

Dr. Lewis S. Libby School

Informational Technology Acceptable Use Policy

We are pleased to offer students of the Dr. Lewis S. Libby access to e-mail and the Internet. All students must obtain parental permission and must sign and return the attached form to a designated school employee.

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, students' parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Dr. Lewis S. Libby School supports and respects each family's right to decide whether or not to apply for access.

A. Educational Purpose

1. The Dr. Lewis S. Libby School Internet system has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, continuing education, professional or career development, and high-quality, educationally enriching personal research.
2. The Dr. Lewis S. Libby School Internet system has not been established as a public access service or a public forum. The Dr. Lewis S. Libby School has right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in this policy, the student disciplinary code, and the law in your use of the district Internet system.
3. You may not use the Dr. Lewis S. Libby School Internet system for commercial purposes. This means you may not offer, provide, or purchase products or services through the district Internet system.
4. You may not use the Dr. Lewis S. Libby School Internet system for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.

B. Access to Material

1. You will not use the Dr. Lewis S. Libby School Internet system to access material in violation of the following standards:

a. **Prohibited Material**

Prohibited material may not be accessed at any time, for any purpose. The following are considered restricted material by the Dr. Lewis S. Libby School: Materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, and/or illegal.

b. **Restricted Material**

Restricted materials may only be accessed by students in the context of specific learning activities that have been approved by a teacher. Materials that have clear educational relevance, such as material with literary, artistic, political, and/or scientific value, will be considered Restricted. In addition, Restricted Material includes materials that promote or advocate the use of tobacco, hate and discrimination, satanic and cult group membership, or facilitate making online connections with other people are restricted.

c. **Limited Access Material**

Limited Access Material is material that is generally considered to be non-educational or entertainment. Limited Access Material may be accessed in the context of specific learning activities that are directed by a teacher. Limited Access Material includes such materials as electronic commerce, games, jokes, recreation, entertainment, sports, and investments.

2. If you mistakenly access inappropriate material, tell your teacher immediately. This will protect you against a claim that you have intentionally violated this policy.

C. Privacy, Communication, and Personal Safety Requirements

1. The school retains control, custody, and supervision of all computers, networks, and Internet services owned and leased by the school. The school reserves the right to monitor all computer and Internet activity by students. **Students should have no expectation of privacy in their use of school computers, including email and stored files.**

2. Personal contact information includes your name together with other information that would allow an individual to locate you, including but not limited to your parent's name, your home address or location, your school address or location, or your telephone number.

- a. Students shall not reveal his/her full name, address, or telephone number on the Internet.
- b. Students should never meet people they have contacted through the Internet without parent permission.
- c. Students access information and/or receive messages or images that are dangerous, inappropriate or in any way make them feel uncomfortable, should inform the teacher ***immediately***.
- d. Students will not disclose names, personal contact information, or any other private or personal information about other students under any circumstance.

D. Illegal, Unauthorized, and Inappropriate Uses and Activities

1. Illegal Activities

- a. You will not attempt to gain unauthorized access to the district Internet system or to any other computer system through the Dr. Lewis S. Libby School Internet system or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files.
- b. You will not make deliberate attempts to disrupt the Dr. Lewis S. Libby School Internet system or any other computer system or destroy data by spreading computer viruses, by any malicious attempt to harm or destroy data or hardware. or by any other means.
- c. You will not use the Dr. Lewis S. Libby School Internet system 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 person, etc.

2. Inappropriate Language

- a. Restrictions against Inappropriate Language apply to all speech communicated through the Dr. Lewis S. Libby School Internet system, including but not limited 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.

3. Plagiarism and Copyright Infringement

- a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b. You will respect the rights of copyright owners in your use of materials found on, disseminated through, or posted to the Internet. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. Copyright law can be very confusing. If you have questions ask a teacher.

E. System Security and Resource Limits

1. 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 Dr. Lewis S. Libby School virus protection procedures.

2. 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.
- c. You will not misuse district, school, or personal distribution lists or discussion groups for sending irrelevant messages.

Your Rights and Expectations

F. Free Speech

Your right to free speech and access to information applies to your use of the Internet. The Dr. Lewis S. Libby School may restrict access to materials for valid educational reasons. The Dr. Lewis S. Libby School will not restrict your access to information and ideas based on viewpoint discrimination. The Dr. Lewis S. Libby School Internet system is considered a limited public forum. The Dr. Lewis S. Libby School may restrict student speech for valid educational reasons. The Dr. Lewis S. Libby School will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

G. Copyright

You own the copyright to works that you create in school or for a class assignment. If the work is created jointly, each student will have joint ownership of the copyright. You and your parent/guardian must agree to post your work on the district web site. Your work should be posted with your copyright notice.

