

## **Rock Creek Public Schools Student Acceptable Use Policy**

Rock Creek Public Schools consider the following uses of the Internet and World Wide Web (WWW) unacceptable, and just cause for taking disciplinary action, revoking privileges, and/or initiating legal action:

### **1. Personal Safety**

- a. Students shall not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.
- b. Students shall not agree to meet with someone they have met online without their parents' approval and participation.
- c. Students shall promptly disclose to their teacher and or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

### **2. Illegal Activities**

- a. Students shall not attempt to gain unauthorized access to the Wide Area Network (WAN) or to any other Local Area Network (LAN) or computer system through the WAN, 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 purpose of browsing.
- b. Students shall 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.
- c. Students will not use the 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 another person, etc.
- d. Students shall not use Rock Creek Public Schools' computing resources for commercial or financial gain or fraud.
- e. Students shall not use the system for political lobbying. Students may use the system to communicate with their elected representatives and to express their opinion on political issues.
- f. Students shall not post chain letters.
- g. Students shall not post anonymous messages.

### **3. System Security**

- a. Students shall be responsible for the use of their individual account, if assigned, and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a student provide their account information and/or password to another person.
- b. Students shall immediately notify the teacher if they suspect or have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access
- c. Students shall avoid the inadvertent spread of computer viruses by following Rock Creek Public Schools' virus protection procedures if they download software.

#### **4. Inappropriate Language**

Restrictions against Inappropriate Language apply to public messages, private messages and material posted on Web pages. For the purpose of this policy, Inappropriate Language can be considered to include, not necessarily limited to, the following clarifications:

- a. Students shall not use obscene, profane, lewd, vulgar, rude, inflammatory, racist, sexist, threatening, or disrespectful language.
- b. Students shall not post information that, if acted upon, could cause damage or a danger of disruption.
- c. Students shall not engage in personal attacks, including prejudicial or discriminatory attacks.
- d. Students shall not harass another person. Harassment is persistently acting in manner that distresses or annoys another person. If a student is told by a person to stop sending that person messages, the student must stop sending messages to that person.
- e. Students shall not knowingly or recklessly post false or defamatory information about person or organization.

#### **5. Respect for Privacy**

- a. Students shall not repost a message that was sent to them privately without permission of the person who sent them the message.
- b. Students shall not post private information about another person.

#### **6. Respecting Resource Limits**

Every effort shall be taken not to waste finite resources. Students shall not download extensive files unless absolutely necessary. If necessary, students will download the file at a time when the system is not being heavily used and immediately remove the files from the system computer to their personal computer.

#### **7. Plagiarism and Copyright Infringement**

- a. Students shall not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings or others and presenting them as if they were original to the user.
- b. Students shall respect the rights of copyright owners. Copyright infringement occurs when a individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the student should follow the expressed requirements. If the student is unsure whether they can use a work, they should request permission from the author or copyright owner.

#### **8. Access to Inappropriate Material**

For the purpose of this policy, Inappropriate Materials are those materials including, but not limited to, any materials not in support of the system's curriculum.

- a. Students shall not use the WAN to access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people.

b. If a student inadvertently accesses such information, they should immediately disclose the inadvertent access to the computer teacher at their school. This will protect students against an allegation they have intentionally violated the Acceptable Use Policy.

### **Consequences of Violations**

In the event there is an allegation that a student has violated the District Acceptable Use Policy, the student will be provided with notice and a hearing in the manner set forth in the disciplinary code(s) of Rock Creek Public Schools.

Disciplinary action shall be tailored to meet specific concerns related to the violation and to assist the students in gaining the self-discipline necessary to behave appropriately in an electronic environment. If the alleged violation also involves a violation of other provisions of the disciplinary code(s) of Rock Creek Public Schools, the violation will be handled in accord with the due process provisions of the school and the school district currently in place.

