

***Please read this document carefully before signing.***

Internet access is now available to students and teachers in the Williamston Community Schools. We are very pleased to have Internet access, as we believe it offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in the district by facilitating resource sharing, innovation, and communication.

For those not familiar with the term, the Internet is an “electronic highway” connecting millions of computers all over the world, and millions of individual users. Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with users throughout the globe. In addition, the system will be used to increase school and District communication, enhance productivity, and assist employees in upgrading their skills through greater exchange of information with their peers. The system will also assist us in sharing information with the local community, including parents, social service agencies, government agencies, and businesses.

With access to computers and people from around the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Families should be warned that some material obtained via the Net may contain items that are illegal, defamatory, inaccurate, or potentially offensive. We have taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information, either by accident or deliberately. We firmly believe, however, that the benefits to students from online access far outweighs the possibility that users may procure material that is not consistent with our educational goals.

The purpose of this agreement is to ensure that use of Internet resources is consistent with our stated mission, goals, and objectives. The smooth operation of the network relies upon the proper conduct of the students and faculty who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. If a user violates any of these provisions, his or

her account will be terminated and future access could be denied in accord with the rules and regulations discussed with each user during Internet training sessions.

To gain access to the Internet, all students under the age of 18 must obtain parental permission. The signature(s) at the end of this document is (are) legally binding and indicate(s) the party(ies) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

### **Internet—Terms and Conditions**

1. Students are responsible for good behavior on the school computer networks, just as they are in a classroom, or a school hallway. General school rules for behavior and communications apply.
2. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege—not a right. That access entails responsibility. Inappropriate use will result in a suspension or cancellation of Internet privileges. The system administrators will deem what is inappropriate use and their decision is final. Also, the administrators may close an account at any time as required. The administration, faculty, and staff may request the system administrator to deny, revoke, or suspend specific user accounts.
3. Users are expected to abide by their generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online.
4. Users are not permitted to use the computing resources for commercial purposes, product advertising, political lobbying, or political campaigning.
5. Users are not permitted to transmit, receive, submit or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material.
6. Users are not permitted to use computing resources for harassment, discriminatory remarks, bullying or other aggressive behavior.
7. Physical or electronic tampering with computer resources is not permitted. Damaging computers, computer systems, or computer networks intentionally will result in cancellation of privileges.

8. Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism in any form will not be tolerated.
9. Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem in the school's computers, network, or Internet connection, you must notify a system administrator. Do not demonstrate the problem to others. Using someone else's password or trespassing in another's folders, work, or files without written permission is prohibited. Attempts to log onto the Internet as anyone but yourself may result in cancellation of user privileges.
10. Williamston Community Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. We assume no responsibility or liability for any phone charges, line costs or usage fees, nor for any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. We specifically deny any responsibility for the accuracy or quality of information obtained through its services.
11. All communication and information accessible via the computer resources shall be regarded as private property. However, people who operate the system may review files and messages to maintain system integrity and insure that users are using the system responsibly. Messages relating to or in support of illegal activities may be reported to the authorities.

Any violations may result in a loss of computer access, as well as other disciplinary or legal action. Users are considered subject to all local, state, and federal laws.

Adopted: August 14, 2000

Revised: March 19, 2012

**WILLIAMSTON COMMUNITY SCHOOLS INTERNET USE AGREEMENT**STUDENT SECTION

I have read the District Internet Use Agreement. I agree to follow the rules contained in this Policy. I understand that if I violate the rules my account can be terminated and I may face other disciplinary measures.

User Name (please print) \_\_\_\_\_ Grade \_\_\_\_\_

School \_\_\_\_\_

User's signature: \_\_\_\_\_ Date \_\_\_\_\_

PARENT OR GUARDIAN SECTION

As the parent or legal guardian of the student signing above, I have read this Internet Use Agreement and grant permission for my son or daughter to access the Internet. I understand that the district's computing resources are designed for educational purposes. I also understand that it is impossible for Williamston Community Schools to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. I understand that individuals and families may be held liable for violations. Furthermore, I accept full responsibility for supervision if and when my child's use is not in a school setting.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name (please print) \_\_\_\_\_

Home Address \_\_\_\_\_ Phone \_\_\_\_\_

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Planning and funding for computer networking in the District shall be handled in accord with the District's policy and rules on technology.

