

ASTORIA SCHOOL DISTRICT INTERNET AND COMPUTER USE HANDBOOK

Important information for all parents/guardians:

The school district is pleased to announce the establishment of Internet services for its students. The Internet is a global network that will provide your child with access to a wide range of information from throughout the world. Your child will also be able to communicate with people from throughout the world. Use of the Internet for educational projects will assist in preparing your child for success in life and work in the 21st Century.

It is possible your child may find material on the Internet you would consider objectionable. The District Internet Use Policy restricts access to material that is inappropriate in the school environment and we have installed filtering software that limits access to inappropriate material. However, the software is not entirely effective in blocking access and, therefore, we cannot guarantee your child will not gain access to inappropriate material. 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.

The levels of access to the Internet provided to your child will vary according to the educational purpose and your child's age.

You have the option of requesting that your child not be provided with access to the Internet. To exercise this option, please indicate that you do "not" give permission for your child to participate on the Student Internet/Computer Use Agreement form and submit this to the school your child currently attends.

Please contact Scott Holmstedt, ASD Technology Director, at 325-6441, if you have any questions.

STUDENT INTERNET AND COMPUTER USE POLICY

A. Educational Purpose

1. The ASD network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality personal research.
2. The ASD network has not been established as a public access service or a public forum. ASD 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 by this policy and the guidelines of the classroom teacher.
3. You may not use the ASD network for commercial purposes. This means you may not offer, provide, or purchase products or services through the schools' computer system.

4. You may not use the ASD network 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. Elementary students will have access only under their teacher's direct supervision using a classroom account. Elementary students may be provided with individual e-mail accounts under special circumstances, at the request of their teacher and with the approval of their parent.
2. You and your parent must sign an Account Agreement to be granted an individual account on the ASD network. This agreement may be renewed on an annual basis. Your parent can withdraw their approval at any time.

C. Unacceptable Uses

The following uses of the ASD network 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 number, school address, work address, etc.
- b. You will not agree to meet with someone you have met online without your parent's approval. Your parent should accompany you to this meeting.
- c. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

2. Illegal Activities

- a. You will not attempt to gain unauthorized access to the ASD network or to any other computer system through the ASD network 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 ASD network 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 a person, 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 them messages, you must stop.
- f. You will not knowingly or recklessly post false or defamatory information about a person or organization.

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, personal research.
- b. 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.
- c. You will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.

7. Plagiarism and Copyright infringement

- a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writing 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 ASD network to access material that is profane or obscene (pornography) that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made 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 they think would be inappropriate for you to access. The district fully expects that you will follow your parent's instructions in this matter.

D. Your Rights

1. Free Speech

- a. Your right to free speech, as set forth in the school handbook, applies also to your communication on the Internet. The ASD network 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 and records of your online activity. The situation is similar to the rights you have in the privacy of your locker.
- b. Routine maintenance and monitoring of the ASD network may lead to discovery that you have violated this Policy, the rules in the student handbook, or the law.
- c. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the rules in the student handbook, or the law. The investigation will be reasonable and related to the suspected violation.

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 ASD network.
- b. In the event there is a claim that you have violated this Policy or rules in the student handbook in your use of the ASD network, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a neutral administrator (or- will be provided with notice and opportunity to be heard in the manner set forth in the student handbook.)
- c. If the violation also involves a violation of other provisions of the student handbook, it will be handled in a manner described in the student handbook. Additional restrictions may be placed on your use of your Internet account.

E. Limitation of Liability

The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Your parents can be held financially responsible for any harm to the system as a result of intentional misuse.

F. Web Policy

The District's Web policy is as follows:

1. District Web Site

- a. The District will establish a Web site. Material appropriate for placement on the District Web site includes: District information, school information, teacher or class information, student projects, and student extracurricular organization information. Personal, non-educationally-related information will not be allowed on the District Web site.
- b. The District technology director will be responsible for maintaining the official District Web site and monitoring all District Web activity. The Web Publisher will develop style and content guidelines for official District and school Web materials and develop procedure for the placement and removal of such material. All official District material originating from the district posted on the District Web site must be approved through a process established by the District Web Publisher.

2. School Web Pages

The building principal will designate a School Web Publisher, responsible for managing the school Web site and monitoring class, teacher, student, and extracurricular Web pages. All official material originating from the school will be consistent with the District style and content guidelines and approved through a process established by the School Web Publisher. The School Web Publisher will develop additional guidelines for the school Web site.

3. Teacher Web Pages

Teachers may establish Web pages for use with class activities or that provide a resource for other teachers. Teachers will be responsible for maintaining their class or educational resource sites. Teacher web pages will not be considered official material, but will be developed in such a manner as to reflect well upon the district and school.

4. Student Web Pages

- a. Students may create a web site as part of a class activity. Material presented on a student class activity Web site must meet the educational objectives of the class activity.
- b. With the approval of the building principal or Web Publisher, students may establish personal Web pages. Material presented in the student's personal Web site must be related to the student's educational and career preparation activities.
- c. It will not be considered a violation of a student's right to free speech to require removal of material that fails to meet established educational objectives or that is in violation of a provision of the Internet Use Policy or student disciplinary code. However, student material may not be removed on the basis of disagreement with the views expressed by the student.
- d. Student Web pages must include the following notice: "This is a student Web page. Opinions expressed on this page shall not be attributed to the District."
- e. Student Web pages will be removed at the end of the school year unless special arrangements are made.

5. Student Information on the Internet

The district has established standards for disclosure of student information that are considered generally acceptable in light of the age of the students attending the school.

6. Web Page Requirements

- a. All District Internet Use Policy provisions will govern material placed on the Web.
- b. All web pages shall not contain personal contact information about students beyond that permitted by the school (or district) and parent.
- c. Material placed on the web site is expected to meet academic standards of proper spelling, grammar, and accuracy of content.