanded opportunity for research and education by providing access to unique resources and the opportunity for collaborative work. All use of the Internet must be in support of education and research and consistent with the educational objectives of the school district. Use of other organizations' network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state laws or regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.

## **B. Procedures for Use**

1. Administrators and teachers may access the Internet for educational or work-related purposes at any time which is not disruptive and does not interfere with the performance of other responsibilities by the employee or other staff members.
2. Students will be allowed to access the Internet only through their teachers. No students may access the Internet without permission. Student use should be supervised at all times by a staff member.
3. Staff members who are exploring the worldwide web sites with a class do not need special parental permission for such activity if the teacher is in control of the navigation to known educational sites.
4. All computer and Internet usage by employees is to be consistent with the Career and Technology Center's mission and policies.

## **C. Rules Governing Use**

The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of Internet privileges. All staff and students must abide by generally accepted rules of network etiquette, including the following:

1. Be polite. Do not be abusive in messages to others. Always use appropriate language. Profanity, vulgarities, or other inappropriate language is prohibited. Illegal activities are strictly forbidden.
2. Never reveal the personal address or phone number of yourself or others.
3. Note that electronic mail is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal or inappropriate activities will be reported to the appropriate authorities.
4. Do not disrupt, harass, or annoy other users.
5. All communications and information accessible via the network should be assumed to be private property. Always cite all quotes, references, and sources.
6. Never access inappropriate or restricted information, such as pornography or other obscene materials, or other information not directly related to the educational purposes for which access is being provided. Restricted information includes obscene, libelous, indecent, vulgar, profane, or lewd materials; advertisements for products or services not permitted to minors by law; insulting, fighting, and harassing words; and other materials which may cause a substantial disruption of the academic environment.
7. Vandalism also is prohibited and will result in cancellation of privileges. Vandalism includes any malicious attempt to harm or destroy data of another user, and includes, but is not limited to, the uploading or creation of computer viruses.
8. All users should remain on one system only as long as necessary to complete their work, so that other individuals will have equal opportunities to access the Internet.
9. All users should use the Internet only for research and academic reasons. Do not use the system for financial or commercial gain.
10. Always follow the instructions of the supervising staff members.

#### **D. Penalties for Improper Use**

An employee who violates the terms of this Administrative Rule or otherwise misuses the Internet to access inappropriate material will be subject to disciplinary action, up to and including discharge. In addition, the privilege of accessing the Internet also will be subject to cancellation for up to one year. Students who violate the terms of this Administrative Rule or who otherwise misuse their access to the Internet also will be subject to disciplinary action in accordance with the center's Student Behavior Code. Internet access privileges also may be canceled for up to one year. Violations of the laws of the United States or the State of South Carolina also may subject the user to criminal prosecution. If a user incurs unauthorized costs, the user, as well as the user's parents if the user is a student, will be responsible for all such costs.