

Livonia Central School  
Acceptable Use Agreement  
Use of Computer Technologies and the Internet

The incredible spread of telecommunications in recent years has led the Livonia Central School District to recognize that there are new ways to share ideas, transmit information, and add to the educational opportunity of students and staff alike. To that end, the District is offering connection to the global community by use of the Internet. The Board of Education has adopted Policy No. 6179 which mandates that the District adopt an Acceptable Use Agreement to ensure that everyone who accesses the Internet does so knowledgeably and responsibly. Accordingly, the District has established these regulations for the use of the system. Students and staff should read these regulations and procedures and complete the attached Agreement form (or in the case of students under the age of 18, their parent or legal guardian should complete the Agreement form). Internet access and computer use in the District is a privilege and not a right. All users should understand that violation of these regulations and procedures could result in loss of access as well as other disciplinary actions, as detailed below.

Some Internet systems may contain inappropriate or objectionable material for a minor. Parents of minors having access to the Internet should be aware of the existence of such material and the ability of a student to access this material through the Internet (either at school or at home). As a result, the District disclaims any responsibility for inappropriate or objectionable materials which a student may obtain through school use of the Internet.

Communication over networks should not be considered private. Network supervisors and maintenance of the system may require review and inspection of directories and messages. Privacy in these communications is not guaranteed. The District will not intentionally inspect the contents of electronic mail sent by a user to an identified addressee or disclose such contents to other than the sender unless required to do so by law, policies of the District or to investigate complaints regarding electronic mail which is alleged to contain defamatory, inaccurate, obscene, profane, sexually-oriented, threatening, offensive or illegal materials.

#### Procedures for Use

The District will allow staff and students access to the Internet provided that the Internet Use Agreement is signed with appropriate signatures. The procedure is as follows:

Step 1: For students, the Internet use Agreement will be signed by a parent or legal guardian and will be kept on file until the student graduates. By signing this agreement, the parent or legal guardian agrees to allow the student access to the Internet for curricular purposes, under the direction of school personnel, even if a parent or legal guardian denies access. Revoking a student's Internet access must be done in writing by the parent and submitted to the appropriate building administrator. Parents will sign the Internet Use Agreement the first year their student enters each building on our campus. For school personnel, the Internet Use Agreement will be signed and kept on file.

Step2: On a yearly basis, students and school personnel will receive information regarding the responsible use of the Internet.

Step 3: Each year, students in grades 4-12 will sign the Internet Use Agreement at the end of this document. If a signature is not on file the student will not be given access to the Internet.

### Rule of Conduct

Usage will be in support of education and research and be consistent with the goals of Livonia Central School. If the Internet is being used for a purpose other than classroom assignments, a form must be signed stating the intended purpose.

Only appropriate language will be used while using the computer systems. Language which is vulgar, profane, obscene, offensive, abusive, sexually oriented, racist, sexist, threatening, inaccurate, defamatory, or illegal is strictly prohibited.

Entry into shopping areas and fee-bases services is prohibited. Disciplinary actions will be taken and all costs will be paid by the user.

All work should be saved and the user should take care to exit the system properly. The District will not be held responsible for loss or theft of information.

No one should enter another user's e-mail account or personal files except as noted in the first section of this Agreement.

A system administrator should be notified immediately if a security problem is identified. No other person should be informed of the security problem.

The computer network should not be used to develop programs that harass or infiltrate a computer or computer system. Harassment is defined as a persistent annoyance of other users or interference with another user's work. It includes, but is not limited to the sending of offensive or inappropriate mail or chain letters.

When using the Internet, a user should not write in capital letters since this is considered shouting.

There must be proper acknowledgement given if a user uses programs or parts thereof of another user. As like any other resource tool, the information on the Internet is authored by others. Therefore, use without acknowledgement is plagiarism.

Copyrighted or proprietary materials should not be distributed without the written consent of the copyright holder. All federal copyright and patent laws concerning computer software, documentation, and other tangible assets must be adhered to. Unless it is indicated within the document by the author, a user should assume that software is copyrighted.

A user should not present false identification or misleading information to gain access to computing resources for which the user is not authorized.

A user should not prevent other users from accessing the system, or slowing down the system by deliberately running wasteful jobs. Prohibited activities include disabling or crashing the system, playing games, sending mass mailings or chain letters, creating unnecessary multiple jobs or process names and failing to delete unnecessary e-mail messages.

The network should not be used for commercial, religious, or political lobbying purposes.

There should be no vandalism of other user's work and/or information found on the Network. Vandalism is defined as any malicious attempt to alter, harm or destroy data of another user, the Internet or other networks. This includes, but is not limited to creating and/or upholding computer viruses.

Staff will not share confidential information about students and other employees through e-mail or on the Internet.

Students will not transmit personal information without parental consent.

Users shall not access "chat" servers, other than for teacher-supervised sessions of instructional programs, i.e., governor's address, legislator's meeting, etc.

Users shall not receive or transmit information pertaining to dangerous instrumentalities such as bombs, automatic weapons, or other illicit firearms, weaponry, or explosive devices.

Parent Permission Form for Internet Use and Website Publishing

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_  
(Print Name)

School \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_  
(Print Name)

As a parent, I have read the attached acceptable use policy and the website publishing policy. I understand that my child will be exposed to and allowed supervised use of the Internet. I understand that my child's picture or original work may be published on the World Wide Web as a part of the district's website. No student last names, home addresses, or telephone numbers will appear with the picture or work. I further understand that the original work will appear with a copyright notice prohibiting the copying of such work without written permission. In the event that someone requests such permission, those requests will be forwarded to me as a parent/guardian.

Internet Access Permission -Please check one of the options below

- Yes, I give permission for my child to have supervised use of the Internet.
- No, I do not want my child to have Internet access (I understand that my child may still be exposed to the Internet as part of class activities).

Website Publication Permission -Please check one of the options below

- Yes, allow my child's work to be considered for website publication along the guidelines listed in the district Website Policy.
- No, I do not want my child's work on the school's website.

This permission will be valid while my child remains at Livonia Central School.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Parent/guardian)