

FAIRVIEW SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: ACCEPTABLE USE OF
ELECTRONIC INFORMATION
RESOURCES

ADOPTED: February 26, 1996

REVISED:

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| <p>1. Purpose</p> <p>2. Responsibility</p> <p>3. Guidelines</p> | <p style="text-align: center;">815. ACCEPTABLE USE OF ELECTRONIC INFORMATION RESOURCES</p> <p>The Board recognizes the vast, diverse and unique electronic information resources that are available. Electronic information resources include the Internet and other on-line or dial up services. Our goal, in providing this access, is to enhance learning and teaching and to promote educational excellence by facilitating resource sharing, innovation and communication.</p> <p>The Fairview School District will provide access to local, national and international sources of information and collaboration vital to intellectual inquiry in a democracy. In return for this access, every user has the responsibility to respect and to protect the rights of every other user in our community and in the electronic environment. In short, electronic media users are expected to act in a responsible, ethical and legal manner, in accordance with the Fairview School District's Electronic Information Resources Code of Conduct, the missions and purposes of the other networks they use electronically, and the laws of the states and the United States.</p> <p>Part of the school's responsibility in preparing our students for the 21st century is to provide them access to the tools they will be using as adults. We believe that the use of global information networks are one of those tools. We accept the responsibility for teaching students about his/her role as a network citizen and the code of ethics involved with this new global community.</p> <p><u>Code of Conduct</u></p> <p>The Electronic Information Resources Code of Conduct applies to all users in the Fairview School District. It reads:</p> <p>I will strive to act in all situations with honesty, integrity and respect for the rights of others and to help others to behave in a similar fashion. I agree to follow the access, usage and content guidelines as put forth in the Fairview School District Electronic Information Resources Acceptable Use Policy.</p> |
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Access

Selected electronic information resources are available in the Fairview School District. Library patrons, with the permission of the library staff, may access on-line and dial up services.

Access to Fairview School District sponsored Internet accounts is a privilege offered each academic year to the following:

1. Fairview School District students.
2. All employees including classroom teachers, support personnel and administrators.
3. Educators and students from other educational institutions who are working in partnership with the Fairview School District for specific purposes over a limited period of time.
4. Parents of Fairview School District students.

Usage

The individual user of on-line, dial up or Internet is held responsible for his/her actions and activity within each schools' account(s) or access point. Unacceptable uses of these networks will result in the suspension or revocation of these privileges and/or other disciplinary actions. Some examples of such unacceptable use include the following:

1. Using the network for any illegal or unethical activity, including violation of copyright or other contracts and/or downloading or uploading software.
2. Using the network for financial or commercial gain.
3. Degrading or disrupting equipment, software or system performance.
4. Accessing or vandalizing the data of another user.
5. Attempting or gaining unauthorized access to resources or entities.
6. Invading the privacy of others.
7. Posting personal communications without the original author's consent.

8. Posting anonymous messages.
9. Downloading/uploading, storing or printing files or messages that are profane or obscene.
10. Violating the Content Guidelines as outlined below.

Content

Students will be allowed to produce and use electronic publication materials on the Internet. The network will be monitored to ensure compliance with content standards. The content of student materials is constrained by the following restrictions:

1. No personal information about any individual, including oneself, may be divulged. This includes home telephone numbers and addresses, as well as information regarding the specific location of any student at any given time.
2. All student works must be signed with the student's complete name.
3. No text, image, video, animation or sound that contains pornography, profanity or obscenity may be accessed.
4. All resources used in a student's work must be properly cited and all existing school/district plagiarism policies apply to Electronic Information Resources research.

The attached consent forms are standard network access documents which have been slightly modified for use with the Fairview School District. By signing the Consent and Waiver Form, the requester and his/her parent(s) or guardian(s) agree to abide by the restrictions outlined in this policy. The student and his/her parent(s) and guardian(s) should discuss these rights and responsibilities. Ultimately, parent(s) and guardian(s) are responsible for setting and conveying the standards that their child should follow.