#### Supervised Use

Teachers are encouraged to use the District network in researching material for classes, collaborating with colleagues, developing innovative approaches, or otherwise enhancing their background, skills and teaching. Teachers are encouraged to make use of the District network in their classes when the use of this resource enhances the education of students, is appropriately supervised, and is consistent with District goals and objectives. School administrators shall monitor technology use in the curriculum to ensure its effectiveness and develop ideas for further in-service instruction of staff.

School libraries and media centers will provide networked computers for students and staff to use for research purposes. Library/media center staff shall make every attempt to assist users in the operation of the network and to monitor the content of material being accessed. Academic assignments have priority over personal research.

Any staff member who becomes aware of student network use in violation of the District's acceptable use rules shall refer the incident to the system administrator for action, and may remove the student from the computer.

#### Personal Accounts

No student, staff, or Board member network account shall be activated until the individual has submitted a District request for network access contract and been notified of the District rules for acceptable use of the network. Upon receipt of the contract, the system administrator will provide account, password, and other log-on information and instruction, including an initial disk space allocation where appropriate. Users may request additional disk space, which may be provided by the system administrator according to availability and priority of the use.

### Violations of Conditions

Upon receiving notification of a violation of District rules or policies, the system administrator may suspend or terminate a staff member's or student's personal account. The system administrator may access any and all relevant files of the user in attempting to determine the veracity and/or the extent of the violation.

[Prior to a suspension or termination, or as soon after as is practicable, the system administrator will inform the student or staff member user of the suspected violation and provide an opportunity for explanation. If the alleged violation should involve a member of the Board of Education, the system administrator shall relay that information to the Superintendent who shall relay the complaint to the President of the Board, or, in the case of a complaint against the President, to the Vice-President of the Board. A Board member's personal account shall not be terminated unless by a majority vote of the Board.]

### System Integrity and Security

Computer file servers containing student records, employee records, or other sensitive administrative documents shall be maintained on an independent network separated by an electronic "firewall" from unauthorized access by outside entities, including student users. If dial-in access is permitted to this equipment, that number will not be published.

All users, particularly staff, shall be instructed in password security. Passwords in general should not be (solely) English words available in common electronic dictionaries, nor should they be based on information which is readily associated with the user (addresses, phone number, favorite flower, etc.). The system administrator may require a user to change a password if it fails to meet these criteria, or may issue randomly generated passwords to all users. Staff passwords should be changed every three months.

No user in a District building should leave a computer which is logged on to the network unattended, and all users should promptly report any suspected breach of security or data integrity to the system administrator.

#### Limiting Access

School servers may incorporate blocking and filtering software. Sites may be blocked by the system administrator in response to a complaint by a student, staff member, Board member or parent in accord with the District's procedures on controversial material.

E-mail sites which deposit unsolicited, bulk, chain, or offensive messages on the District server will be blocked. System administrators may also block e-mail following a complaint from any user. Time permitting, an effort will be made by the system administrator to notify the offending system operator of the violation and the District's desire not to be contacted in the future. The system administrator shall refer repeated violators, along with any case of solicitation for child abuse or other illegal act, to the Superintendent for action in concert with law enforcement authorities.

#### Use of Computers in a School District Library

The Board, pursuant to state statute, requires when a school district library offers use of the Internet or a computer, computer program, computer network, or computer system to the public, that access to minors be restricted in the following manner:

By utilizing a system or method that is designed to prevent a minor from viewing obscene matter or sexually explicit matter that is harmful to minors. To accomplish this, a library may use passwords and/or filters that restrict Internet access for those under 18 years of age. Those who are 18 years of age or older, or minors who are accompanied by their parent or guardian, must, under the law, be given unlimited Internet access.

**SCHOOL DISTRICT RULES ON ACCEPTABLE USE OF COMPUTER****NETWORK RESOURCES**

Use of the computer network is a privilege, not a right. The fundamental rule for use of District computer network resources is that all use must be consistent with the District's educational goals and behavior expectations. Because electronic communications are so varied and diverse, these rules do not attempt to enumerate all required or proscribed behavior by system users. Users are expected to use common sense and adhere to the norms of behavior in the school community.

