

LINCOLN SCHOOL DEPARTMENT COMPUTER AND INTERNET ACCEPTABLE USE POLICY

INTRODUCTION

The "information super highway" is a reality. From school or home computer you can travel all over the world to gather information. The Internet is a vast collection of computers and users that have the ability to share information. Each computer that is connected then becomes part of this global network, allowing individuals to send electronic letters, voice and video messages, pictures and programs quite easily. Internet use enables teachers to bring experts right into the classroom, offering tremendous educational advantages.

TERMS AND CONDITIONS

This policy is designed to facilitate and set guidelines for exploring and using the Internet as a tool for learning. In making decisions regarding user access to the Internet, the Lincoln School Department considers its own stated educational mission, goals and objectives. The smooth operation of the network (LincNet) relies upon the proper conduct of the students and faculty who must adhere to strict guidelines.

Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards and other resources while exchanging messages with people around the world.

Students wishing to utilize Lincoln School Department provided Internet access must first have the written permission of a parent or guardian. Students will also need the permission of and must be supervised by the Lincoln School Department professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school.

The purpose of Lincoln School Department-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' and staff use must be in support of and consistent with the educational objectives of the Lincoln School Department. Access is a privilege, not a right. Access entails responsibility.

Any computer or network storage areas will be treated like school lockers. Network administrators may review files, communications and Internet sites visited to maintain system integrity and to insure that users are responsible in using the system. All users should not expect that files stored on Lincoln School Department servers will be private.

COMPUTER AND INTERNET ACCEPTABLE USE

The Lincoln School Department is pleased to offer its users (students and staff) access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world and significantly expand their available information base. The Internet is a tool for life-long learning.

Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

While the Lincoln School District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Before access is granted to any user (student, staff, or community member), the user must read and sign the attached agreement for acceptable use of the Internet in the Lincoln School Department. Student access will also require the signature of a parent/guardian. While we realize that accidental access to unsuitable Internet areas may occur on occasion, repeated or

intentionally inappropriate Internet use will result in suspension or revocation of that privilege and may result in further disciplinary and/or legal action.

That notwithstanding, the Lincoln School Department believes that the benefits to the users of access to the Internet exceeds any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Therefore, use of the network (LincNet) facilities of the Lincoln School Department will be permitted upon agreement of the following:

- To use the Internet connection and computer networks for educational purposes which are consistent with the policies and objectives of the Lincoln School Department;
- To use computing facilities in ways that are not harmful to others or their property and are within the law;
- To protect oneself and others by not issuing any addresses or telephone numbers over the computer network or the Internet, remembering that such communications are not necessarily private;
- To use the computing facilities (including the Internet) with permission of the staff members who are in charge of it, or with permission of supervising teachers;
- To be considerate of others while on the computer network (LincNet), abiding by the same rules that apply in school;
- To reduce the risk of spreading a computer virus, do not import files from unknown or disreputable sources;
- To immediately report any problems or breaches of these responsibilities to the supervising staff member.

Examples of Internet **use** that the Lincoln School Department-provided Internet (LincNet) access that are **not permitted**:

- To access, upload, download, or distribute pornographic, obscene, or sexually explicit material or in support of such activities;
- To transmit obscene, abusive, sexually explicit, or threatening language;
- To violate any local, state, or federal statute;
- To vandalize, damage, or disable the property of another individual or organization;
- To access another individual's materials, information, or files without permission;
- To violate copyright or otherwise use intellectual property of another individual or organization without permission;
- To conduct commercial activity (defined as buying, selling, bartering, or advertising), including, but not limited to, the use of credit cards;
- To steal data, equipment, or intellectual property;
- To gain unauthorized access to the files of others (students, teachers, system administrator), or vandalize the data or files of another user;
- To gain or seek to gain unauthorized access to resources or entities;
- To send fraudulent electronic mail messages, use an account owned by another user, or invade the privacy of individuals;
- To post anonymous messages;
- To possess any data which represents a violation of these rules whether in paper, magnetic (disk), or any other form;
- To disrupt and/or degrade computer networks, supporting equipment, or information available on them, including but not limited to tampering with hardware or software, vandalizing data, introducing or using computer viruses, attempting to gain access to restricted information on networks will be viewed as criminal activity under applicable state and federal law.

VANDALISM

Vandalism is defined as a willful or ignorant defacing, disabling, or destruction of computers, peripherals, or other network hardware or to harm or destroy data of another user or any other agencies or networks that are connected to the system. "Computer viruses" are programs that have been developed as pranks and can destroy valuable programs and data and are considered vandalism.

Due to the complexity and cost of technology within the Lincoln School Department, when any student act of vandalism results in damage to electronic equipment or computer software, all costs incurred for repair will be the responsibility of the student and/or parent/guardian. Any vandalism will result in loss of network privileges, disciplinary action, and/or possible legal referral.

Any violation of Lincoln School Department policy and rules may result in loss of Lincoln School Department-provided access to the Internet.

Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

If a parental permission is given, the student agrees to abide by the terms of the Lincoln School Department Acceptable Use Policy.

If parental permission is not secured or denied, it is the responsibility of the student to refrain from accessing the Internet in accordance with his/her parent/guardian wishes.

