

## **BOARD POLICIES -- Section J -- Students**

### **JCDAC Student Policies for Internet Access**

#### Internet Usage

The use of the internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges and/or disciplinary action by school officials.

Any use of the internet for illegal, inappropriate or obscene purposes, or in support of such activities is prohibited.

Illegal activities shall be defined as a violation of local, state, or federal laws.

Inappropriate use shall be defined as a violation of the "intended use" of the internet as determined by the teacher or building administrator. This includes:

- 1) The intentional introduction of viruses.
- 2) Corruption of systems, files and resources.
- 3) Sending or receiving copyrighted files, programs or materials without permission.

Any use of the internet for purposes in conflict with approved Board of Education policies and procedures is prohibited!

#### WEB PAGE GUIDELINES

These guidelines apply to school, staff, and home pages.

1. Educational objectives of a student home page will be established and/or approved by the teacher and a copy of the home page will be kept on file by the teacher.
2. Educational objectives of a teacher home page will be approved by the site administrator and a copy of the home page will be kept on file by the site administrator.
3. Creators of a home page are responsible for seeking approval from his/her supervisor. In case any objectionable material is found in the home page content, the creator must take prompt, corrective action or lose account privileges.
4. Home page or pages shall not contain:
  - a. Commercial activities where staff or students are promoting activities from which individuals, groups or companies may profit financially or otherwise.
  - b. Any pornographic, racist, sexist, defamatory or otherwise objectionable material.
  - c. Pictures, full names, phone numbers, or addresses of students (first names and initials are recommended). **NOTE:** See guidelines dealing with use of student images and recordings.

## **BOARD POLICIES -- Section J -- Students**

### **JCDAC Student Policies for Internet Access (Continued)**

#### **MINIMAL HOME PAGE FEATURES**

Home pages should include the following and are not intended to limit creativity and imagination:

1. The name of the creator (first name and initial only for students).
2. A link leading back to the parent organization—A student page would link to the teacher's page, a teacher's page would link to the school's page, a school page would link to the central office page, and the central office page would link to the BOE page.
3. An E-Mail address (District's or site-school's—NEVER A STUDENT'S PERSONAL E-MAIL ADDRESS) where the creator may immediately be made aware of objectionable material or links.
4. A postal address and/or school phone number where problems can be reported through traditional names.
5. The date the page was created and last modified.

#### **RECOMMENDED PAGE FEATURES FOR VIEWING COMFORT**

These recommended structural features can really make a difference.

1. Include text links with graphic links so that users in text mode may access the pages.
2. Limit page length whenever possible.
3. Provide hypertext links within long text passages to allow for rapid movement from section to section.
4. Limit the number and size of graphics that are included in pages so that users with slow modems do not experience unpleasant waits.
5. Indicate beside file links the size of the file to be down loaded.
6. Include the URL (your Web address) in your page so that someone printing your page will have a reference for later use.

#### **GUIDELINES FOR USAGE OF STUDENT PICTURES AND/OR VOICE RECORDINGS ON SCHOOL WEB PAGES**

Site-schools will make responsible use of student images and voice recordings to enhance newsletters and other information posted on the Internet. Their use applies only to official school World Wide Web pages, approved by the site-school administrator. Student pictures and voice recordings are still forbidden on all personal student Web pages.

1. Their use will be strictly controlled by the school and parents so that opportunities for inappropriate use are greatly reduced.
2. Parent and student approval will be obtained in writing prior to posting the pictures

## **BOARD POLICIES -- Section J -- Students**

### **JCDAC Student Policies for Internet Access (Continued)**

and/or recordings.

3. Parents will be informed of the URL (Web address) on which the photo or sound recording will be posted.
4. Site-schools, whenever possible, will use strategies to make the use of student pictures less contentious, e.g.--blurred faces, use photos taken from a distance, showing only the backs of students in photos, modify pictures by substituting cartoon faces.

#### **RENWICK DISTRICT POLICY ON ALL WEB PUBLISHING:**

1. All publications must comply with all state, federal, and international laws concerning copyright, intellectual property rights, and legal uses of network computers.
2. All publications must comply with BOE policies, administrative regulations, Web publishing guidelines, and other District guidelines that provide for specific levels of publishing.
3. All district and building web publications will reside on the District's web site.
4. Web Publishing Guidelines:

All District Web pages should meet goals of high quality in both style and presentation.

