RL-B ACCEPTABLE USE POLICY

Many students in the RL-B School District have, or soon will have, access to the Internet and Electronic Mail (E-mail). The Internet, a global electronic information structure, is a network of networks used by educators, businesses, the government, the military, and organizations. In schools and libraries, the Internet can be used to educate, to inform, and to entertain. As a learning resource, the Internet is similar to books, magazines, video, CD-ROM, and other information sources.

Students at RL-B can use the Internet and E-mail to participate in distance learning activities, to ask questions of and consult with experts, to communicate with other students and individuals, and to locate material to meet their educational and personal information needs. All educators have a professional responsibility to work together to help students develop the skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals.

Making Internet and E-mail access available to students carries with it the potential that some students might encounter information that some have identified as controversial and of potential harm to students. Because information on the Internet appears, disappears, and changes, it is not possible to predict or control what students may locate. While it is possible to select some resources which will be more easily available to students, school officials cannot promise to control the Internet or E-mail environment for students. RL-B educators will take an active role in ensuring that students and their parents or guardians are aware of the individual student's responsibility to use Internet and E-mail resources in an ethical and educational manner. Our focus is less in controlling the environment, but more in providing individual users with the understanding and skills needed to use the Internet and E-mail in ways appropriate to their individual educational needs. Concerns about Internet and E-mail information will be handled the same ways that concerns about other educational resources are now handled, and policies now dealing with other educational resources all pertain to Internet and E-mail resources.

The RL-B School District has guidelines for student use of Internet and E-mail accounts. These guidelines are included in the RL-B Student Handbook. To protect the due process rights of students, these guidelines define appropriate educational and ethical uses of the Internet, identify individual student responsibilities, and outline procedures for enforcing behavior on the Internet and handling violations. Students, staff, and parents are advised that some systems may contain inappropriate material. School administrators and staff do not condone the use of such materials and do not permit usage of such materials in the school environment. Students who knowingly bring such materials into the school environment, regardless of format, will be dealt with according to the discipline policies of the individual school building. The building administrators, at their sole discretion, reserve the right to terminate immediately the account of any student who misuses the account.

The use of Internet and E-mail is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Students will be taught appropriate use of E-mail and other general use of the Internet. The system administrators will deem what is inappropriate and their decision is final.

GUIDELINES FOR STUDENT USE OF THE

RL-B LOCAL NETWORK AND INTERNET ACCESS

Educational Access

The purpose of LAN and Internet access is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. The RL-B network system will not serve as a public forum. Therefore, materials that students access or post are susceptible to restrictions by the Sioux Valley, Round Lake, and Brewster school districts.

Elementary students (grades K-6) have access to the Internet under the direct supervision of their classroom teacher.

All students in grades 7 through 12 have access to the RL-B LAN. They may also obtain Internet access upon successful orientation and written parental consent. Denial of Internet access can be placed on a student by their parent or guardian at any time.

Student Ethical and Moral Conduct

The RL-B network utilizes various methods of monitoring and detection to maintain the integrity of the system. These methods are in no way foolproof. Students must not expect the network to always perform in a logical manner. For example, if the student does not have Internet rights, he or she should not access the Internet even if the network allows. It is the responsibility of the student user to utilize the network in a fashion that is consistent with the RL-B Acceptable Use Policy.

Each student account is secured by means of a user ID and a user password. User passwords are to remain private at all times. It is the student's responsibility to protect their password from being revealed or discovered by any other person. Should a student feel that their password has been discovered, they should contact the network administrator immediately to prevent unauthorized access to the account.

It is possible, in a network environment, to unintentionally access inappropriate material. If this should happen, the user must immediately exit from the site and report the occurrence to the classroom or lab supervisor. If this is done, the student will remain in good standing should any question arise dealing with inappropriate material access. However, if a student accesses multiple inappropriate sites for more than a few seconds, it will be considered a violation of the policy. In summary, the student should back out and exit immediately from any sites that may be considered by the network or building administrator inappropriate as described in this policy. The classroom or lab supervisor should then be notified by the student.

