

# Acceptable Use Policy/Student Contract

## Coon Rapids-Bayard Community School District

### Statement to Parents/Guardians

Technology is a vital part of the school district curriculum, and in order 'to inspire and develop responsible, life-long learners' the Internet will be made available to your student(s). Appropriate and equitable use of the Internet will allow students to access resources unavailable through traditional means.

Students will be able to access the district's network and the Internet with staff supervision. *Individual devices, accounts, and electronic mail addresses will be issued to students. In addition, if a student has a personal electronic mail address, the student may, with the permission of the supervising teacher, be permitted to use the address and receive mail at school.* Student Internet records and access records are confidential records treated like other student records. The Internet can provide a vast collection of educational resources for students. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet.

The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to:

The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;

Student safety with regard to:

- safety on the Internet;
- appropriate behavior while on online, on social networking websites, and in chat rooms; and
- cyberbullying awareness and response.

Compliance with the E-rate requirements of the Children's Internet Protection Act:

Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information which may not be of educational value. Students' Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access, including sites that include obscenity, child pornography or are harmful to minors.

### Rules and Regulations

The student in whose name an electronic information service account is issued is responsible for its proper use at all times. The student shall keep passwords, personal account numbers, home addresses, and telephone numbers private. The student shall use the electronic information services only under their account.

The District's electronic information services shall be used for purposes related to education. Any information placed and/or transmitted using the District's service is subject to review by authorized district personnel. Commercial, political, and/or business use of the District's services is strictly prohibited.

Subscribing to or using any unauthorized interactive site, such as but not limited to instant messaging, live journals, blogs and chat rooms is strictly prohibited.

The student shall not buy or sell any goods or services through the use of the District's Internet services.

No student shall transmit, enter sites, and/or store information which contain material that is illegal, threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.

Copyrighted materials may not be placed on the system without the author's permission.

Uploading, downloading, creating computer viruses and/or any malicious attempt to harm or destroy District equipment, materials or the data of another user will be considered vandalism.

Students shall not access computer accounts other than their own.

### **Network & Email Etiquette**

The use of the school district's network and email system is a privilege. Inappropriate use will result in a cancellation of those privileges. Students will be expected to abide by the following network and email etiquette:

- 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 accessing Internet services that have a cost involved will be responsible for payment of those costs.
- Students will cite all quotes, references, and sources.
- Student access of email will be through staff supervision.
- Students should adhere to the following email guidelines:
- Students will only be able to email individuals – including teachers and fellow classmates – with an @crbcrusaders.org email address.
- Private messages to individuals outside of the @crbcrusaders.org domain will need to be composed, sent, and received with a personal email address and should only be done with the permission/supervision of a staff member and/or parent/guardian.
- Use of objectionable language is strictly prohibited, and can be monitored by District Administration.
- Students will apply the same privacy, ethical and educational considerations utilized in other forms of communication to their email messages and network communications.

### **Use of Information Resources**

Severe penalties may be imposed for plagiarism, unauthorized copying or using of media, including, but not limited to, print, electronic and web-based materials, unless the copying or using conforms to the "fair use" doctrine. Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research providing that all fair use guidelines are met. Under the fair use doctrine, each of the following four standards must be met in order to use the copyrighted document:

- Purpose and Character of the Use – The use must be for such purposes as teaching or scholarship.
- Nature of the Copyrighted Work – The type of work to be copied.
- Amount and Substantiality of the Portion Used – Copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.
- Effect of the Use Upon the Potential Market for or value of the Copyrighted Work – If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

Any student who is uncertain as to whether reproducing or using copyrighted material complies with the school district's procedures or is permissible under the law should contact the teacher-librarian/media specialist.

Students may make copies of copyrighted materials that fall within the following guidelines. Where there is reason to believe the material to be copied does not fall within these guidelines, prior permission shall be obtained from the publisher or producer with the assistance of the teacher-librarian/media specialist. Students who fail to follow this procedure may be held personally liable for copyright infringement and may be subject to discipline by the board.

### Responsibility Contract

Parents will grant permission for their student to use the district's network, Internet, and email addresses (3rd grade through 12th grade). In compliance with federal law, this policy will be maintained at least five years beyond the termination of funding under the Children's Internet Protection Act (CIPA) or E-rate.

Parents will be required to sign this permission form to allow their students to access the Internet. Students will also sign this form acknowledging they:

1. Have read and understand the Internet Acceptable Use policy and regulations,
2. That they will comply with the policy and regulations, and
3. That they understand the consequences for violation of the policy or regulations.

As a user of the Coon Rapids Bayard Community Schools computer network, I hereby agree to comply with the Acceptable Use Policy (AUP) Agreement. Should I commit any violation, my access privileges may be revoked, and further disciplinary action may be taken.

Student Name (Print) \_\_\_\_\_ Grade \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

As a parent or legal guardian of the student signing above, I have read and understand the District's rules and regulations regarding the use of the computers/iPads and Internet. I understand that these services are designed for educational purposes and the District has taken available precautions to eliminate inappropriate materials. However, I also recognized that it is impossible for the District to restrict access to all inappropriate material. I hereby give permission for an account to be issued for my child. This account will be used to store electronic data and allow Internet access only (this does not include an e-mail account provided by the school). I further understand that any violation of these rules and regulations by my child may result in the loss of access privileges and further disciplinary action may be taken.

Parent/Guardian (Print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Yes, my son/daughter has permission to use their personal email.

\_\_\_\_\_ No, my son/daughter does not have permission to use their personal email.

### Non-Discrimination Statement

*It is the policy of the Coon Rapids-Bayard Community School district not to illegally discriminate on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status in its educational programs or employment practices. If you have questions or grievances related to this policy please contact the Equity Coordinator at 905 North Street, Coon Rapids, Iowa (712) 999-2208.*

**Students: Please return to your teacher, the office, or the Library/Media Center.**