

# TEAM ACADEMY INTERNET ACCEPTABLE USE POLICY

## A. Educational Purpose

1. The district system has been established for an educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
2. The district system has not been established as a public access service or a public forum. TEAM Academy has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in the district disciplinary policy and the law in your use of the district system.
3. You may not use the district system for commercial purposes. This means you may not offer, provide, or purchase products or services through the district system.
4. You may not use the district system for political lobbying, but you may use the system to communicate with elected representatives and to express your opinion on political issues.

## B. Student Internet Access

1. All students with a signed Account Agreement will have access to Internet World Wide Web information resources through their classroom, library, or school computer lab. No separate agreement is required. Your parents may specifically request that their child(ren) not be provided such access by notifying the District in writing.
2. Elementary students will have e-mail access only under their teacher's direct supervision using a classroom account. Elementary students may be provided with individual email accounts under special circumstances, at the request of their teacher and with the approval of their parent. The district provided e-mail accounts and software must be the only method to access e-mail. Students may not use web mail or any other software not provided by the school district. Students may not access a home e-mail account from school.
3. Secondary students may obtain an individual e-mail account with the approval of their parent. The district provided e-mail accounts and software must be the only method to access e-mail. Students may not use web mail or any other software not provided by the school district. Students may not access a home e-mail account from school.
4. You and your parent must sign an Account Agreement to be granted an individual email account on the district system. This Agreement must be renewed on an annual basis. Your parent can withdraw their approval at any time.
5. If approved by your building principal or teacher, you may create a personal Web page on the district system. All material placed on your Web page must be pre-approved in a manner specified by the school. Material placed on your Web page must relate to your school and career preparation activities.
6. The user profile along with all associated files are considered property of the district and/or deleted when a student leaves.

## C. Unacceptable Uses

The following uses of the district system are considered unacceptable:

1. Personal Safety
  - a. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
  - b. If someone asks you to meet with them online, promptly report this to their teacher.

- c. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.
- d. You will not engage in any sort of electronic "real-time" discussion such as messaging, chatting using IRC, a Web Page, or any other program that provides "real time" discussion unless there is an approved specifically defined educational assignment or activity that would be under close supervision.

## 2. Illegal Activities

- a. You will not attempt to gain unauthorized access to the district system or to any other computer system through the district system or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
- b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. You will not use the district system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, bomb threats, etc.

## 3. System Security

- a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c. You will avoid the inadvertent spread of computer viruses by following the District virus protection procedures if you download software.

## 4. Inappropriate Language

- a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
- b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. You will not post information that could cause damage or a danger of disruption.
- d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending messages, you must stop.
- f. You will not knowingly or recklessly post false or defamatory information about a person or organization.
- g. You will not send e-mail that is false about yourself or others.

## 5. Respect for Privacy

- a. You will not repost a message that was sent to you privately without permission of the person who sent you the message.
- b. You will not post private information about another person.

## 6. Respecting Resource Limits

- a. You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on use for education and career development activities.
- b. You will not download and/or install software, update, or make any system modification without the pre-approval of the Director of Technology Systems or the Desktop Specialist. System modifications include replacing, customizing, deleting, or adding files.
- c. You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to your personal computer.
- d. You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- e. You will check your e-mail frequently, delete unwanted messages promptly, and stay within your e-mail quota.
- f. You will subscribe only to high quality discussion group mail lists that are relevant to your education or career development.

## 7. Plagiarism and Copyright Infringement

- a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a teacher.

## 8. Inappropriate Access to Material

- a. You will not use the district system to access or transmit material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent have approved.
- b. If you mistakenly access inappropriate information, you should immediately tell your teacher or another District employee. This will protect you against a claim that you have intentionally violated this Policy.
- c. Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access. The district fully expects that you will follow your parent's instructions in this matter.

## 9. Inappropriate Usage

- a. You will not send e-mail using another person's ID or in the name of someone else from the district system or another system outside the district.

## D. Your Rights

### 1. Free Speech

Your right to free speech, as set forth in the district disciplinary policy, applies also to your communication on the Internet. The

district system is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

### 2. Search and Seizure

- a. You should expect only limited privacy in the contents of your personal files on the district system. The situation is similar to the rights you have in the privacy of your locker.
- b. Routine maintenance and monitoring of the district system may lead to discovery that you have violated this policy, the district disciplinary policy, or the law.
- c. An individual search of user's personal files on the system will be conducted if there is reasonable suspicion that you have violated this Policy, the district disciplinary policy, or the law. The investigation will be reasonable and related to the suspected violation.
- d. Your parents have the right at any time to request to see the contents of your e-mail files.

### 3. Due Process

- a. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the district system.
- b. In the event there is a claim that you have violated this policy or district disciplinary policy in your use of the district system, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation in accordance with the district disciplinary policy.
- c. If the violation also involves a violation of other provisions of the district disciplinary policy, it will be handled in a manner described in the district disciplinary policy. Additional restrictions may be placed on your use of your Internet account.

## E. Limitation of Liability

The District makes no warranties of any kind; either express or implied, that the functions or the services provided by or through the district system will be error-free or without defect. In consideration for the opportunity to use and access the district's system, each student user, by and through the student's parent or legal guardian, the parents or legal guardians, individually, of any user who is a minor, and every other user of the system, agree and acknowledge that the District is not responsible for any damage users may suffer including, but not limited to, loss of data or interruptions of service; that the District is not responsible for the accuracy or quality of the information obtained through or stored on the system; and that the District is not responsible for financial obligations arising through the unauthorized use of the system.

## F. Personal Responsibility

When you are using the district system, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network, you leave little "electronic footprints," so the odds of getting caught are really about the same as they are in the real world. But the fact that you can do something or think you can do something without being caught does not make it right to do so. Even if you don't get caught, there is always one person who will know whether you have done wrong--and that person is you. Your use of the Internet can be a mirror that will show you what kind of a person you are.

## STUDENT ACCOUNT AGREEMENT

### Student Section

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

School: TEAM Academy

I have read the District Acceptable Use Policy. I agree to follow the rules contained in this Policy. I understand that if I violate the rules, my account can be terminated and I may face other disciplinary measures.

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

### Parent or Guardian Section

PARENT OR GUARDIAN: If you are under the age of 18, a parent or guardian must also read and sign this agreement.

As the parent or guardian of the person above, I have read the Terms and Conditions for Internet access. I understand that this access is designed for and limited to educational purposes. I also recognize that it is impossible for TEAM Academy to restrict access to all controversial or offensive materials and I will not hold them responsible for such materials acquired on the network. In consideration for the person above being provided with the opportunity to use and access the district's electronic communication system, I hereby, for the person above and for myself as parent or guardian of said person, 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 system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services, and agree to hold the district, its personnel and said institutions harmless there from.

Further, I accept full responsibility for supervision if and when the person's use is not in a school setting. I will emphasize to my student the importance of following the rules for personal safety.

I hereby give permission for the district to issue an account for my student and certify that the information contained on this form is correct.

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_