

STUDENT INTERNET HANDBOOK



DEL MAR UNION SCHOOL DISTRICT
ACCEPTABLE USE AGREEMENT

Please sign and return these agreements, relating to the use of the Del Mar Union School District Telecommunications network, with your enrollment forms. Thank you.

Dear Parents:

The Del Mar Union School District Board Policy No. 6017, adopted by the Board of Trustees on January 13, 1999, relates to Student and Employee access to networked information resources. It is a 25-page document, which specifies the classroom and school use of the Telecommunications Network or Internet. The technology explosion offers tremendous resources for student research, among many other applications, however there are also school district, student and parent responsibilities that go along with this usage. Board Policy No. 6017 details the requirements and specifics of Telecommunication Network use.

In the interest of saving paper, we are enclosing only the *Student Agreement* page and the *World Wide Web Publishing Page for Student Work* to be signed and returned to your child's school site. We do want you to feel informed about this policy, so if you have further questions, please refer to the District website <www.delmarschools.com>, should you care to read the policy in total.

These are the highlights of the policy:

- ❖ Electronic information research skills are now fundamental to a student's learning.
- ❖ Students are responsible for good behavior on school computer networks.
- ❖ "Educational purposes" include use of the system for classroom activities, teacher-directed activities, library-related research, or career development.
- ❖ The network may not be used for commercial purposes, illegal activities or political lobbying.
- ❖ The District may monitor the District's technological resources at any time without advance notice.
- ❖ The District is responsible for establishing and maintaining the system and ensuring adequate supervision of students using the system.
- ❖ "This policy contains restrictions on accessing inappropriate material. There is a wide range of materials available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not practically possible for the District to monitor and enforce a wide range of social values in student use of the Internet. Further, the District recognizes that parents/guardians bear primary responsibility for transmitting their particular set of family values to their children. The District encourages parents/guardians to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the District telecommunications network."
- ❖ "Violations of the District's Student Acceptable Use Policy by a student may result in loss of use of all computing equipment and Internet access, even if this causes the student to fail a class."
- ❖ Users should be aware that computer files and communications over electronic networks, including e-mail, are not private or secure.
- ❖ There are guidelines for both students and employees on proper telecommunications usage.

Thank you for your interest and cooperation as we move forward technologically. **We must receive a signed District Telecommunications Network Student Account Agreement for each child to be able to use the school Internet.**

Sincerely,

Thomas F. Bishop
District Superintendent
mc

DEL MAR UNION SCHOOL DISTRICT
Parent Permission for
World Wide Publishing of Student Work

Name of Student: _____

Name(s) of Parent(s): _____

School: _____

We understand that our daughter's/son's artwork or writing is under consideration for publication on the World Wide Web, a part of the Internet.

We further understand that the work will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event anyone requests such permission, those requests will be forwarded to us as parents. No home address, telephone number, or surname will appear with such work, only the student's first name will appear.

We grant permission for the World Wide Web publishing as described above until this permission is revoked in writing.

Parent/Guardian Permission

Signature: _____ Date: _____

Relation to student: _____

Signature: _____ Date: _____

Relation to student: _____

Student Permission

I, the student, also give my permission for such publishing.

Student Signature: _____ Date: _____

Student Section

Student Name _____ Grade _____

School _____

I have read the District Student Acceptable Use Policy. I agree to follow the rules contained in this Policy. I understand that if I violate the rules, my account will be terminated, even if that means failing a class, and I may face other disciplinary measures. I understand that my use of this account is subject to the District’s right to monitor my use, including, but not limited to, the right to access my files and my e-mail.

Student Signature _____ Date _____

Parent/Guardian Section

I have read the District Student Acceptable Use Policy.

I understand that the District makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the District telecommunications network will be error-free or without defect. The District will not be responsible for any claims, damages, or injury of any nature whatsoever, which users may suffer as a result, whether directly or indirectly, of use of the District telecommunications network, including, but not limited to, personal injury, emotional distress or suffering, or the loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the District telecommunications network, including, but not limited to, the purchase of products or services.

In consideration of the District permitting my child to access the District telecommunications network, I hereby release the District, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the District telecommunications network, including, but not limited to, claims for negligence, however caused, and I agree that I will indemnify the District for any costs incurred as a result of my child’s unauthorized use of the District telecommunications network, including, but not limited to, the purchase of products or services.