**In particular, users shall:**

- Be polite and courteous in all communications and language.
- Assist others in the use of the system, and help others who are looking for ideas or information.
- Post and share information which is interesting and helpful to other users.
- Always use the network as a resource to further their own education and that of others.
- Be mindful of network security, and immediately report any bugs, errors, or security problems to the system administrator.

**Users shall not:**

- Use the District equipment for anything contrary to law, or to solicit others to break any law.
- Illegally copy, send, or distribute any copyrighted software, work, or other material.
- Send, publish, download, access, or retrieve any communication or material which may be defamatory, abusive, obscene, profane, sexually explicit, threatening, racially or ethnically offensive, harassing, or illegal, or anything which violates or infringes on the rights of any person.
- Use the network for harassment, discriminatory remarks, bullying or other aggressive behavior.
- Use the network for any commercial purpose or financial gain.
- Use the network for any advertisement or solicitation without approval from the Superintendent.



- Access, attempt to access, modify, or delete any record or file without permission or authorization.
- Make any attempt to harm or destroy the data of any other user or any system on the network, including creating or sending computer viruses, Trojan horses, or similar computer code.
- Use electronic mail to send unsolicited, bulk, chain, harassing, anonymous, or other messages which are commonly considered an annoyance to recipients or degrade system performance.
- Use vulgarity, obscenity, or swearing in messages or electronic postings, or send e-mail/message “flames” or other attacks.
- Attempt to access material or sites which are blocked by the District, or attempt to use the network while access privileges are suspended.

**STAFF/BOARD MEMBER REQUEST FOR COMPUTER NETWORK ACCESS**

The District provides access to our computer network to members of the Board of Education so as to promote and enhance the work of the Board as a public body through communication, innovation, and sharing of resources. Access to the network is a privilege, not a right, and the Board, by majority vote, may restrict, suspend, or terminate any Board member user's account for proven violations of Board policy or these rules. In requesting an account for access to the network, the Board member agrees to the following terms and conditions.

1. Use of the network must be for the purpose of legitimate Board business consistent with the goals of the District and the laws of the State of Michigan.
2. All use of the network must be in accord with the District's rules on acceptable use of network resources, as updated from time to time by the District.
3. The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers, including but not limited to the loss of data, delays, non-deliveries, or service interruptions caused by its negligence or the users' errors or omissions.
4. The network provides access to third-party data and information over which the District has no control. Though the District may make efforts to block inappropriate material, users may be exposed to defamatory, inaccurate, or otherwise offensive material. Use of the network or any information obtained via the network is at the user's own risk. The District specifically denies any responsibility for the accuracy or content of information obtained through its services.
5. The user is solely responsible for all charges and fees, including outside telephone, printing, and merchandise purchases made through the network. The District is not a party to such transactions and shall not be liable for

any costs or damages, whether direct or indirect, arising out of network transactions by the user.

- 6. The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney’s fees, incurred by the District relating to or arising out of any breach of the terms of this request for network access.
- 7. The user acknowledges that the District's computer network belongs solely to the District and that any files, records, electronic mail or other communication may be examined, edited, or deleted by the District at any time, in accord with District policy or regulations. In general, electronic mail in personal accounts will not be inspected without the consent of the sender or a recipient, except as necessary to investigate a complaint.
- 8. The user acknowledges and understands that correspondence sent or received over the District's network may be subject to retrieval under the State of Michigan Freedom of Information Act, MCL 15.231 - 246.

I, as a member of the Williamston School District Staff or Williamston Board of Education, understand and agree to abide by the terms of this request for network access, and the District rules for acceptable use of network resources. I further understand that should I commit any violation, my access privileges may be revoked by majority vote of the Board. In consideration for using the District's network connection and having access to public networks, I hereby release the school District and its Board members, employees, and agents from any claims and damages arising from my use, or inability to use, the network.

\_\_\_\_\_  
Staff Member/Board Member's Signature

\_\_\_\_\_  
Date

Adopted: September 18, 2000

Revised: March 19, 2012