FERNDALE AREA SCHOOL DISTRICT

815. ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES
Parent/Student Information

We are pleased to offer students at Ferndale Area School District access to the district computer network resources, the Internet, and a variety of other electronic services in an effort to support the educational mission of the district. To use these resources, all students must sign and return the attached form accompanied by their parent/guardian signature. Parents please read this policy carefully and review it with your son/daughter and sign and/or initial where indicated.

Overview

Students are responsible for appropriate behavior while utilizing electronic services, just as they are responsible for their behavior in hallways and classrooms. With this access comes responsibility. Recognize that there will be consequences for any student's misuse of electronic services and devices. The use of any computer, technology device or software is a privilege, not a right. Depending on the nature and degree of any violation, the number of previous violations, unacceptable use of the school district system or the Internet may result in a consequence based on the Ferndale Area School District Discipline Policy.

General Computer Use

No food or drink is permitted in a computer work area.

All student computer and network files are subject to review by the administration and staff.

School computers are to be used for academic work at ALL times. Games (computer based or web based), personal or social networking sites, chat functions, proxy servers (or other filter bypass methods), financial gain/purchaser and seller sites and instant messaging are COMPLETELY forbidden. Reinforcement activities or pre-approved academic-related game sites are permitted with prior administrative and staff approval.

The school district may monitor the online activities of students and employ technology protection measures during any use of such computers by students and staff.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school official. The failure of a user to so do shall create a presumption the access was intentional.

The student is responsible to reimburse the district for any unauthorized charges or fees resulting from unauthorized or inappropriate access to the Internet.

Network accounts shall be used only by the authorized owner of the account for its approved purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed subject to the terms of this policy. Network users shall respect the privacy of other users on the system.

Publishing to the World Wide Web

Parents, your daughter or son's work or picture may be considered for publication on the World Wide Web, specifically on the school website or class wiki page. It is the responsibility of students and/or parents to notify the district in writing if the student's work or photo may not be published. The work will appear with a copyright notice prohibiting the copying of the work without written permission. If anyone asks for said permission, those requests will be forwarded to the student's parent/guardian. Unidentified photos of students may be published on the school website showing student projects and achievements. In addition, your student's name may be considered for publication on the website for a clear school related purpose such as an instructional setting or a co-curricular activity.

Copyright and Plagiarism

The United States Copyright Law must be followed at all times. Students may not illegally copy text, music, software, pictures or graphics from any Internet or software source. The "Fair Use" clause does give students some leniency for using some pictures, music, graphics, text, etc. for academic purposes only, and the student's teacher will instruct him/her about the legalities and use of this clause when necessary and appropriate. To avoid allegations of plagiarism, students should always request permission from the owner/creator of material or sites and should cite the Internet or other source where he/she obtains information or material. Use of Creative Commons materials is encouraged.

Services Provided to Students and Student Responsibilities

Students are given an individual username and password to gain access to the network. It is the student's responsibility to NOT share this password with anyone else. If a student thinks his password has been compromised, they should ask their teacher or administrator for a new password. If the student knows, or in the exercising of reasonable investigation that his/her password has been compromised and fails to advise his/her teacher or administrator, the student shall be responsible for any unauthorized access.

With this network account, students are provided a folder to store files. This network storage area is treated like a school locker. Administrators may review files and communications to maintain

system integrity and insure that users are using the system properly. It is the student's responsibility to understand that information stored on district servers will not be considered private and that the district is not responsible for materials lost when using the network. The district reserves the right to monitor, inspect, copy, review and remove, at any time and without prior notice, any and all usage of the computer network.

Students in specified grades may use the e-mail provided by the district through a web-based vendor for school communication only. There is also digital locker storage available to the students that can be used to upload projects from any Internet accessible computer. This can also be used for collaboration projects with teacher permission. It is the student's responsibility to use correct netiquette in e-mail correspondence and realize that e-mail is not private nor are files stored in digital lockers.

Students may print files of a reasonable size in support of their education. It is the student's responsibility to request permission if an unusual amount of printing or special print requirements are needed.

Students are given access to the appropriate software tools they need to facilitate their education. The only web browser necessary is Internet Explorer for research and website access. No other software or downloads from the Internet are permitted under any circumstances. It is the student's responsibility to work within the set parameters of what programs and software is available.

Students in specified grades are given access to blogs and wikis as a form of communication when it will enhance the educational development of a student. When using these forms of communication, students are expected to use ethical behavior and etiquette in their postings. It is the student's responsibility to discuss only the topic at hand and use appropriate language. Harassment, threats, and bullying is strictly forbidden in the districts' policies.

Students should practice web-safe conduct when on the Internet. It is the student's responsibility not to reveal their address or telephone number or that of another person, nor knowingly allow anyone else to do so. Students will not transmit or use pictures of others without their consent in any project related to school.

Parent Information

Please see Parent Signature Page for information pertaining to denial of Network and Internet Use information.

