

Acceptable Use Policy

BALDWIN COMMUNITY SCHOOLS Acceptable Use Policy

Policy on District-Provided Access to Electronic Information, Services, and Networks

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, the Baldwin Community School District considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The District expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways that point students to those, which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

Students utilizing District-provided Internet access must first have the permission of and must be supervised by the Baldwin Community School's professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the Baldwin Community School District. **Access is a privilege, not a right.** Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

Internet Conditions of Use and Etiquette

1. The use of your account must be in support of educational and research and consistent with the educational objectives of Baldwin Community Schools.

2. The following uses of school-provided Internet access are not permitted:

(a) to access, upload, download, or distribute pornographic, obscene, or sexually explicit material

(b) to transmit obscene, abusive, sexually explicit, harassing, or threatening language or suggestions;

(c) to violate any local, state, or federal law;

(d) to access another person's materials, information, or files without permission;

(e) to violate copyright or otherwise use the intellectual property of another person or organization without permission; and

(f) to engage in commercial, political, or profit - making enterprises. Notify your teacher or principal immediately if you accidentally encounter or obtain materials in violation of this policy.

(2) Privileges - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and other appropriate consequences, including discipline. All users must obtain prior approval before receiving an account. Each student and teacher who receives an account will be instructed in the proper use of the network. The system administrators may close an account at any time as required. The administration, faculty, and staff of Baldwin Community School District may request the system administrators to deny, revoke, or suspend specific user accounts.

(3) Accounts will be terminated upon your departure from Baldwin Community Schools.

(4) Network Etiquette and Use - You are expected to abide by acceptable usage rules and by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

(a) Be polite. Do not get abusive or use profane language or vulgarities. Do not engage in personal attacks or harassment of another person.

(b) Do not reveal personal information about yourself or others such as address, phone number, or credit card information, and do not agree to meet with someone you have met online without you parent's approval and participation.

(c) Watch humor and sarcasm when using e - mail. The meaning of messages can be easily misconstrued.

(d) You should consider all communication and information accessible via the network to be private property. Do not post private information about another person.

(e) All downloads will be saved on floppy disks, not on the hard drive.

(f) All users must obtain prior approval from the Internet administrator before joining a list serve

(g) Do not respond to unsolicited online contact from anyone.

(h) Remember: Baldwin Community Schools may review and monitor your use of District computers, including, but not limited to, the Internet sites you access and e-mail you send and receive. You should have no expectation of privacy when using District computers.

(5) **Responsibilities** - The user is responsible of all materials received via the Internet under his/her user account and accepts responsibility for keeping all prohibited material, inappropriate text files, or files dangerous to the integrity of the Center network, equipment, or software from entering the school via the Network. The user will not plagiarize works he/she finds on the Internet and will respect the rights of copyright owners.

(6) **Security** - If you identify a security problem on the Internet, you must notify the Baldwin Community Schools Internet Administrators immediately. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

Do not share your password with another person.

(7) **Vandalism** - Vandalism will result in cancellation of privileges and discipline to the offending party. Vandalism is defined as any attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to any of the Internet backbones. Any attempt to harm or destroy computer equipment such as laptop computers, desktop computers, wireless access equipment, network printers, and all peripherals. The Administrators' decisions to continue use privileges will be final in every attempt of vandalism.

Baldwin Community Schools makes **no warranties** of any kind, neither expressed nor implied, for the Internet access it is providing. The District will not be responsible for any damages users suffer, including--but not limited to--loss of data resulting from delays or interruptions in service. The District will not be responsible for the accuracy, nature, or quality of information stored on District diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through District-provided Internet access. The District will not be responsible for personal property used to access District computers or networks or for District-provided Internet access. The District will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet.

Parents of students in the Baldwin Community School District shall be provided with the following information:

- The Baldwin Community Schools district is pleased to offer its students access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.
- Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.
- While the District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the District institute technical methods or systems to regulate students' Internet access; those methods could not guarantee compliance with the District's acceptable use policy. That notwithstanding, the District believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Use of New Web Tools

Online communication is critical to our students' learning of 21st Century Skills and tools such as blogging and podcasting offer an authentic, real-world vehicle for student expression. Again, as educators, our primary responsibility to students is their safety. Hence, expectations for classroom blog, student protected e-mail, podcast projects or other Web interactive use must follow all established Internet safety guidelines.

Blogging/Podcasting Terms and Conditions:

- Students using blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts.
- Students using such tools agree to not share their user name or password with anyone besides their teachers and parents and treat blogspaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.

Netiquette

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

- Be polite. Use appropriate language and graphics. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
- Avoid language and/or graphic representations which may be offensive to other users. Don't use network or Internet access to make, distribute, or redistribute jokes, stories,

- or other material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
 - Do not 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.
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CHILDREN’S INTERNET PROTECTION ACT (Pub. L. 106-554)

Internet Safety Policy For Baldwin Community Schools

Introduction

It is the policy of Baldwin Community Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children’s Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of

users of the Baldwin Community Schools online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Baldwin Community Schools staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Director of Technology or designated representatives. [For schools only] The Director of Technology or designated representatives will provide age appropriate training for students who use the Baldwin Community Schools Internet facilities. The training provided will be designed to promote the Baldwin Community Schools commitment to:

- a. The standards and acceptable use of Internet services as set forth in the Baldwin Community Schools Internet Safety Policy;
- b. Student safety with regard to:
 - i. safety on the Internet;
 - ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - iii. cyber-bullying awareness and response.
- c. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

Adoption

This Internet Safety Policy was adopted by the Board of Education of Baldwin Community Schools at a public meeting, following normal public notice, on 11/20/2001

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CIPA definitions of terms:

MINOR. The term "minor" means any individual who has not attained the age of 17 years.

TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

HARMFUL TO MINORS. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. 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; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.

By signing below, the user and parent or guardian (if applicable) certifies that they have read the BCS Policy on District - Provided Access to Electronic Information, Services, and Networks and agree to follow both the Policy and this Acceptable Use Agreement. Each party further agrees to contact the BCS Internet Administrator if he or she has questions about the District's Policy or Acceptable Use Agreement.

USER

I understand and will abide by the above Internet Use Agreement. I further understand that violation of the Agreement may constitute a criminal offense. Should I commit any violation, the School may revoke my access privileges, and I may be subject to disciplinary and/or legal action.

User's Full Name (please print): _____

User's Signature: _____

Date: _____

PARENT OR GUARDIAN

(If the user is under the age of 18, a parent or guardian must also read and sign this agreement.) As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes and that the Baldwin Community School District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for School District to restrict access to all controversial materials and I will not hold the District responsible of materials my child acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____

Date: _____

*Parent/guardians who do not want their child to have access to the Internet should write a note on the back of this sheet or on a separate piece of paper expressing their wishes. For those students who do not receive permission to use the Internet, the District will provide alternative research tools that the students can use to complete the work.