- A. Correct grammar and spelling are expected. All information must be verifiable, updated and checked for accuracy.
- B. Publications must include a statement of copyright when appropriate and indicate that permission has been secured when including copyright material.
- C. Relevant referencing dates are required on all publications.
- D. All publications must include the District e-mail address of the adult maintaining the page. If a student is the publisher, the sponsoring staff member's e-mail address must be included as the responsible person. **"NO" STUDENT E-MAIL ADDRESSES**, whether a personal or district account, may be listed on any Web page!
- E. Commercial use of district's web site for the pursuit of personal or financial gain is prohibited.
- F. Web pages shall not contain the personal address or phone number of students. Student's full names may not be used unless otherwise authorized by parent and student signed permission form. The Superintendent is to be contacted as the consultant of these kinds of special circumstances where awards or events warrant publicity of this nature.
- G. Web pages shall not display personally identifiable student's pictures unless student and parental permission has been granted with a signed document that is on file as long as the student's picture is online.
- H. For any picture of three or more students that is published on the Web, neither first or last names of the students shown in those pictures are to be included with the image or in accompanying text.

**BOARD POLICIES -- Section J -- Students**

**JCDAC Student Policies for Internet Access (Continued)**

**PARENTAL PERMISSION FORM**

**FOR USE OF A STUDENT'S PICTURE  
ON THE SCHOOL INTERNET PAGE**

(Name of School) requests your permission to use the photo of your son/daughter on the official School World Wide Web page on the Internet. Student images are used on the Internet to promote a wide range of student activities; however, the use of images is strictly controlled to best assure student safety and confidentiality. Students whose images are displayed on the Internet will be identified only by first name, not family name. The photo of your son/daughter will not be used if your son/daughter does not give his/her consent to use the picture.

Please return this form to (responsible person) at (name of school) to indicate that your child's picture may or may not be used on the Internet.

If consent is given to use a child's picture on the Internet, this permission will stay in effect until cancelled by the parent or guardian.

\_\_\_\_\_ I give my permission for (name of school) to use (name of student)'s picture on (name of school)'s World Wide Web page on the Internet.

\_\_\_\_\_ Date \_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_ I do not give my permission for (name of school) to use (name of student) picture on (name of school)'s World Wide Web page on the Internet.

\_\_\_\_\_ Date \_\_\_\_\_  
(Signature of Parent/Guardian)

## BOARD POLICIES -- Section J -- Students

### USING THE INTERNET AT (name of school): Grades 2-5

#### AGREEMENT FORM:

*I read these pages carefully, and after my mother or father signs this form, I may be allowed to use a computer at (name of school) to look at the Internet and send messages to people around the world. I also understand that if I do not use the Internet in the right way, my teacher or Principal may need to discipline me, and I may not be allowed to use the Internet again at school. I will read the rules for using the internet that are given below and will ask an adult at my school if I do not understand what any of them mean.*

- 1. I will be polite to other people when writing to them (or talking with them) while I am on the Internet. I will not use curse words or any language that my teacher or parent would not want me to use in my classroom.*
- 2. I will never give my name, my home address, any personal information about me or my family, or my telephone number to anyone I write to or talk with on the Internet. I know that almost anyone I contact is a stranger to me, and that I don't share personal information with strangers no matter how nice they seem to be.*
- 3. I know that my teacher and my Principal want me to use the Internet to learn more about the subjects I am studying and I will not use the Internet for any other reason.*
- 4. I know that people I talk with on the Internet cannot see me or hear me, they will not know what I look like or even how old I am. When I am on the Internet, I promise never to tell people that I am someone else, I will never send them personal information (such as a picture or my name) by using an envelope and stamp.*
- 5. I understand that sometimes I may see a site on the Internet that has pictures or words that my teacher or parents would not want me to see. I will not try to find those sites and, if I come across one of them by accident, I will leave it as soon as I can. For example, if I am searching for a type of animal and find a picture that only adults should see, then I will quickly use my forward or backward keys to take me to another site. I will not continue to look at the bad picture and will not show it to others around me. I also will not print it to save it.*
- 6. I agree that I cannot use words or pictures I see on an Internet site without giving credit to the person who owns the site. For example, I will not copy information from the Internet and hand it in to my teacher as my own work.*
- 7. I may be given a password—a special word that only I know. I may have to use this password to sign onto a computer or to send mail over the Internet. I know that I must never tell a friend what that password is. I also know that I should never use a password for myself if that password belongs to someone else. For example, John asks me to loan him my password so he can send someone an e-mail message. John cannot remember his own password. I would not loan my password to John and would never ask to use his.*

*I have read the information that is written above. If I did not understand the meaning of part of it, I asked an adult to explain it to me. I agree to follow these rules at all times when I use the Internet at school.*