Supervision and Suggested Appropriate Use Levels

The Ferndale Area School District does use a content filter to prevent accidental access to any materials that may not be considered in compliance with the district's educational mission. However, no content filter is perfect. There is always a chance that your child may access something that may be considered inappropriate while using the Internet. For this reason, as a matter of policy, use of computers and the Internet is to be supervised by faculty and/or staff. The document titled "Ferndale Area School District Appropriate Use of the Internet In Grades K-12" illustrates specific use by grade level. This document is used by the faculty and staff to help monitor what students are using the computer for within the classroom setting.

Examples of Misuse of the FASD Network/Technology Devices include but are not limited to:

1. Communicating with a cell-phone at any time during school hours. This includes phone calls, games, Internet access, Bluetooth access and text messages.
2. Use of iPod, MP3 players, Smart Phones and gaming devices or any smart technology during school hours.
3. Communicating using personal e-mail or network resources
4. Game playing either on the local computer or on-line (Internet)
5. Viewing or participating in any 'Chat Room' activity
6. Viewing or participating in any 'Social Network' site or any personal website
7. Student use of a computer when no staff member is present
8. Adjusting or changing computer settings (screen settings/wallpaper/ screensaver/status bar location, etc.)
9. Use of another person's account and password
10. Moving, deleting, or changing files or folders which are not your own
11. Removing or damaging computer hardware or technology devices
12. Accessing and/or changing any DOS file
13. Downloading or using any proxy filter site or filter bypass site
14. Downloading/storing or using any unauthorized software or executable file
15. Attempting to gain unauthorized access to the files or network services of the district.
16. Intentionally spreading viruses, worms, etc. Any memory media used on the school network must be checked for viruses before accessing files.
17. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
18. Impersonation of another user, anonymity, and pseudonyms.
19. Disruption of the work of other users.
20. Quoting of personal communications in a public forum without the original author's prior consent.

21. Users are not to use a computer that has been logged in under another student's or employee's name.
22. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Misuses Consequences

1. Minor student's parent/guardian will be contacted or sent a copy of any technology incident report.
2. Consequences of above misuses will be based on the current Discipline Policies.

Inappropriate Use of the Network and Internet include but are not limited to:

1. Viewing unauthorized materials, images and/or websites is prohibited. This includes but is not limited to materials that:
   a. Show, depict, suggest or imply illegal activity, drug use or gambling
   b. Show or encourage violence against a living being or physical property
   c. Show adult oriented material, including nudes or images that show or suggest sexual acts
   d. Show provocative or explicit dress or undress

2. Conducting any type of personal business transaction such as:
   a. Solicitation or advertising for a business
   b. Advertising, buying, or selling of goods
   c. Financial verification/transactions
   d. Participation in on-line gambling and/or lotteries

3. Storage of inappropriate materials on the school network or digital locker services is prohibited. This includes but is not limited to:
   a. Materials described in Section 1 above
   b. Copyrighted materials such as music files and other multimedia files that have been recorded from a copyrighted CD, tape and websites

4. Harassing, threatening, insulting, bullying or attacking others using any of the technology devices provided by the school.

Inappropriate Use of Network and Internet Consequences

1. Student's parent/guardian will be required to come to the school for a conference with administration and student.
2. Consequences of the above inappropriate uses will be based on the current Discipline Code.
3. Certain inappropriate use may lead to more severe penalties and legal action under the law.

Staff Responsibilities

Staff members are responsible for using the FASD network for educational activities and for instructing students in proper use.

1. All FASD staff members are responsible to model good and acceptable network and Internet use. This includes observing copyright laws and 'netiquette'.
2. Teachers are responsible for instruction regarding proper use before any student is allowed on the network and gains access to the Internet. Any Internet use during student contact time should be related to class learning objectives.
   This includes study hall monitor time, ISS, tutoring, homeroom and student contact before and after school.
3. Teachers are expected to prepare lessons before having students use the Internet. This includes instruction in what is expected and appropriate. Most importantly it requires pre-researching the Internet sites that will be used as instructional resources. Having a substitute use computers during a lesson is not recommended.
4. Teachers are expected to enforce all the rules for use and report any inappropriate use or violations immediately for discipline. Remember that the first verbal warning must be documented.
5. Teachers are responsible for monitoring student activity on the school network. It is your responsibility to check that all students have permission to access the network and the Internet prior to use. Enforcement of this is extremely important.
6. If a student loses Internet or network privileges, it is the administration's responsibility to notify the staff immediately so alternate resources can be given to complete any assignment.
7. Certain staff, administrators and IT personnel have access to the student folders. These folders will be monitored on a regular basis for inappropriate materials. However, if you believe there is something questionable in a folder, please report it to the appropriate administrator.

Technology Advancements

Due to continuous advancements in technology, additional guidelines may be established throughout the school year. If it is necessary to amend the Acceptance Use of Internet, Computers and Network Resources Policy, parents and students will be notified of the changes. The new policy will be posted on the school website.