Please see reverse. Signature required on reverse. Thank you.

DEL MAR UNION SCHOOL DISTRICT BOARD POLICY No. 6017

STUDENT AND EMPLOYEE ACCESS TO NETWORKED INFORMATION RESOURCES

- A. The Board recognizes that as telecommunication and other new technologies shift the ways that information may be accessed, communicated and transferred by members of society, those changes may also alter instruction and student learning. The Board generally supports access by students to rich information resources along with the development by staff of appropriate skills to analyze and evaluate such resources, for legitimate educational purposes.
- B. Telecommunications, electronic information sources and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. In the past, instructional and library media materials could usually be screened - prior to use - by committees of educators and community members intent on subjecting all such materials to reasonable selection criteria. Board Policy No. 6017 requires that all such materials be consistent with District-adopted guides, supporting and enriching the curriculum while taking into account the varied instructional needs, ages, learning styles, abilities and developmental levels of the students. Telecommunications, because they may lead to any publicly available fileserver in the world, will open classrooms to electronic information resources which have not been screened by educators for use by students.
- C. Electronic information research skills are now fundamental to preparation of citizens and future employees during an Age of Information. The Board expects that staff will blend thoughtful use of such information throughout the curriculum and that the staff will provide guidance and instruction to students in the appropriate use of such resources. Staff will consult the guidelines for instructional materials contained in Board Policy No. 6017 and will honor the goals for selection of instructional materials contained therein.
- D. Students are responsible for good behavior on school computer networks just as they are in a class or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply (see Board Policy No. 6017). The network is provided for students to conduct research and communicate with others. Access to network services will be provided only to students who agree to act in a considerate and responsible manner.
- E. Access to telecommunications will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The Board believes that the benefits to students from access in the form of information resources and opportunities for collaboration, exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

- F. Independent student use of telecommunications and electronic information resources will be permitted upon submission of permission forms and agreement forms by parents of minor students (under 18 years of age) and by students themselves.
- G. To that end, the Del Mar Union School District supports and respects each family's right to decide whether or not to apply for independent access to the telecommunications network.
- H. The Board authorizes the Superintendent to prepare appropriate procedures for implementing this policy and for reviewing and evaluating its effect on instruction and student achievement.
- I. The term "educational purposes" includes use of the system for classroom activities, teacher-directed activities, library-related research, or career development.
- J. Internet users are to be respectful to other Internet users, the system and the equipment.
- K. District telecommunications networks may not be used for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use. District acquisition policies will be followed for District purchase of goods or services through telecommunications networks.
- L. Users may not use the system for political lobbying, as defined by applicable state and federal law covering political lobbying.
- M. Users may not use District telecommunications networks for illegal activities, as specified by local, state and/or federal laws.
- N. The District has established regulations which prohibit access to harmful matter through District telecommunications networks which may be obscene or pornographic and which prohibit other misuses of the system.
- O. The District may monitor the District's technological resources, including e-mail, Internet files and Internet access, at any time without advance notice or consent when there is a business need to do so. Passwords will be used and must be known to the Superintendent/designee so that he/she may have system access should the need arise.

Technology: Acceptable Use

I. District Responsibilities

- A. The District Superintendent/designee will serve as the coordinator to oversee the District telecommunications network.
- B. The site principal will serve as the site-level coordinator for the District telecommunications network, will approve site-level activities, ensure staff receive proper training in the use of the system and the requirements of this policy, establish a system to ensure adequate supervision of students using the system, maintain executed user agreements, and be responsible for implementing this Board policy and accompanying regulations at the site level.
- C. The Superintendent/designee will establish a process for setting up individual and class accounts, setting quotas for disk usage on the system, establish a retention schedule, establish a District virus protection process, establish backup schedules and shall be responsible for keeping the District telecommunications network functional.

II. Services Available through District Telecommunications Network

The following services may be made available to students and staff:

A. E-mail

E-mail will allow the user to communicate with people throughout the world, and may include subscriptions to mail lists used to engage in group discussions related to educational purposes.

B. World Wide Web

The Web provides access to a wide range of information in the form of text, graphics, photographs, video, and sound. The Web can be a valuable research tool for students and employees.

C. Telnet

Telnet allows the user to log in to remote computers.