\_\_\_\_\_  
(Student's Signature) DATE: \_\_\_\_\_

## BOARD POLICIES -- Section J -- Students

*My son/daughter, who has signed above, understands the rules that he/she is to follow in using the Internet at school. I have talked to him/her to make sure that the rules are understood. I realize that teachers and other school officials will try their best to provide only educationally-sound material from the Internet to my child and that, should objectionable pictures or information appear by accident, they will take immediate action to correct the situation. I give my permission to (name of school) for my son/daughter to use the Internet while he/she is on school property.*

DATE: \_\_\_\_\_

(Parent's/Guardian's Signature)

### ACCEPTABLE STUDENT USE POLICY FOR INTERNET ACCESS:

Grades 6-12

#### AGREEMENT FORM:

With the permission of your parent or guardian, (name of school) offers you the opportunity to use the Internet at school. While in our building, we expect you to use the Internet only for educational purposes approved by (name of school). This use is a privilege, not a right, and we may discipline you or take away your right to use the Internet at school if you misuse this privilege. You are responsible for your own actions while you are on the Internet at (name of school) and are also accountable for any online activities that occur by others because you have allowed them to use your account.

Read the following regulations and then sign this form to indicate that you understand your responsibilities in using the Internet at this school and that you will abide by these regulations.

- 1 All use of the Internet must be in support of education and research and consistent with the purposes of all Renwick USD #267 Schools.
- 2 While online, I will not use language which may be offensive to other users. I will treat others with respect. The written and verbal messages I send on the Internet will not contain profanity, obscene comments, sexually explicit material, nor expressions of bigotry, racism, and hate or any other material likely to be offensive or objectionable to recipients.
- 3 I will not place unlawful information on the Internet, nor will I use the Internet illegally in any way that violates federal, state, or local laws or statutes. I will never falsify my identity while using the Internet.
- 4 I will not use the Internet for non-school activities.
- 5 I will not sent chain letters nor any pyramid scheme either to a list of people or to an individual, nor will I send any other type of communication that might cause a congestion of the Internet or interfere with the work of others. I will make a diligent effort to delete mail from the mail directory to avoid overuse of file server hard disk space.
- 6 I will not use the Internet to buy or sell, or to attempt to buy or sell, any service or product which may be financially beneficial to me.
- 7 I will not change any computer file that does not belong to me.
- 8 I will not use copyrighted materials from the Internet without permission of the author and I will cite the source where appropriate.
- 9 I will never knowingly give my password to others, nor will I use another person's password.
- 10 I will never use the Internet to send or obtain pornographic or inappropriate material or files.
- 11 Except for the usual information contained in the headers of my electronic mail, I will never give out personal information such as name, address, phone number or gender.
- 12 I will never knowingly circumvent, or try to circumvent, security measures on either (name of school) computers or on computers at any remote site. I will never disrupt, or try to disrupt, the use of the network by others, nor will I abuse, modify or destroy any hardware or software in any way.

**BOARD POLICIES -- Section J -- Students**

**JCDAC Student Policies for Internet Access (Continued)**

- 13 I will never attempt to gain unlawful access to another person's or organization's resources, programs or data, nor will I use any account that I am not authorized to use.
- 14 I will not illegally install any copyrighted software for use on any (name of school)'s computer.
- 15 I will not make, or attempt to make, any malicious attempt to harm or destroy data of another user on the Internet, including the uploading, downloading, or creation of computer viruses.

I have read the above information and regulations and understand their meaning. I will not violate these regulations while I am using the Internet at (name of school).

\_\_\_\_\_ Date \_\_\_\_\_  
(Student's Signature)

I have read the above information and regulations for acceptable student use of the Internet at (name of school). I understand that Internet access at school is provided for educational purposes only. I also understand that employees of (name of school) will make every reasonable effort to restrict access to all controversial material on the Internet; but, I will not hold them responsible for materials my son or daughter might acquire or see on the Internet. I give my permission for (name of school) to allow the person above to use the Internet on computers at the school.

\_\_\_\_\_ Date \_\_\_\_\_  
(Parent's/Guardian's Signature)

**JCDBB Weapons (See JDD, EBC and KGD)**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Weapons and Destructive Devices

As used in this policy, the term "weapon" and/or "destructive device" shall include, but shall not be limited to:

- Any item being used as a weapon or destructive device;
- Any facsimile of a weapon;
- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any weapon described in the preceding example;
- Any firearm muffler or firearm silencer;