The Fairview School District computer networks have been developed to support the school's educational responsibilities and mission. The specific conditions and services being offered may change from time to time.

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| | <p>The Fairview School District makes no warranties with respect to the service or content of electronic information resources. Further, the requester and his/her parent(s) or guardian(s) should be aware that the Fairview School District does not have control of the information of any electronic information resources, nor can it provide insurmountable barriers to electronic users accessing the full range of information available. Other sites accessible electronically may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. Similarly, while the Fairview School District supports the privacy of electronic mail, users must assume that this cannot be guaranteed.</p> |
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FAIRVIEW SCHOOL DISTRICT
ELECTRONIC INFORMATION RESOURCES
CONSENT AND WAIVER FORM

Conditions of Use for Electronic Information Resources

STUDENT

I understand and will abide by the Fairview School District Electronic Information Resources Acceptable Use Policy. I further understand that any violation of the policy is unethical and may constitute a school offense. Should I commit any violation, my access privileges may be suspended, revoked and/or other disciplinary action may be taken.

User name (please print) _____

User signature _____

Grade _____ Date _____

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the Electronic Information Resources Acceptable Use Policy. I understand that this access is designed for educational purposes. It is impossible for the Fairview School District to completely restrict access to inappropriate materials, and I will not hold it responsible for materials accessed on the network. I hereby give permission for my child to use the electronic information resources, including the Internet, and certify that the information contained on this form is correct.

Parent or Guardian (please print) _____

Signature _____ Date _____

SAMPLE LETTER TO PARENTS/GUARDIANS

<DATE>

Dear Parent or Guardian:

I am pleased to announce that the Fairview School District is able to offer access to electronic information resources contingent upon you reading the enclosed materials and providing written consent.

Access to the Fairview School District computer networks will provide your student with electronic information resource access in the Library Media Center. The Internet is an international network of computers consisting of over 10,000 smaller networks in over fifty countries. Through the network, your student will have access to thousands of databases, libraries and computer services from all over the world. Your student will also have an access to an Internet address allowing him/her to correspond, via e-mail, with any of an estimated twenty million users on the Internet.

Part of the school's responsibility in preparing our students for the 21st century is to provide them access to the tools they will be using as adults. We believe that the use of this global information network is one of those tools. We accept the responsibility for teaching your student about his/her role as a network citizen and the code of ethics involved with this new global community.

With access to computers and worldwide users comes the availability of material that may not be considered to be of educational value in the context of the school setting. However, on a global network it is impossible to control all materials, and an industrious user may discover inappropriate information. The Fairview School District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

Attached to this letter are two important documents:

1. The Fairview School District Electronic Information Resources Acceptable Use Policy.
2. A Consent and Waiver Form for your student to read and sign stating his/her agreement to follow the Fairview School District Electronic Information Resources Acceptable Use Policy. This form requires your signature. It must be signed and renewed each year and kept on file at the school.

Please review these materials carefully with your son or daughter before signing and returning the required form. If you have any questions, please do not hesitate to call me at 474-1362.

We hope your son or daughter will join us in using electronic information resources.

Sincerely,
<Principal>

SAMPLE COMPUTER LAB/WORKSTATION POSTING

THE INTERNET SEVEN

1. Do not access Eudora, Netscape or QVTNet without permission of the librarian or your teacher.
2. Follow the instructions of the librarian or your teacher. Stay within the bookmarked search sites or Internet addresses s/he gives to you. Web navigational tools may be used with permission.
3. Do not download or print any files without permission of the librarian or your teacher. All .exe and/or .com files must be checked for viruses prior to use.
4. Do not access any services which charge a fee (those asking for a credit card number) or subscribe to services (mailing lists or listserv).
5. Use netiquette manners at all times.
6. If you accidentally access an inappropriate site, immediately notify the librarian or your teacher. Do not share this information with your fellow students.
7. Failure to follow The Fairview School District Code of Conduct may result in denial of further access to Electronic Information Resources or other disciplinary actions, including suspension from school.