D. File Transfer Protocol (FTP)

FTP allows users to download large files and computer software.

E. Newsgroups

Newsgroups are discussion groups that are similar to mail lists. The District may provide user access to selected newsgroups that relate to subjects that are appropriate to the educational purposes of the District telecommunications network.

F. Internet Relay Chat (IRC)

IRC provides the capability of engaging in "real-time" discussions. The District may provide staff/user [**CHOOSE depending upon whether students will be able to access chatrooms**] access to IRC only for specifically defined educational activities.

G. Blocking software

The District will provide software designed to restrict access to certain sites.

III. Access to the System

A. Board Policy No. 6017 will govern all use of the District telecommunications networks. Student use of the District telecommunications networks will also be governed by the District's disciplinary code and the Student Acceptable Use Policy. Employee use will also be governed by District policy.

B. World Wide Web

All District employees and students may have access to the Web through the District's networked computers. A signed agreement form will be required for student access. Parents/guardians may specifically request that their child(ren) not be provided such access by completing the Student Account Agreement.

C. Classroom Accounts

Students may be granted e-mail access through a classroom account, administered by the classroom teacher. Parents/guardians may specifically request that their child(ren) not be provided access through the classroom account by completing the Student Account Agreement.

D. Individual E-mail Accounts for District Employees

District employees may be provided with an individual e-mail account and may have dial-up access to the District telecommunications network.

E. Guest Accounts

Guests may receive an individual account with the approval of the Superintendent when requested by a District administrator if there is a specific, District-related purpose requiring such access. Use of the District telecommunications network by a guest must be specifically limited to the District-related purpose.

IV. Parental Notification and Responsibility

A. At the beginning of each school year, the District will notify parents/guardians about the District telecommunications network and the policies governing its use.

Parents/guardians may request alternative activities for their child(ren) that do not require Internet access.

- B. This policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not practically possible for the District to monitor and enforce a wide range of social values in student use of the Internet. Further, the District recognizes that parents/guardians bear primary responsibility for transmitting their particular set of family values to their children. The District encourages parents/guardians to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the District telecommunications network.
- C. The District will provide students and parents/guardians with guidelines for student safety while using the Internet.
- D. Parents/guardians are responsible for monitoring their student's use of the Internet if they are accessing the District telecommunications network from a remote location.

V. District Limitation of Liability

- A. The District makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the District telecommunications network will be error-free or without defect. The District will not be responsible for any claims, damages, or injury of any nature whatsoever, which users may suffer as a result, whether directly or indirectly, of use of the District telecommunications network, including, but not limited to, personal injury, emotional distress or suffering, or the loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the District telecommunications network, including but not limited to the purchase of products or services.

VI. Enforcement

- A. The District will cooperate fully with local, state, and federal officials in any investigation concerning or relating to any illegal activities conducted through the District telecommunications network.
- B. In the event there is an allegation that a student has violated the District's Student Acceptable Use policy, the District's disciplinary code will be followed.
- C. Violations of the District's Student Acceptable Use Policy by a student may result in loss of use of all computing equipment and Internet access, even if this causes the student to fail a class. The student may be able to regain computing privileges the

following school year. If the alleged violation also involves a violation of other provisions of the District's disciplinary code, the violation will be handled accordingly.

- D. Employee violations of the District's Student Acceptable Use policy will be handled in accord with District policy.
- E. The Superintendent/designee may terminate the account privileges of a guest user by providing notice to the user. Guest accounts not active for more than 30 days may be removed, along with the user's files without notice to the user.

VII. District Access

- A. Users should be aware that computer files and communications over electronic networks, including e-mail, are not private or secure. This technology may not be used to transmit confidential information about students, employees, or District matters except by authorized personnel who will use District-approved security procedures.
- B. Users will limit their use of the system to classroom activities, teacher-directed activities, library-related research, or career development. Use of the system for any other purpose, personal or otherwise, is prohibited unless approved in advance by the site principal.
- C. The Superintendent/designee may monitor the District's technological resources, including e-mail, internet files and internet access, at any time without advance notice or consent when the District has determined that there is a business need to do so. Passwords will be used and must be known to the Superintendent/designee so that he/she may have system access should the need arise. A "business need" for monitoring of and access to individual user files may include, but is not limited to, routine maintenance, routine monitoring, and individual searches in the event a violation of District policy is suspected. Monitoring of the system may lead to discovery that the user has or is violating the District's Acceptable Use policy, the District's disciplinary code or the law.
- D. District employees should be aware that their personal files may be discoverable under state public records laws.