Software packages, called filtering systems, have been designed that restrict access to certain, usually pornographic websites. Some people see filtering systems as the best defense to student access to obscenity and pornography. Others see them as paramount to book banning because they can be over broad in some of the material they filter (such as artwork), yet fail to filter out certain clearly inappropriate material. The law and technology in this area is still developing, but courts are almost certain to uphold the use of filtering systems which reasonably restrict access to lewd, vulgar, and obscene material on the Internet. CIPA compliant content filtering systems are in place at both the Round Lake and Brewster sites.

Network Disclaimer

RL-B will not be responsible for any unauthorized purchases made over the network or any damages suffered as a result of network crashes or problems. Users should back up their individual data on floppy disks to ensure the security of their documents.

E-Mail

As of the 1999-2000 school year, RL-B School District will not provide E-mail addresses to the students. Personal use of E-mail will be restricted during school (8:00 a.m. - 3:00 p.m.) Students will not be allowed to use their E-mail during class time unless their teacher gives them specific permission. Students may access their E-mail during Academic Enhancement. However, each student must yield the computer to another student needing to do school work should a shortage of computers occur. Schoolwork will take precedence over self-discovery. If a student receives inappropriate E-mail in school, it should not be printed or forwarded. That E-mail message should be deleted and the student should send a message to the sender asking them not to send such E-mail in the future because the school district has a policy which strictly prohibits E-mail of that nature, and the district monitors its systems to ensure that the rules are not violated. Students will be expected to abide by the RL-B Acceptable Use Policy.

Administrative Action

The building administrator, with input from the network administrator, will deem what is inappropriate and his/her decision is final. Each case will be made in a fair and non-discriminatory manner.

Violations of the Acceptable Use Policy, or Guidelines for Student Use Policy, will subject the violator to discipline up to and including expulsion from school. Additionally, violations may subject the violator to civil or criminal legal action.

Consequences that cannot effectively be administered due to the upcoming graduation date or other circumstances may be alternatively applied through school suspension as determined by the building administrator. For example, if a senior knowingly violates the policy during the last month of school, the

building administrator may, if deemed necessary, choose to suspend the student from school in lieu of the network suspension.

The building administrator, if deemed necessary, may appropriate a lesser consequence or penalty to any violation of this policy if circumstances warrant.

Student Rights

Computer networks, by nature, are not private. The network administrator has access to any and all files on the system. Student files are routinely monitored in order to maintain the integrity of the network. Students with material in their file that is not in-line with the RL-B Acceptable Use Policy run the risk of being discovered during routine maintenance and will be handled according to the policy. A specific, individual search of a student's file will take place if probable cause exists. Parents may, at any time, request to see the contents of their student's file.

RL-B has the right to restrict student speech for educational reasons. The network has been established as a limited forum. Therefore, student speech can be restricted in the interest of education.

Student Use of the Network

Network users are expected to abide by acceptable rules of computer etiquette. These rules include, but are not limited to, the following:

1. BE POLITE: Never send, or encourage others to send, abusive messages.

2. USE APPROPRIATE LANGUAGE: You may be alone with your computer, but what you say and do can be viewed globally. Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden and are subject to disciplinary action.

3. PRIVACY: There will be no expectation of privacy on the Internet or other computerized information resources at the school. School personnel have the right to monitor computer use and Internet sessions.

4. Do not reveal your home address or telephone number or the addresses or telephone numbers of students or colleagues. Do not reveal other personal information, such as your age, marital status, financial information, or your work address or telephone number.

5. ELECTRONIC MAIL: Electronic mail (E-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to the authorities.

6. DISRUPTIONS: Do not use the network in any way that would disrupt use of the network by others. Do not read other users? mail or files or attempt to interfere with other user? abilities to send or receive electronic mail. Do not attempt to read, delete, copy, modify, or forge other users' mail.

7. BULLETIN BOARDS: Never respond to messages or bulletin board items that are suggestive, obscene, belligerent, threatening, or make you feel uncomfortable.

The following are acceptable uses of the computers/LAN/Internet:

- Research for a class assignment or project

- Collaboration via E-mail for a school project or assignment

- Inquiry via E-mail dealing with a class project

- Career development activities

- Classroom web activities

- Self-discovery activities (NOTE: Self-discovery activities will be considered a "low priority" use of the system. In the event of limited resources such as slowing of the network of high demand for computer use, students may be asked to temporarily refrain from self-discovery

- activities.) During low demand periods, self-discovery activities should not exceed three (3) hours per week.

