

Gilmer County Schools

Intranet/Internet Acceptable Use Policy

Placed on Public Review by
the Gilmer County Board of
Education Oct. 11, 2001
Approved: 11-12-2001

Internet access is available to students and school personnel in Gilmer County Schools. We are very pleased to bring this access to Gilmer County Schools and believe the Internet offers vast, diverse, and unique resources to both students and teachers. To gain access to the Internet, all users must sign the attached form. All users under the age of 18 must obtain parental permission. Please read this document carefully and discuss it with your child before signing.

Gilmer County Schools is committed to using the Internet as a global source of information within its educational programs. Our goal is to provide Internet service to promote educational excellence through communication, resource sharing, innovation, and research. It is our intention to provide an Internet environment that is safe and appropriate for the maturity level and needs of student users. School personnel will supervise Internet access by students and the degree of access to the Internet will be dependent upon the age of students. Students may be permitted access to the school's computer network without direct supervision by school staff, provided, the students agree to act and demonstrate that they will act in a responsible manner.

Internet services are provided for students and staff to conduct research, gather information and communicate with others for academic purposes. The network and Internet service may not be utilized for recreational purposes, personal, commercial or other non-academic purposes. The school's computer network and Internet service shall not constitute a public forum. Students and staff have no right of privacy with regard to their use of the school's Intranet.

The Internet is a fluid environment where content is continually changing, and where the authenticity and validity of information at times can be questionable. Some material on the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. The West Virginia Department of Education has installed the software necessary to filter inappropriate Internet sites from the state-wide network. While our intent is to make Internet access available to further educational goals and objectives, it is impossible to filter all Internet access, and students may find ways to access controversial materials. Gilmer County Schools firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the school system. 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. It is the responsibility of the individual to use the Intranet/Internet in a legal, ethical, responsible, and considerate manner.

For these reasons it is necessary to establish guidelines that are reflective of Gilmer County School's educational objectives for all Intranet/Internet users. ***Therefore all acceptable use of the Intranet/Internet must be in support of communication, research and education consistent with the purposes of Gilmer County Schools and must not violate school policies and standards of behavior.***

User Responsibilities:

It is the *responsibility of the user* to familiarize himself/herself with, and abide by, the rules of this Acceptable Use Policy and make appropriate use of the available resources.

While it is not the intention of school personnel to be intrusive, users are advised that authorized personnel will be monitoring system activity and content of e-mail messages and files.

User responsibilities include, but are not limited to:

- Users are not to reveal their last name, personal home address, home phone number, or phone numbers and addresses of any other individuals. Your name (first name only) on any e-mail must use the school address only.
- Students must notify a parent/guardian and teacher or system administrator immediately if any individual is trying to make contact for illicit or suspicious activities.
- Users must not interfere with the normal and proper operation of the Intranet/Internet
- The use of the Intranet/Internet requires that students abide by accepted rules of network etiquette. These include but are not limited to:
 - Be polite, ethical and courteous
 - Use appropriate language
 - Respect the privacy of others
 - Respect access rights of others
- Student produced material may be posted only after administrative review and parental permission and, at that point, will be considered fair use and available to the public.

Unacceptable Uses

The use of the Intranet/Internet is a privilege, not a right, and unacceptable uses may result in restriction/revocation of those access privileges and discipline as outlined below. Unacceptable uses may include, but are not limited to:

- sending, receiving or displaying offensive messages or pictures
- using obscene language
- harassing, insulting or attacking others
- violating copyright law
- using another user's password or account
- damaging or altering computers, computer systems or computer networks
- gaining access or attempting to modify others' folders, work or files
- using the network for non-educational, financial or commercial purposes
- misrepresenting oneself
- using the school's Intranet/Internet connection for any illegal or restricted activity
- intentional development or use of invasive software such as "viruses," "worms," and other
- gaining unauthorized access to restricted resources or organizations
- using e-mail to reveal personal information
- students' using e-mail for non-educational purposes
- use of the Intranet/Internet for the purpose of purchasing products or services
- unauthorized services or mail lists (ie. LISTSERVS, Newsgroups, Chat Rooms etc.)
- encryption of communications or files to avoid system security review
- intentionally wasting limited resources

Disciplinary actions

Depending on the severity of the offense, violation of this Acceptable Use Policy will result in one or more of the following disciplinary actions:

- verbal and written warning
- restriction or revocation of access privileges
- removal from a class activity
- removal from a course
- student detention, suspension or expulsion
- being reported to the appropriate legal authorities for possible criminal prosecution
- financial restitution for inappropriate use

Gilmer County Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Gilmer County Schools will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mid-deliveries, or service interruptions caused by it's own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Gilmer County Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services.

APPROVED NOV 19 2001

Gilmer County Schools Intranet/Internet Acceptable Use Policy Form

Please Note: If the student is under the age of 18, both the parent or guardian and student must sign this form.

Student/Staff Authorization:

I certify that I have read and that I understand Gilmer County Schools Intranet/Internet Acceptable Use Policy. I agree to abide by all the terms and conditions stated in this policy. I understand that if I violate any terms or conditions set in this policy, my Intranet/Internet access privilege may be revoked and that I will be subject to disciplinary action. I also understand that violation of this policy may subject me to criminal and/or civil liability. I agree to report any misuses of the school's computer network or Intranet/Internet services to the school's network administrator. I will use the school's computer network, Intranet/Internet services entirely at my own risk and I hereby release Gilmer County Schools from any claims arising from my use of the school's computer network and Intranet/Internet services.

Student/Staff Name: (please print) _____

Student/Staff Signature: _____
(required for staff and students in Grade 4 and higher)

Date: _____

Parent/Guardian Authorization:

As parent /guardian of the above named student, I have read and discussed Gilmer County School's Intranet /Internet Acceptable Use Policy with my child. I understand that this access is designed for educational purposes. I understand that some materials accessed on the Intranet/Internet may be illegal, defamatory, inaccurate, or potentially offensive, and although the West Virginia Department of Education has taken precautions to filter these materials, such exposure may still occur. I understand that if my child should commit any violation, his/her access privileges may be revoked and school disciplinary action will be taken. I accept all financial and legal liabilities that may result from my child's unacceptable use of the Intranet/Internet. I understand that my child's use of the school's computer network and Intranet/Internet services is entirely at his/her own risk and I hereby release Gilmer County Schools from any claims arising from or related to my child's use or unacceptable use of the Intranet/Internet. Finally, I hereby give my permission to Gilmer County Schools to allow my child access to the school system's Intranet/Internet computer network.

Parent/Guardian Name (please print) : _____

Signature: _____
(Required)

Date: _____