VIII. Copyright and Plagiarism

- A. District policy/administrative regulations on copyright will govern the use of material accessed through the District telecommunications network. Because the extent of copyright protection of works found on the Internet is unclear, employees will make a standard practice of requesting permission from the holder of the work if their use of the material has the potential of being considered an infringement. Teachers will instruct students to respect copyright and to request permission when appropriate. Copyrighted material may not be placed on the system without the author's permission.

- B. District policies on plagiarism will govern the use of material accessed through the District telecommunications network. Teachers will instruct students in appropriate research and citation practices.

IX. Selection of Material

When using the Internet for class activities, teachers will select material which is appropriate in light of the age of the students and which is relevant to the course objectives. Teachers will preview the materials and sites they require or recommend students access, to determine the appropriateness of the material contained on or accessed through the site. Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly. Teachers will assist their students in developing the skills to ascertain the accuracy of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views. However, teachers cannot be expected to preview all sites that the student may encounter while performing educational research.

X. District Web Sites

A. School Web Pages

Schools may establish Web pages that present information about the school. The school site principal will designate an individual to be responsible for managing the school web site.

B. Extracurricular Organization Web Pages

With the approval of the school site principal and the Superintendent/designee, extracurricular organizations may establish Web pages. The principal will establish a process and criteria for the establishment and posting of material, including pointers to other sites, on these pages. Material presented on the organization Web page must relate specifically to organization activities and will include only student-produced material. Organization Web pages must include the following notice: *"This is a student extracurricular organization Web page. Opinions expressed on this page shall not be attributed to the Del Mar Union School District."*

- C. District authorized web pages will not contain any commercial advertisements, pointers to commercial sites or related sites. District web pages will only contain education-related information and pointers to education-related sites.

XI. Internet Rules

- A. Students are responsible for good behavior on school computer networks just as they are in classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.
- B. The network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for minors. Access is a privilege, not a right. Access entails responsibility.
- C. Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed.
- D. Network storage areas may be treated like school lockers. Network administrators may review file and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.
- E. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with other available information sources, such as television, telephones, movies, radio and other potentially offensive media.

XII. Unacceptable Uses Guidelines

The following uses of District Telecommunications network are considered unacceptable:

A. Personal Safety

1. Students will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.
2. Students will not agree to meet with someone they have met online without parent/guardian approval and participation.
3. Students will promptly disclose to their teacher, or other appropriate school employee, any message they receive that is inappropriate or makes them feel uncomfortable.

B. Illegal Activities

1. Users will not attempt to gain unauthorized access to the District telecommunications network or to any other computer system through the District

telecommunications network, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."

2. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
3. Users will not use the District telecommunications network to engage in any other illegal act, including, but not limited to, arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of another person.
4. Users are prohibited from accessing, posting, submitting, publishing, or displaying harmful matter or material that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment, or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.

C. System Security

1. Each user is responsible for the use of his/her individual account and should take all reasonable precautions to prevent others from being able to use the account. Under no conditions should a user provide his/her password to another person.
2. Each user will immediately notify his/her teacher, school administrator, or the District office if the user has identified a possible security problem. Each user will not go looking for security problems; this may be construed as an illegal attempt to gain access.
3. Each user will avoid the inadvertent spread of computer viruses by following the District virus protection procedures.

D. Inappropriate Language

1. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
2. Users will not use or send obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language, pictures, jokes or cartoons.
3. Users will not post information that, if acted upon, could cause damage or a danger of disruption.
4. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.

5. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them/that person messages, the user must stop.
6. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

E. Respect for Privacy

1. A user will not re-post a message that was sent to the user privately without permission of the person who sent the message.
2. Users will not post private information about another person.

F. Respecting Resource Limits

1. Users will limit their use of the system to educational purposes, classroom activities, teacher-directed activities, library-related research, or career development.
2. Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system.
3. Users will not post chain letters or engage in "spamming." Spamming is sending a commercial, annoying or unnecessary message to a large number of people.
4. Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota.
5. Users will subscribe only to high quality discussion group mail lists that are relevant to their education or professional/career development.

