

# **ANNISTON CITY SCHOOL SYSTEM**

## **ACCEPTABLE USE AND INTERNET SAFETY POLICY**

This document constitutes the Acceptable Use and Internet Safety Policy of the Anniston City School System. The school system will be offering its students access to its computers, computer networks and to the Internet when educationally appropriate during the school day. To gain access to school system computers, networks and the Internet, each student must first obtain parental permission as verified by the signatures on the attached form.

In order for the school system to be able to continue to make its computers, networks and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While teachers and other staff will make all reasonable efforts to supervise student use of computers, networks and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Upon reviewing this policy and returning the properly completed permission form a student will be granted the privilege of using school system computers, networks and access to the internet when educationally appropriate. If a student is under 18 years of age, he or she must have his or her parents or guardians read this policy and sign the required permission form. It is strongly suggested that parents or guardians discuss the requirements of this policy with their student. The permission form must be returned as directed before the school system will provide any type of access to its computers, networks, or the Internet.

Listed below are the provisions of the agreement regarding the use of school system computers, networks and the Internet. If any user violates these provisions their access will be denied, if not already provided, or withdrawn and they may be subject to additional disciplinary action. If you have any questions about the provisions of this agreement you should contact your school principal, or the school system's Technology Coordinator at 231-5000.

### **I. PERSONAL RESPONSIBILITY**

By signing the Acceptable Use and Internet Safety Policy Permission Form you are agreeing not only to follow the rules outlined in this agreement, but are agreeing to report any misuse of the computers, networks, or the internet to the supervising teacher. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his or her property.

## **II. TERM OF THE PERMITTED USE**

A student who submits to the school, as directed, a properly signed permission form and follows the policy to which he or she has agreed will have computer, network and Internet access when educationally appropriate during the course of the current school year only. Students will be asked to complete a new permission form each school year during which they are students in the Anniston City School System before they are given any access to computers, networks, or the Internet.

## **III. ACCEPTABLE USES**

**A. Educational Purposes Only.** The Anniston City School System is providing access to its computers, networks and the Internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, you may consult your school principal, or the school system's Technology Coordinator at 231-5000.

### **B. Unacceptable Uses of Network.**

Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

1. uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages, offer for sale or use any substance the possession or use of which is prohibited by the school system's Student Discipline Policy, view, transmit or download pornographic materials or materials that encourage others to violate the law, intrude into the networks or computers of others, and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
2. uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies), employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using her/his access to the network or the Internet, upload a worm, virus, "Trojan horse," "time bomb" or other harmful form of programming or vandalism, participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
3. uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others, don't impersonate another user.
4. uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

C. **Netiquette.** All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses, which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material, which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

#### **IV. INTERNET SAFETY**

A. **General Warning; Individual Responsibility of Users and Parents.** All users and their parents/guardians are advised that access to the Internet may include the potential for access to materials inappropriate for school-aged pupils. Every user must take personally responsibility for their use of computers, networks and Internet. They must make conscious effort to avoid and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the supervising teacher.

B. **Personal Safety.** Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission. Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

C. **"Hacking" and Other Illegal Activities.** It is a violation of this policy to use the school's computers, networks or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

**D. Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information for internal administrative purposes or approved educational projects and activities.

**E. Active Restriction Measures.** Anniston City School System, either by itself or in combination with the Internet Service Provider providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material, which is inappropriate for minors.

- The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that taken as a whole:
  - and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
  - depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
  - lacks serious literary, artistic, political, or scientific value as to minors.

Internet filtering software or other technology-based protection systems may only be disabled by a school administrator, for purposes of bona fide research or other educational projects being conducted by students age 18 and older. Disabling the Internet filtering software, or other technology based protections systems will be an extreme exception, not the rule.

## **V. PRIVACY**

Computers, networks and Internet access are provided as a tool for education. The school system reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of computers, networks and Internet access and any and all information transmitted or received in connection with such usage. All such information shall be and remain the property of the school system and no user shall have any expectation of privacy regarding such materials.

