



LaBrae Local Schools

Acceptable Use & Internet Safety Policy

Internet/Online Services/School District Computer Network

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LaBrae Local Schools, in striving to offer our students access to the latest computer technology, will offer access to the Internet, including certain online services, and the LaBrae Schools local computer network. Telecommunications, electronic information sources, and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources including those from file servers throughout the world. The district's goal is to educate users by providing them with the understanding and skills needed to use the Internet in ways appropriate to their education and information needs. Staff will make every effort to guide and supervise students in an appropriate selection and use of electronic resources. Making the Internet available to students carries with it the potential that some students might encounter information identified as controversial or potentially harmful. Because the Internet is globally accessible and changes daily, it is not always possible to predict what students may encounter in some areas of the Internet. It is possible that your child may find material on the Internet that you consider objectionable. The District has implemented technology-blocking measures to prevent students from accessing inappropriate material or materials considered harmful to minors on school computers. There may be additional kinds of material on the Internet that are not in accord with your family values. We would like to encourage you to use this as an opportunity to have a discussion with your child about your family values and your expectations about how these values should guide your child's activities while they are on the Internet.

On the whole, LaBrae Local Schools believe that the tremendous value of the Internet as an educational resource far outweighs the potential risks. Almost all of these risks can be avoided by simply using common sense. However, because of the legitimate concerns which parents may have, access to computer networks at school should be on a permission basis only. Annually, a student who wishes to have network and Internet access must read the acceptable use and Internet Safety policy and submit a properly signed agreement form. Students without a signed Acceptable Use Policy (AUP) on file will not be permitted to use a computer/network in the school for any reason. They will be expected to complete an alternate assignment.

Acceptable Use Policy

1. *Acceptable Uses; Limitations*

Computer networks shall be used solely for academic purposes or other purposes which support the educational mission of the LaBrae Local School District. Computer networks may NOT be used for illegal activities, financial gain, transmitting or receiving sexually-oriented materials, commercial activity, political activity, personal use, entertainment, accessing unauthorized computers, promoting any illegal activity, or promoting the use of drugs, alcohol, or tobacco.

The School District reserves the right to determine what constitutes acceptable use and to limit computer access to such users. The School District also reserves the right to limit the time of access and to establish priorities among competing acceptable uses.

2. ***Security and Safety***

The Internet and other computer networks may contain information and images which are obscene, offensive, false, fraudulent, or illegal. Other persons using a computer network may also be attempting to exploit children and other users. For these reasons, users:

- violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, **including unauthorized disclosure, use and dissemination of personal information.**
- should not participate in any real-time communications (such as "chat rooms") without the express permission of a supervising teacher
- should not agree to meet any person contacted through a computer network without parental permission
- shall inform his/her teacher of any sexually oriented messages or unsolicited requests for personal information about a student
- should exit immediately from any site containing sexually explicit material or other material deemed inappropriate under this policy and report the incident to a supervising adult.
- should not access any personal social networking websites for any reason.

3. ***Responsibilities of Users***

It shall be the responsibility of the user:

- to use the network only for appropriate academic purposes
- to protect their passwords and usernames and not allow other persons to use their passwords and/or usernames for any reason
- to immediately notify a teacher or administrator of computer or network malfunctions
- to reimburse the School District for any damages or loss incurred as a result of inappropriate use
- to be a courteous online user by never using profanity, obscenity or other language which may be offensive to another user or intended to harass, **intimidate**, or bully other users.
- to NOT make deliberate attempts to disrupt the computer system and/or network system or destroy data by spreading computer viruses or by any other means.
- to NOT "hack" or gain unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access. This includes attempting to log in through another person's account or access another person's files, even if only for the purpose of "browsing".

4. ***General Prohibitions***

Computer network users:

- may not violate any copyright laws
- may not engage in the unauthorized copying of files, programs, or other software
- may not engage in any form of plagiarism, including reposting (forwarding) personal communication without the author's prior consent.
- may not write to any directory other than their own without permission of the supervising teacher
- may not delete or modify any system files
- may not engage in any interference/sabotage/vandalism of others' computers or software
- may join mail lists only with permission of teacher
- may not post information of any sorts without permission of teacher

- may not read or send email from a personal account
- may not intentionally waste computer resources
- may not load or copy any software or other programs to or from the district's equipment.