The following are unacceptable uses of the computers/LAN/Internet:

- Using the network for any illegal activity, including violation of copyright or other laws.

- Using an account of another person, with or without permission.

- Accessing web sites that contain obscene, profane, vulgar, rude, inflammatory, threatening, or disrespectful language, graphics, or pictures.

- Gaining unauthorized access to resources or entities.

- Wasting technology resources, including bandwidth, file space, and printers.

- Using the network for financial or commercial gain.

- Using the network in ways which violate school policies and behavior standards.

- Invading the privacy of other individuals by accessing and/or vandalizing their computerized data.

- Degrading or disrupting equipment of system performance.

- Accessing web sites that distribute hate mail or chain letters that are of little or no educational value.

- Plagiarizing the work of other people.

- In order to reduce unnecessary system traffic, system users may not use real-time conference features such as talk/chat/Internet relay chat.

Security

Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the teacher, network administrator, or the building administrator at once. Never demonstrate the problem to other users. Any user identified as a security risk will be denied access to the information system.

Consequences

Students not complying with this policy will experience the following consequences:

- 1st offense: Lose all computer, LAN, and Internet rights for ten (10) school days. Parents will be notified via letter or telephone by the network administrator or building administrator. Students who are attending classes that require computer, LAN, or Internet access will have access only during the regularly scheduled class period. An essay will be required from the student before reinstatement of full access. The network administrator will choose the topic and determine successful completion.

- 2nd offense: Lose all computer, LAN, and Internet rights for eighty (80) school days. Parents will be notified via letter or telephone by the network administrator or building administrator. Students who are attending classes that require computer, LAN, or Internet access will have access only during the regularly scheduled class period. An essay will be required from the student before reinstatement of full access. The network administrator will choose the topic and determine successful completion.

- 3rd offense: Lose all computer, LAN, and Internet rights for the period of time until graduation.

- Additional offenses: School suspension or expulsion as deemed appropriate by the building administrator.

ALL OFFENSES ACCUMULATE FROM GRADES 7 THROUGH 12.

RL-B ACCEPTABLE USE POLICY: Parent/Guardian Consent and Student Agreement

Dear Parent or Guardian:

Your son or daughter will soon have access to the Internet. The Internet is a global information system with great information and educational potential, and we see the skills required for its use as vital to the productivity and citizenship of your students when they enter higher education and the work force. Attached is the RL-B Acceptable Use Policy. Please read the document, discuss it with your child(ren), and sign below to acknowledge that you understand the policy.

No student will be allowed access to the Internet until this form has been returned to the Technology Coordinator.

- I have read the Acceptable Use Policy and agree to follow its terms.

- I understand that access to the Internet and building network is a privilege that will be revoked if it is abused.

- I understand that violations of the policy will subject me to discipline up to and including expulsion, and may subject me to civil or criminal action.

- I understand that the school district will enforce its policies but that it is simply technically and administratively impossible to guarantee that no inappropriate use will ever occur. I also understand that the primary responsibility for avoiding inappropriate information rests with myself.

- I understand that the school district will not be held responsible for any fees, damages, claims, or harm incurred as a result of unauthorized or improper usage of the Internet or building network.

I hereby authorize RL-B to issue my child a free account for access to the Internet. This account will be used for educational endeavors as specified in the Acceptable Use Policy. If my child violates this policy, he/she will experience consequences as described in the Acceptable Use Policy and above, and these consequences will affect his/her access to educational material and opportunities.

ACCEPTABLE USE AGREEMENT

Parent/Guardian Signature_____

Date_____

Student Signature_____

Date_____

 Parent(s)/Guardian(s)

Names_____

 Home Phone_____   Work Phone_____

RL-B Website Consent

I, _____, parent/guardian of_____

      (parent/guardian)   (student)

give my permission to include my son(s)/daughter(s) full name and school work on the RLB school website.

Parent/Guardian Signature_____

Date_____

Student Signature_____

Date_____

Parent(s)/Guardian(s) Names_____

Home Phone_____ Work Phone_____