G. Inappropriate Access to Material

1. Users will not use the District telecommunications network to access harmful matter or material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
2. If a user inadvertently accesses such information, he/she should immediately notify the teacher or school administrator in charge. This will protect users against an allegation that they have intentionally violated the Acceptable Use Policy.

Name _____

Position _____

School or Department _____

I have read the District Acceptable Use Policy. I agree to follow the rules contained in this Policy. I understand that if I violate the rules, I may face disciplinary action, up to and including dismissal.

I understand that my use of District technology is subject to the District's right to monitor its technology, including e-mail, Internet files and Internet access, at any time without advance notice or consent when there is a business need to do so.

I understand and agree that the District makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the District telecommunications network will be error-free or without defect; that the District will not be responsible for any claims, damages, or injury of any nature whatsoever, which users may suffer as a result, whether directly or indirectly, of use of the District telecommunications network, including, but not limited to, personal injury, emotional distress or suffering, or the loss of data or interruptions of service; that the District is not responsible for the accuracy or quality of the information obtained through or stored on the system; and that the District will not be responsible for financial obligations arising through the unauthorized use of the District telecommunications network, including but not limited to the purchase of products or services.

I hereby release the district, its personnel and any institutions with which it is affiliated, from any and all claims or damages of any nature whatsoever arising from my use of, or inability to use, the District telecommunications network, and will indemnify the district for any costs incurred as a result of my unauthorized use of the system to purchase products or services.

Signature _____ Date _____

Supervisor _____ Date _____

Printed Name _____

School/Dept. _____

Approved by _____ Date _____

Assigned User Name: _____

Assigned Temporary Password: _____

Completed by: _____ Date: _____

DEL MAR UNION SCHOOL DISTRICT
A.R. 6017: Classroom Website Recommendations

- Teachers may establish Web pages for use with classroom activities or that provide a communication support to parents, students or other teachers.
- Teachers will be responsible for finding their own web hosting solutions.
- Teachers will be responsible for maintaining their classroom or educational resource sites.

District Criteria for constructing a classroom website:

- Check all links weekly.
- Include an Email address somewhere on the page.
- Include a disclaimer *that is posted somewhere prominently on the home page.*
 - The disclaimer should say:
 - *“The link below will take you off of this classroom website. If you choose to follow this link you may encounter other links or advertisements that may be undesirable for students to visit”.*
- The author of the page and the date it was last revised should be included at the bottom of each department/program.
- No advertisements should be on the site.
- Clip-Art must be royalty free or permission requested.
- Teacher Web pages will not be considered official material, but will be developed in such a manner as to reflect well upon the district and school.
- Homework (must be kept updated at all time).
- Site must be kept current (links checked regularly, old items taken off).
- Before publishing student work on the web: the AUP (acceptable use policy) for internet publishing must be signed by the parents.
- Only first names of students shall accompany their work or be attached to pictures.
- Copyrighted or trademarked material belonging to others must **not** be used unless written permission to display such material has been obtained from the owner. There will be no assumption that the publication of copyrighted material on a web site is within the fair use exemption.
- Material placed on the web site is expected to meet academic standards of proper spelling, grammar, and accuracy of information.
- Students may retain the copyright on the material they create that is posted on the Web.
- District employees may retain the copyright on material they create and post on the web.

Suggestions for making a professional, easy to read web page:

- Good Font styles are: Verdana, Arial, Helvetica, and Times New Roman.
- Good Font sizes are: 14 for heading and 12 or under for all other information.
- Good Graphic size: 72 dpi resolution and not larger than 300 X 300 pixels.
- Pages should be presentable in Netscape, Internet Explorer and AOL browsers.
- Supplemental material should be in Adobe Acrobat PDF format.
- A back-up copy of the Web pages should be kept by the author.

List of possible uses of a classroom website:

- Homework
- Calendar of Events
- Curriculum information
- Reminders (e.g., Remember tomorrow is a field trip)
- Newsletters
- Enrichment ideas
- Expertise or specialties needed (e.g., Help, we need a physics specialist to help us with our experiments)
- Supplies (e.g., We need egg cartons for a project)
- Student work showcase

Sites that provide web hosting solutions:

- Myschoolonline.com
- ITools by Apple.com

Classes will be offered to teachers beginning in January 2002.