5. *Loss of Privileges*

Computer network access is a privilege and not a right. Any person who engages in an inappropriate use or violates any other provision of this policy may have his/her access privileges suspended or revoked without notice. Violations of this policy may also be punishable under the Student Discipline Policy.

6. *Right of Access*

The School District will make every effort to respect the privacy of students using computer networks. However, the School District reserves the right to examine any such communications or other computer-based information when reasonably necessary to investigate a suspected violation of school rules or this policy, or where necessary to ensure the security and integrity of the computer network. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the AUP, the student disciplinary code, or the law.

7. *Disclaimer of Liability*

The School District shall not be responsible for any material encountered on a computer network which may be deemed objectionable to a student or his/her parents, for any inaccurate information disseminated over the network, for any hostile or injurious actions of third parties encountered through a computer network, for any charges incurred by the user of a computer network without prior permission, or for any damage or loss incurred by a user or any subsequent party by the use of files or software obtained over a computer network. Due to the nature of electronic communications, it is also impossible for the School District to guarantee the confidentiality of communication sent and received over any computer network.

8. *Creating Web Pages*

All subject matter on Web pages should relate to curriculum, instruction, school-authorized activities, general information that is appropriate and of interest to others, or it should relate to the school district, or the schools within the district. Therefore, neither staff nor students may publish personal home pages as part of the LaBrea Local School District Web site, or home pages for other individuals or organizations not directly affiliated with the district. Student work may be published only as it relates to a class project, course or other school-related activity and only with written permission from the student and parent.

- all district AUP provisions will govern material placed on the Web
- Web pages shall not contain the full name, address, or phone number of students. First names or first names and the first letter of the last name may be used where appropriate.
- Web pages shall not display the photographs or videos of any identifiable individual without a signed picture release. Picture releases for students under the age of 18 must be signed by a parent.
- Web pages shall not contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner.
- material placed on the Web site is expected to meet academic standards of proper spelling, grammar, and accuracy of information.
- users should retain a back-up copy of their Web page(s).

- all Web pages on the district's server are property of the school district.
- any use of advertising or sponsorship that appear on a school web site must be approved by the Superintendent or his/her designee.

9. ***Personal devices and wireless networks***

Any person accessing the Internet by way of the LaBrae Local School Districts' wireless network, using a personal device or school equipment, is subject to all rules and regulations as outlined in this Acceptable Use Policy.

See attached form for required signatures. Please only return the signed form. Keep the AUP for your records.

Print student's name _____ Current grade _____

**LaBrae Local Schools Technology Acceptable Use Policy
PARENT/STUDENT AGREEMENT**

PLEASE COMPLETE ALL **THREE SECTIONS BELOW**

I. COMPUTER/INTERNET USE

Student section: I have read LaBrae Local Schools Acceptable Use Policy (AUP). I agree to follow the rules contained in this policy. I understand that if I engage in inappropriate use or if I violate any part of this policy I may have my computer access privileges suspended or revoked without notice. I also understand that violations of this policy may also be punishable under the Student Discipline Policy.

Student's signature _____ Date _____

Parent or Guardian section: I have read LaBrae Local School's Acceptable Use Policy (AUP). I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the District equipment, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services. I understand that I can be held liable for damages caused by my child's intentional misuse of the system. I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in LaBrae Local School's Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

Parent's signature _____ Date _____

Print parent name _____ Phone _____

II. PICTURE RELEASE

- a) I give permission for my student's picture to be used by the LaBrae Local School District on the World Wide Web as part of the school district's web site (<http://labrae.school/>).
- b) I give permission for my student's picture and/or video to be used in the LaBrae Local School District publications and in local newspapers and television broadcasts.

Parent's signature _____ Date _____

Student's signature _____ Date _____

III. STUDENT WORK RELEASE

I give permission for my student's work (art work, writing, etc) to be published by the LaBrae Local School District on the World Wide Web as part of the school district's web site (<http://labrae.school/>).

Parent's signature _____ Date _____

Student's signature _____ Date _____