

## **RESPONSIBLE/ACCEPTABLE USE POLICY/INTERNET SAFETY POLICY**

School Board Policy 4.406 requires written parental consent before a student can access electronic media using Alcoa City Schools' technology resources. Please review the contract below with your student. To give your student permission to access the Internet while at school, you and your student must sign the Enrollment Form for new students or complete the Acceptable Use Policy Form during Online Enrollment Verification.

The Alcoa City School District provides access for students to the Internet, school network, and other electronic resources to meet their school-related needs. Employees working with students will help students develop the critical thinking skills necessary to discriminate among information resources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet educational goals that are consistent with the district's student learning outcomes. Students may have access to the Internet ONLY with a teacher's permission, and ONLY for educational needs. Access to the Internet through school resources is a privilege, not a right, and may be revoked for inappropriate or unauthorized use as determined by district authorities. There should be no expectation of privacy for activities conducted on district-owned computers or the network; any and all use of these resources may be recorded and/or reviewed by staff.

### **Computer Use Contract**

***Internet access at school is available for all students only as an educational resource.***

- I will never give my name, address, or telephone number to someone on-line, because the people on the Internet are strangers to me.
- I will not go into parts of the Internet that are not appropriate for my learning at school.
- I will only access the Internet with permission from a teacher.
- I will close any inappropriate sites or pop-ups immediately and tell my teacher right away if I come across anything that is not appropriate.
- I will not attempt to bypass the Internet filter to access a blocked website.

***The computer, software, and network are available for all students only as an educational resource.***

- I will treat the computers with respect and not cause damage to them.
- I will treat other people's files with respect.
- I will not intentionally obtain or modify files, passwords, or data belonging to any other users.
- I will not copy things to include in my projects unless I give credit to the author and/or website.
- I will not plagiarize.
- I will not share my username and password with anyone nor will I use another student's username and password.
- I understand that teachers and administrators will monitor all student activities on the network.

***The computer is set-up and the software programs are selected for all students only as an educational resource.***

- I will not change the way the computer is set up to run.
- I will not use technology for fraudulent copying, communications or modification of materials in violation of local, state, and federal laws.
- I will not use technology for destruction or theft of district hardware or software.
- I will not download software from the Internet nor install software that could damage the computer system.
- I will not download any media (pictures, songs, video clips, games, etc) unless a teacher grants permission.
- I will not use technology for illegal installation, distribution, reproduction or use of copyrighted software on district computers.

***Online communication is available for all students only as an educational resource.***

- I will only use email or instant messaging for school related communication.
- I will always use proper and appropriate language and my best writing skills when communicating online.
- I will not give out any personal information that tells who I am or where I live.
- I will only use a chat room or blog when a teacher grants permission.
- I will never use online communication to harass or bully anyone.
- I will never use technology to access obscene or pornographic material.
- I will never use technology to transmit material likely to be offensive or objectionable to recipients.
- I will never use technology to participate in inappropriate and/or objectionable discussions or newsgroups.

- I will never use technology to disseminate hate mail, harassment, discriminatory remarks, or other antisocial communication.
- I will never use technology to misrepresent other users on the network
- I will never use technology to facilitate any illegal activity.
- I will never use technology for commercial or for-profit purposes.
- I will never use technology for product advertisement or political lobbying.
- I will never use technology to read another's mail or files without their consent.

***If I don't follow these rules:***

- I understand that if I break any of these rules, I may lose the privilege of using the computer and/or the Internet.
- I understand that I am in violation of the rules and are subject to, but not limited to, the suspension and/or dismissal of all parties involved. In addition, the district and/or its designees reserve the right to pursue civil and/or criminal prosecution as the situation warrants.

***I have talked about these rules with my parents and by signing the attached contract I agree to follow them.***

**Web Site Policy: PRIVACY STANDARDS**

1. Because Internet publications are available to the entire world, special care shall be taken to protect the privacy of students and staff. Public web pages may not include personally identifying information regarding a student such as: telephone numbers, addresses, names of other family members, names of friends, e-mail addresses, specific location of a student at any given time, grades or any other academic information. No confidential information shall be published on or linked to the web site unless the site is password protected.
2. Student work may be published on web pages only with written consent of the student's parent/guardian or the eligible student. The authoring student shall also sign a copyright consent form.
3. Links to student e-mail accounts are prohibited.
4. Pictures of students may be included only under the following conditions:
  - Individual student pictures may be published on the web site only with written consent of the student's parent/guardian or eligible student.
  - Pictures of groups of students involved in a school-related activity may be published without consent; however, the students shall only be identified by the group name.
  - Students shall not be individually identified in pictures unless there is a special reason for doing so, such as recognition for receiving an award. In such cases, the student's parent/guardian or eligible student must give written consent.
  - Sport team pictures should not list names and numbers.

**Media Access to Students:** School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public. The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access shall not be unduly disruptive and shall comply with Board policies.

Each year parents/guardians will be given the option to withhold permission for public news media interviews or photographs of their child at school. Specific parental/guardian permission must be obtained if the story or photograph covers topics of sensitive nature.

If any student is to be filmed or videotaped and will be identified or a primary subject of the filming or videotaping, prior written consent/release/waiver will be obtained from the student's parent/guardian.

District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

Parents will be advised of the Board's Media Access to Students policy at the time of the enrollment and each fall in the district student/parent handbook.