It is every student's responsibility to cooperate in any investigation of a complaint or alleged violation of the policies by providing any information he/she possesses concerning the matters being investigated. Further, it is against city policy to attempt to alter, delete or destroy documents, files, etc. that are the subject of investigation. Students should realize that the Network Administrator can still recover files, which have been deleted.

Consequences to violations include by are not limited to:

- Suspension of Internet access;
- Revocation of Internet access;
- Suspension of Network privileges;
- Revocation of Network privileges;
- Suspension of computer access;
- Revocation of computer access;
- School suspension;
- School expulsion;
- Legal action and prosecution by the authorities.

Rock Creek Public Schools have the right to restrict or terminate anyone's Network, Internet, and WWW access at any time for any reason. Further, Rock Creek Public Schools have the right to monitor Network activity in any form that is deemed necessary to maintain the integrity of the Network.

## ROCK CREEK PUBLIC SCHOOLS

### Student Acceptable Use Policy

#### Registration Form

I have read Rock Creek Public Schools' Student Acceptable Use Policy for the Internet and the World Wide Web, and agree to use these resources in accordance thereof.

Further, my parent(s) or guardian(s) and I have been advised that Rock Creek Public Schools does not have control of the information on the Internet or the World Wide Web, which may contain material that is potentially offensive to some People. It is Rock Creek Public Schools' intent is to make Internet and World Wide Web access available to further educational goals and objectives.

Rock Creek Public Schools believe that the benefits to educators and students from access to the Internet and WWW, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. It is also Rock Creek Public Schools' policy to educate minors about appropriate online behavior, specifically regarding the interaction with other individuals on social networking websites and in chat rooms as well as cyberbullying awareness and response. But ultimately, the parent(s) or guardian(s) of minors are responsible for setting and conveying the standards that their child(ren) should follow. We are using SmoothWall Advanced Firewall, as a district wide filter. We get daily updates of new sites that contain inappropriate material and the district blocks those sites on its server. To that end, Rock Creek Public Schools support and respect each family's right to decide whether or not to allow their child(ren) to utilize the resources of the Internet and WWW.

The student and his/her parent(s) or guardian(s) shall understand that student access to the Internet and WWW is being provided in support of Rock Creek Public Schools' educational program. The specific conditions and services being offered will change from time to time. In addition, the Rock Creek IT Department makes no warranties with respect to the Rock Creek IT Department's Wide Area Network and Internet, WWW service, and it specifically assumes no responsibilities for:

- A. The content of any advice or information received by a student from a source outside the District, or any costs or charges incurred as a result of seeing or accepting such advice.
- B. Any costs, liability or damages caused by the way the student chooses to use his/her Internet, WWW access.
- C. Any consequences of service interruptions or changes even if these disruptions arise from circumstances under the control of the Rock Creek IT Department.

*(sign next page)*

## Student Permission Slip

SCHOOL: \_\_\_\_\_

Student Name (please print): \_\_\_\_\_

Grade: \_\_\_\_\_ Date: \_\_\_\_\_

I have discussed Internet Safety rules with my child.

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

IN ADDITION TO THE ABOVE SIGNATURES, PLEASE SIGN BELOW

I give my child permission to use the Internet in the classroom for educational curricula reasons.

NOTE: All Internet activities are teacher directed. SmoothWall Advanced Firewall is used as our district-wide filter.

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Print Parent/Guardian Name \_\_\_\_\_

## Publishing Student Work

We are encouraging all schools to have updated web pages for information and curriculum reasons. At certain times, a teacher might want to share student name, photo, or work on the web page. If you **DO NOT WANT** your child's name, photo, or work to be shared, please initial below.

Please place your initials in the space provided to the left of each statement to indicate your choice(s):

\_\_\_\_\_ I **do not** give permission for my child's name to appear on their student web page should one is developed.

\_\_\_\_\_ I **do not** give permission for my child's photo to appear on their student web page should one be developed.

\_\_\_\_\_ I **do not** give permission for my child's work to be shown.

Please return only this page – Keep all other pages for your future reference.