

## **Bement Community Unit School District #5**

### **Internet/Computer/Electronic Devices Use Policy for Students**

The Bement School District has the ability to enhance your child's education through the use of the Internet. With this educational opportunity also comes responsibility. You and your child should read the following "Authorization for Internet and Computer Access" and discuss it together. The use of inappropriate material or language or violation of copyright laws may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions.

The District prohibits the access of materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network; however, it is impossible to control all material and a user may discover inappropriate material. Ultimately, parent(s)/guardian(s) are responsible for setting and conveying the standards that their child or ward should follow. To that end, the school district supports and respects each family's right to decide whether or not to authorize Internet access.

**Please read and discuss the Authorization for Internet and Computer Access with your child. If you agree to allow your child to have an Internet account, sign the Authorization form and return it to your school.**

#### ***Authorization for Internet and Computer Access***

Each student has his or her parent(s)/guardians (s) sign the Authorization before being granted unsupervised access. Please read this document carefully before signing.

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization does not attempt to state all required or prescribed behavior by users; however, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Internet and Computer Access will result in the loss of privileges, disciplinary action per the student handbook and school board policies, and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party, who signed, has read the terms and conditions carefully, and understands their significance.

#### **Terms and Conditions**

1. Acceptable Use – Access to the District's Internet must be for the purpose of education or research, and be consistent with the educational objectives of the District.
2. Privileges – The use of the District's Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this Authorization and may deny, revoke, or suspend access at any time. His or her decision is final.
3. Unacceptable Use – You are responsible for your actions and activities involving the network. Some examples of unacceptable uses including, but not limited to the following:
  - a. Using the district computer for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation.
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or free of viruses.
  - c. Downloading copyright material for other than personal use.
  - d. Using the network for private financial or commercial gain.
  - e. Wastefully using resources, such as file space.
  - f. Gaining unauthorized access to resources or entities.
  - g. Invading the privacy of individuals.
  - h. Using another user's account or password.
  - i. Posting material authored or created by another without his/her consent.
  - j. Posting anonymous messages.
  - k. Using the network for commercial or private advertising.
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
  - m. Using the network while access privileges are suspended or revoked.
4. Computer Etiquette – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
  - a. Be polite. Do not become abusive in your messages to others.
  - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.

- c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
  - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the network in any way that would disrupt its use by other users.
  - f. Consider all communications and information accessible via the network by school staff.
5. No warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
  6. Indemnification – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of any branch of this Authorization.
  7. Security – Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the internet as a system administrator will result in cancellation of privileges and other disciplinary action.
  8. Vandalism – Defined as any malicious attempt to harm or destroy data of another user, or any other network. This includes, but is not limited to the uploading or creation of computer viruses.
  9. Unauthorized Charges – The District assumes no responsibility of any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
  10. **Cell phones and other electronic devices may be searched by school officials.**

### **Bring Your Own Device (BYOD)**

Students will be allowed to bring personally owned electronic devices, which are internet aware, for use in classes as needed except for cell phones. All devices must connect to the Bement CUSD 5 Internet signal and are subject to the same policies and procedures established for the use of district owned equipment in order to use the device. The use of devices must adhere to the Acceptable Use Policy (AUP). The student and parent/guardian must have signed and returned the AUP prior to using the device and accessing the district signal. District technicians, teachers, or staff will not service, repair, or maintain any personally owned device. Any charges related to the use of the device are the responsibility of the student. All devices must be clearly marked with the student's first and last name. The school will record the MAC address of the device and keep it on file while the individual is enrolled in the district. Students are responsible for keeping the device off when not being used under direct teacher supervision. Student use of device must support the instructional activities of the classroom and be under direct teacher supervision. Students are not allowed to text with the device or video the class, students, teachers, or staff. The use of any electronic device capable of capturing images is strictly prohibited in locker room areas or restroom areas.

### **Access to Student Social Networking Passwords and Websites**

School authorities may require a student or his/her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

Students, parent(s)/guardian(s), and teachers need only sign this Authorization for the Internet and Computer Access once while enrolled or employed by the School District. If changes are made to this policy, students, parent(s)/guardian(s), and teachers will need to sign a new policy.

### **Google Apps for Education/Curriculum Permission**

Bement School District will be using Google Apps for Education in classrooms and classroom curriculum accounts. Google Apps for Education (GAFE) is a suite for free, web-based programs that includes documents, spreadsheets, calendars and collaboration tools. Google Apps for Education allows students to work on projects collaboratively with teachers and other students within the Bement School District. The suite of programs will allow access to documents and learning materials from any computer/device that has an Internet connection. Technology staff member(s) will create the accounts and have the ability to monitor and restrict usage if necessary. Curriculum accounts and access to online classroom content will be maintained by the classroom teacher. The features and options available will be based on grade level, student awareness, and requirements for coursework.

I agree to the terms that will allow my students to have a Google Apps for Education/Curriculum account that can be used on any computer/device connected to the Internet. I understand the accounts are for educational purposes and use must meet the expectations as outlined in school policies. Any misuse of the account will be handled exactly as if it were done in school on a district account.

**“I understand and will abide by the above authorization for Internet, Computer Access, and A Google Apps for Education account. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District’s internet connection and having access to public networks, I hereby release the School District and its Board Members, employees, and agents from any claims and damages arising from my use, or inability to use the internet.”**

**Student Name (Please Print):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**“I have read this Authorization for Internet and Computer Access. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material; however, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board Members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child’s use is not in a school setting. I have discussed the terms of this Authorization with my child. I hereby request that my child be allowed access to the District’s Internet as indicated above.”**

**Parent/Guardian Name (Please Print):** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_