

## STUDENT COMPUTER AND INTERNET USE AND INTERNET SAFETY

We are pleased to offer Dr. Lewis S. Libby School students access to e-mail and the internet. All students must obtain parental permission and must sign and return the attached form to their homeroom teacher.

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 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 the right to place reasonable restrictions on the materials accessed or posted through the system. Users are also expected to follow the rules set forth in this policy, the Student Disciplinary Code, and the Law in their use of the Dr. Lewis S. Libby School internet system.
3. The Dr. Lewis S. Libby School internet system may not be used for commercial purposes. This means users may not offer, provide, or purchase products of services through the Dr. Lewis S. Libby School internet system.
4. The Dr. Lewis S. Libby School internet system may not be used for political lobbying, but it may be used to communicate with elected Representatives to express opinions on political issues.

### B. Access to Material

1. The Dr. Lewis S. Libby School internet system will not be used 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.

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.

c. Limited Access Material

Limited access material is what's 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 games, jokes, recreation, entertainment, sports and investments.

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

C. Communication and Personal Safety Requirements

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

- a. Students shall not reveal their 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 accessing information and/or receiving messages or images that are dangerous, inappropriate or in any way make them feel uncomfortable should inform a teacher immediately.
- d. Students will not disclose names, personal contact information, or any other private or personal information about other students under any circumstances.

D. Illegal, Unauthorized, and Inappropriate Uses and Activities

1. Illegal Activities

- a. Users will not attempt to gain unauthorized access to the Dr. Lewis S. Libby School internet system or to any other computer system through the Dr. Lewis S. Libby School internet system to go beyond their authorized access. This includes attempting to log in through another person's account or accessing another person's files.

- b. Users 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. Users will not use the Dr. Lewis S. Libby School internet system to engage in any other illegal acts such as arranging for drug sales, purchasing alcohol, engaging in criminal gang activity, threatening the safety of a 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. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
- c. Users will not post information that could cause damage or a danger of disruption.
- d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If told by a person to stop sending messages, YOU MUST STOP.
- f. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

## 3. Plagiarism and Copyright Infringement

- a. Users will not plagiarize work found on the internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b. Users will respect the rights of copyright owners in their use of materials found on, disseminated through, or posted to the internet. Copyright Law can be very confusing. If there are questions, ask a teacher.

## E. System Security and Resource Limits

### 1. System Security

- a. Users are responsible for individual accounts and should take all reasonable precautions to prevent others from being able to use their accounts. Under no conditions should you provide your password to another person.

- b. Users will immediately notify a teacher or the system administrator if they identify a possible security problem. Do not go looking for security problems because this may be construed as an illegal attempt to gain access.
- c. Users will avoid the inadvertent spread of computer viruses by following the Dr. Lewis S. Libby School virus protection procedures.

## 2. Resource Limits

- a. Users will use the system only for educational and career development activities and limited high quality personal research.
- b. Users will not download large files without permission of the teacher.

## F. Your Rights and Expectations

### 1. Free Speech

The right to free speech and access to information applies to your use of the internet.

The Dr. Lewis S. Libby School Internet System

- is considered a limited public forum
- may restrict access to materials for valid educational reasons but will not restrict access to information and ideas based on viewpoint discrimination
- may restrict student speech for valid educational reasons but will not restrict speech on the basis of a disagreement with the opinions the user expresses.

### 2. Copyright

Users own the copyright to work they create in school or for a class assignment. If the work is created jointly all parties will have joint ownership of the copyright. Users and their parent/guardians must agree to have work posted on the Dr. Lewis S. Libby School website. All posted work should include the copyright notice.

### 3. 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 HP computers, including e-mail and stored files.

- a. 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.
- b. In the event there is a claim that a user has violated this policy or Student Disciplinary Code in their use of the Dr. Lewis S. Libby School internet system, they will be provided with notice and the opportunity to be heard in the manner set forth in the Student Disciplinary Code.

- c. 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 use of the internet.

#### G. Limitation of Liability

1. The user and/or user'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 investigation 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 users may suffer, including but not limited to loss of data, interruptions of service or exposure to inappropriate material or people.
  - is not responsible for the accuracy of quality of the information obtained through the system.
  - will not be responsible for financial obligations arising through financially responsible for any harm that may result from users intentional misuse of the system.
3. Users may only access the system if parents have signed a disclaimer of claims for damages against the Dr. Lewis S. Libby School.
  4. The Dr. Lewis S. Libby School assumes no responsibility for any unauthorized charges made by users 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.

#### H. Sanctions

1. Level 1 Violations - Irresponsibility
  - a. Level 1 violations include but are not limited to eating/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, putting things on 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 may be issued a classroom detention.
  - c. Chronic irresponsibility will result in more severe consequences.
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, accessing prohibited material, accessing restricted access and/or limited access material without permission, using cameras inappropriately, jamming things into computers that are not designed for that purpose, giving out passwords, downloading or burning CD's/DVD's without permission or illegally, instant messaging, using non-school e-mail.
  - b. Level 2 violation will be recorded on the Violation Card. Parents will be contacted about the violation, an office referral will be issued and the student may lose access to the specific software/hardware on which the violation occurred.
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 persons laptop or desktop, using another persons 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 determined date.
  - c. Level 3 violations are very serious and carry with them possible suspension from school and loss of technology privileges.
  - d. Students are responsible for damage to computers assigned to them!

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