H. Privacy

The Dr. Lewis S. Libby School retains control, custody, and supervision of all computers, networks, and Internet services owned and leased by the school. The Dr. Lewis S. Libby School reserves the right to monitor all computer and Internet activity by students. **Students should have no expectation of privacy in their use of Dr. Lewis S. Libby School computers and MLTI MacBooks, including email and stored files.**

1. The Dr. Lewis S. Libby School will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Dr. Lewis S. Libby School Internet system.
2. In the event there is a claim that you have violated this policy or student disciplinary code in your use of the Dr. Lewis S. Libby School Internet system,

you will be provided with notice and opportunity to be heard in the manner set forth in the student disciplinary code.

3. If the violation also involves a violation of other provisions of the student disciplinary code, it will be handled in a manner described in the code. Additional restrictions may be placed on your use of your Internet.

I. Limitation of Liability

1. The student and/or student's parent/guardian shall be responsible for compensating the Dr. Lewis S. Libby School for any losses, costs or damages incurred by the Dr. Lewis S. Libby School related to violations of this policy and/or rules including investigations of violations.
2. The Dr. Lewis S. Libby School will not guarantee that the functions or services provided through the Dr. Lewis S. Libby School Internet service will be without error. The Dr. Lewis S. Libby School will not be responsible for any damage you may suffer, including but not limited to, loss of data, interruptions of service, or exposure to inappropriate material or people. The Dr. Lewis S. Libby School is not responsible for the accuracy or quality of the information obtained through 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 that may result from your intentional misuse of the system. You may only use the system if your parents have signed a disclaimer of claims for damages against the Dr. Lewis S. Libby School.
3. The Dr. Lewis S. Libby School assumes no responsibility for any unauthorized charges made by students including but not limited to, credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

J. Sanctions

1. Level 1 Violations - Irresponsibility

- a. Level 1 violations include but are not limited to: eating and drinking around equipment, forgetting equipment, not charging equipment, unattended laptop, laptop left at home, carrying laptop inappropriately, laptop in locker, laptop in backpack, laptop in a no laptop area, laptop left open, laptop not charged, putting things on the laptop, **hitting people and things with the laptop** charger on the floor. . . These violations also apply to chargers and related peripherals including cameras, USB

microphones, scanners, video cameras, calculators, printers, etc.

- b. Violation of Level 1 will be recorded on the Violation Card and students will be issued a classroom detention.
- c. Chronic irresponsibility will result in more severe consequences including but not limited to an office referral

2. Level 2 Violations - Intentional or Unintentional Misuse of Hardware and Software

- a. Level 2 violations include but are not limited to: chronic Level 1 violations, misuse of e-mail, recording without permission, assessing prohibited material, accessing restricted access and/or limited access material with out permission, using cameras inappropriately, jamming things into computers that are not designed for that purpose, giving out passwords, downloading or burning without permission or illegally, instant messaging, using non-school e-mail. . .
- b. Level 2 violation will be recorded on the Violation Card, students will contact parent to explain the violation, office referral will be issued and the student may lose access to the specific software/hardware on which the violation occurred for a period of time.

3. Level 3 Violations - Intentional Damage (or actions meant to damage) To Software, Hardware, or Network

- a. Level 3 violations include but are not limited to: chronic Level 2 violations, spamming, messing with another person's laptop or desktop, using another person's passwords, using technology to bully or harass others, throwing or slamming laptop, banging on keyboards, prying open, disassembling, **hitting people and things with the laptop**, and/or any malicious act involving technology. . .
- b. Level 3 violations will be recorded on the Violation Card. The office will discipline the student and technology may be suspended until a date that is determined.
- c. Level 3 violations are very serious and carry with them possible suspension from school and removal of technology privileges.
- d. Students are responsible for damage to computers assigned to them.

Student _____

Dr. Lewis S. Libby School

User Agreement and Parent Permission Form

As a user of the Dr. Lewis S. Libby School's computer network. I **have read, understand and agree to follow the** rules and conditions stated in the Informational Technology Acceptable Use Policy.

Student Signature _____ Date _____

As the parent or legal guardian of the student signing above, I grant permission for my son or daughter to access the Dr. Lewis S. Libby School network computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept the responsibility for guidance of Internet use, and for setting and conveying standards for my son or daughter to follow when selecting, sharing, or exploring information and media.

Parent/Guardian Signature _____ Date _____

Name of Student (Please Print) _____

Address _____

Telephone _____

E-mail Address _____

PLEASE RETURN ONLY THIS PAGE AND RETIAN THE OTHER PAGES FOR YOUR INFORMATION.