

ADMINISTRATIVE REGULATION

CODE NO.: 605.6-E1

INTERNET ACCESS PERMISSION LETTER TO PARENTS

Your child has access to the Internet. The vast domain of information contained within Internet's libraries can provide unlimited opportunities to students.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses will be issued to students at this time. High School students will be permitted to use the address to send and receive mail at school.

Students will be expected to abide by the following network etiquette:

- The use of the network is a privilege and may be taken away for violation of Board Policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. Students will abide by the policies and procedures of these other networks.
- Students will respect all copyright and license agreements
- Students will cite all quotes, references, and sources to avoid possible plagiarism
- Students will only remain on the system long enough to get needed information
- Students will apply the same privacy, ethical and educational considerations utilized in other forms of communication

Students should adhere to the following guidelines:

- All emails should be considered public so private messages should not be sent
- Delete unwanted messages immediately
- Use of objectionable language is prohibited
- Always sign messages
- Always acknowledge receipt of a document or file

Students accessing Internet services that have a cost involved will be responsible for payment of those costs.

The following Internet activities are prohibited:

- Downloading any file or text that includes material which is obscene, libelous, indecent, vulgar, profane, or lewd
- Users will not advertise any product or service
- Insulting or threatening words which injure or harass others
- Mail content that will cause a material and substantial disruption of the orderly operation and discipline of the School or School activities
- Any unlawful acts or the violation of School rules and/or School Board policies

Security:

- Using another user's account without permission
- Attempting to breach the desktop security of a computer
- Attempting to break into password protected areas of a network
- Accessing unauthorized portions of the student information system

ADMINISTRATIVE REGULATION

Series 600

CODE NO.: 605.6-R1

INTERNET – APPROPRIATE USE REGULATION – STAFF, STUDENTS AND BOARD

I. Responsibility for Internet Appropriate Use

- A. Every user of the Williamsburg Community School District's Network is expected to comply with the District Policy and Administrative Regulations and to recognize his/her responsibility when using its services, sites, systems, and personnel. Each user is responsible for his/her actions in accessing network services.
- B. Instruction in the proper use of the Internet will be available to employees who will then provide similar instruction to their students.
- C. Employees are expected to practice appropriate use of the Internet, and violations may result in discipline up to, and including, discharge.

II. Internet Access

- A. Access to the Internet is available to staff, students and Board members as a source of information and a vehicle of communication.
- B. Making Internet access available to users carries with it the potential that some users might encounter information that may not be appropriate. However, on a global network, it is impossible to control all materials. Because information on the Internet appears, disappears and changes, it is not possible to predict or control what users may locate.
- C. It is a goal to allow users access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material.
- D. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines which require efficient, ethical and legal utilization of network resources.
- E. To reduce unnecessary system traffic, users may use real-time conference features such as talk, chat, Internet relay chat only as approved by the supervising teacher
- F. Transmission of material, information or software in violation of any Board policy or regulation is prohibited.
- G. The School District makes no guarantees as to the accuracy of information received on the Internet.

III. Use of Internet

A. On-line Etiquette

1. The use of the network is a privilege and may be taken away for violation of Board Policy or regulations. As a user of the Internet, users may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.
2. Users should adhere to on-line protocol:
 - a. Respect all copyright and license agreements
 - b. Cite all quotes, references and sources to avoid plagiarism
 - c. Remain on the system long enough to get needed information, then exit the system
 - d. Apply the same privacy, ethical and educational considerations utilized in other forms of communication
3. Access for electronic mail will be through their own account. Users should adhere to the following guidelines:
 - a. All mail is considered public so private messages should not be sent
 - b. Delete unwanted messages immediately
 - c. Use of objectionable language is prohibited
 - d. Always sign messages
 - e. Always acknowledge receipt of a document or file

- B. Restricted Internet Activities
 - 1. Users will not intentionally access or download any text file or picture or engage in any Internet activity that includes material which is obscene, libelous, indecent, vulgar, profane or lewd
 - 2. Users will not advertise any product or service
 - 3. Use of insulting, threatening, abusive words that harass others
 - 4. Mail content that will cause a material and substantial disruption of the orderly operation and discipline of the School or School activities
 - 5. Any unlawful acts or the violation of School rules and/or Board Policies
- C. Unauthorized Costs - If a user gains access to any service via the Internet which has a cost involved or if a user incurs other types of costs, the user accessing such a service will be responsible for those costs.
- D. Security on the network is imperative. Any user identified as a security risk may be denied access to the School's technology resources. The following actions are prohibited:
 - 1. Using another user's account without permission
 - 2. Sending network broadcast messages to disrupt network use of others
 - 3. Attempting to breach the desktop security of a computer
 - 4. Attempting to break into password protected areas of a network
 - 5. Accessing unauthorized portions of the student information system
 - 6. Inappropriately messaging through the student information system

IV. Student Use of Internet

- A. Permission to Use Internet – Annually, parents will grant permission for their student to use the Internet using the prescribed form
- B. Equal Opportunity – The Internet is available to all students within the School District through teacher access

V. Student Violations – Consequences and Notifications

- The use of the School's technology resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges and/or disciplinary action. Disciplinary action will be taken according to due process outlined in the student handbook.
- Disciplinary Procedures
 - 1. When a teacher or other School official finds a student has used the Internet inappropriately, the teacher will fill out a disciplinary report and send it to the Principal. The Principal will meet with the student to discuss the incident. Students will have a chance to tell their side of the story.
 - 2. The Principal or designated administrator may:
 - Deny student access to Internet and/or laptop privileges while at School or home
 - Give a verbal reprimand and note the incident on the student's disciplinary record
 - Send a written record of the disciplinary violation to the student's parents/guardians
 - Assign student to after-school or before-school detention for a specific number of times
 - Take away certain privileges, such as participation in extracurricular activities
 - Recommend suspension either out or in school for a specific number of days or the balance of the school year
 - Drop the student from the course – the student will not receive credit
 - 3. In all cases of serious and/or repeated disobedience, a conference with parents or guardians will be required before the student may return to class or school

Board Policy 605-6-E1
Internet Access Permission

Please sign here indicating you have read and understand the regulations for internet use and consequences of inappropriate use: Board Policy 605.R1 Internet-Appropriate Use Regulations-Staff, Students, and Board.

Student Name _____ Grade _____

School _____ Date _____

(Parent or guardian's signature)

If you have granted your child Internet access, please have them respond to the following:

I have read the expected network etiquette and agree to abide by these provisions. I understand that violation of these provisions may constitute suspension or revocation of Internet privileges.

I agree to be responsible for payment of costs incurred by accessing any Internet services that have a cost involved.

(Student signature)