## **VI. FAILURE TO FOLLOW POLICY**

The use of school system computers, networks and the Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school system may refuse to reinstate for the remainder of the student's enrollment in the school system. A user violates this policy by their own actions or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school system may also take other disciplinary action in such circumstances.

## **VII. WARRANTIES/INDEMNIFICATION**

The school system makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing the permission and agreement form for this policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the school system, and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school system's network.

## **VIII. UPDATES**

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information, or to sign a new permission and agreement form for this policy. Such information must be provided by the user (or her/his parents or guardian), or such new form must be signed if the user wishes to continue to receive access. If after you have provided your account information, some or all of the information changes, you must notify your teacher, or school principal.

# ANNISTON CITY SCHOOLS

## ACCEPTABLE USE AND INTERNET SAFETY POLICY

### PERMISSION and AGREEMENT FORMS

Dear Students and Parents:

The Anniston City School System Acceptable Use and Internet Safety Policy is designed to provide guidelines for using school system computers, computer networks and the Internet in the classrooms, school media center, and computer labs of your school this year. Please take the time to read this policy. If you have any questions about it, please ask your teachers or me. You may also contact the school system's Technology Coordinator at 231-5000.

This policy must be read and the attached Permission and Agreement Forms must be signed by the student and a parent/guardian, as appropriate, and then returned to your child's homeroom teacher. Please return the signed forms as soon as possible, since access to computers, or the Internet will not be allowed until you have agreed to this policy.

Please note that if you violate the terms of this policy, you may lose computer privileges and/or school disciplinary action may be taken against you. It is your responsibility to read and ask questions about this policy.

Your teacher is planning an in-class discussion of this policy *after* you have had a chance to become familiar with it.

Thank you,

Principal

**Please return these forms to your teacher as soon as possible.**

# ACCEPTABLE USE AND INTERNET SAFETY POLICY

## PARENT OR GUARDIAN'S

### PERMISSION and AGREEMENT FORM

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**Student's Name (Please Print)**

As the parent or legal guardian of the above student, I acknowledge that I have read, understand and agree that my child or ward shall comply with the terms of the Anniston City School System's Acceptable Use and Internet Safety Policy for the student's access to the school system's computers, computer networks and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child or ward's responsibility for abiding by this policy. I am therefore signing this permission and agreement form for this policy and agree to indemnify and hold harmless the school and school system against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing policy. Further, I accept full responsibility for supervision of my child or ward's use of his or her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building-approved account to access the Anniston City School System's computer network and the Internet. I further understand that this agreement will be kept on file at the school for the academic year in which it was signed.

\_\_\_\_\_ My child may use computers, e-mail and the Internet while at school according to the rules outlined.

\_\_\_\_\_ I would prefer that my child not use computers, e-mail, or the Internet while at school.

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**Parent/Guardian's Name (printed)**

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**Parent or Guardian's Signature**

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**Today's Date**

*Legal References:* Children's Internet Protection Act of 2000 (H.R. 4577, P.L. 106-554), Communications Act of 1934, as amended (47 U.S.C. 254[h], [l]), Elementary and Secondary Education Act of 1965, as amended (20 U.S.C.6801 et seq., Part F)

# ACCEPTABLE USE AND INTERNET SAFETY POLICY

## STUDENT

### PERMISSION and AGREEMENT FORM

I have read, understand and agree to abide by the terms of the Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse and my access to the school system's computers, networks, or the Internet, I understand and agree that my access privilege maybe revoke and school disciplinary action may be taken against me. I further acknowledge that if I am under the age of 18, my parents, or legal guardian must consent to my use of school system computers, networks, and the Internet by signing the appropriate permission and agreement form.

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**Student's Name (printed)**

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**Student's Signature**

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**Today's Date**