Students who access the Lincoln School Department-provided Internet (LincNet) without parent/guardian and/or teacher permission or students who have permission and allow other students to access LincNet who do not have parent/guardian and/or teacher permission will be subject to disciplinary action as outlined above.

The Lincoln School Department makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The Lincoln School Department will not be responsible for any damages users suffer, including – but not limited to – loss of data resulting from delays or interruptions in service. The Lincoln School Department will not be responsible for the accuracy, nature, or quality of information stored on Lincoln School Department diskettes, hard drives, or servers; nor the accuracy, nature, or quality of information gathered through Lincoln School Department-provided Internet access. The Lincoln School Department will not be responsible for personal property used to access Lincoln School Department computers or networks or for Lincoln School Department-provided Internet access. The Lincoln School Department will not be responsible for unauthorized financial obligations resulting from Lincoln School Department-provided access to the Internet.

NOTICE: This policy and all its provisions are subordinate to local, state and federal statutes.

APPENDIX

- 1) User Permission and Waiver Form
- 2) Student - Parent/Guardian Acceptance and Permission
- 3) Staff Acceptance Form

Policy First Reading	7/22/97
Policy Second Reading	8/5/97
Policy Adopted	8/5/97
Policy Amended	1/10/00

**LINCOLN SCHOOL DEPARTMENT
COMPUTER NETWORK AND INTERNET ACCESS (LincNet)**

USER PERMISSION AND WAIVER FORM

We are pleased to offer students of the Lincoln School Department access to the district computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all students under the age of 18 must obtain parental or guardian permission and must sign and return this form.

By signing this User Permission and Waiver form, I _____ (print name) and my parent(s) or guardian(s) agree to abide by the Lincoln School Department Acceptable Use Policy. I have discussed the Lincoln School Department Acceptable Use Policy with my parent(s) or guardian(s).

Further, my parent(s) or guardian(s) and I have been advised that the Lincoln School Department and its employees do not have control of the information available on the Internet. Some sites that are available may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. While the Lincoln School Department's intent is to make Internet access available in order to further its educational goals and objectives, account holders may attempt to access other materials as well.

The Lincoln School Department believes that the benefits to students and educators from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. Ultimately, the parent(s) or guardian(s) of minors are responsible for setting and conveying standards that their children should follow. To that end, the Lincoln School Department supports and respects each family's right to decide whether or not to apply for computer network and Internet access.

Any questions should be directed to the school principal or district technology coordinator. The District's complete Internet policy and procedures are available on request for review by all parents and guardians. In addition the option of requesting for their minor children alternative activities not requiring Internet use will be provided.

The student and his/her parent(s) or guardian(s) must understand that student access to the computing networks and Internet (LincNet) connections exist to support the Lincoln School Department's educational responsibilities and mission. The specific conditions and services that are offered will change from time to time. In addition, the Lincoln School Department makes no warranties with respect to the computer network or Internet (LincNet) connection, and it specifically assumes no responsibility for:

1. The content of any advice or information received by a student from sources outside the school district, or any costs or charges incurred as a result of seeing or accepting such information;
2. Any costs, liability, or damages caused by the way the student chooses to use his/her Lincoln School Department network access;
3. Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of the Lincoln School Department.

**LINCOLN SCHOOL DEPARTMENT
COMPUTER AND INTERNET ACCEPTABLE USE POLICY**

Student - Parent/Guardian Acceptance and Permission

The Student (user):

I have received my parent(s)/guardian(s) permission and I have read the **Lincoln School Department "Computer and Internet Acceptable Use Policy"**. I understand and agree to all the provisions, rules and regulations outlined within. I understand that any violation of the Lincoln School Department Computer and Internet Acceptable Use Policy will result in immediate suspension of my Internet privileges and that as a result of such violation further disciplinary measures may be taken.

_____ Student's Name _____ Student's Signature _____ Date

_____ School Name _____ Grade

The Parent/Guardian:

As the parent(s)/guardian(s) of the above named student. I have read the **Lincoln School Department Computer and Internet Acceptable Use Policy** and I understand and agree to all the provisions, rules and regulations outlined within. I hereby give permission for my child to use the Internet service provided by the Lincoln School Department. I do understand that my child is required to follow this policy. I further understand that there is a potential for my son/daughter to access information on the Internet that is inappropriate for students and that every reasonable effort will be made on the part of the faculty and staff of the Lincoln School Department to monitor access to such information, but that my son/daughter is ultimately responsible for restricting himself/herself from inappropriate information.

_____ I give permission for my son/daughter to be granted Internet access.

_____ I request that my son/daughter be denied Internet access and be provided alternative activities not requiring Internet use.

_____ Parent/Guardian's Name _____ Parent/Guardian's Signature _____ Date

**LINCOLN SCHOOL DEPARTMENT
COMPUTER AND INTERNET ACCEPTABLE USE POLICY**

Staff Acceptance

Each staff member must read and sign this form prior to accessing district Internet facilities.

Name: _____

Position/Grade: _____

School(s): _____

I understand and will abide by the terms and conditions for Internet access for Lincoln School Department. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. If I commit any violation, my access privileges may be suspended, revoked, disciplinary action and/or appropriate legal action may be taken.

User Signature: _____ **Date:** _____

Please sign & return to the Lincoln School District Technology Coordinator.