

STUDENT NETWORK/INTERNET POLICY

Policy

The Board of Education recognizes the educational value of technology and the benefit of its availability in the schools and, therefore, provides students access to interconnected computer systems within the District and to the Internet. This access will be contingent upon teacher supervision and prior classroom training. The purpose of this access is to promote the exchange of information to further education and research. With this educational opportunity comes the responsibility to protect the safety and welfare of the students.

In order for the school district to be able to continue to make this access available, all students must take responsibility for its appropriate and lawful use. Students must understand that one student's misuse of the network and Internet may jeopardize the availability of this resource.

All users and their parents/guardians are advised that access to the electronic network includes the potential for access to materials inappropriate for school-aged students. All reasonable efforts will be made to ensure that students are not accessing such material. These efforts will include filtering software and various methods of monitoring including, but not limited to, teacher supervision and electronic monitoring. While teachers and other staff will make reasonable efforts to supervise student use of this technology, they must have student and parent cooperation in exercising and promoting responsible use of this tool.

All students, without exception, will be required to have in place a signed Network/Internet Access Agreement before they are permitted access to the network/Internet. A new agreement will be required at the beginning of each level of school (elementary, middle and high) or whenever a new student enters the system. Both the student and their parent/guardian will sign this agreement. If the student is 18 or older, a parent/guardian signature is not required. The use of the Network/Internet is a privilege, not a right. If any user violates this policy, access will be denied or withdrawn and the user may be subject to additional disciplinary action including, but not limited to, suspension and/or expulsion.

Approved: 6/04/96

Revised: 7/16/02, 8/19/03, 5/19/09

Regulations

Acceptable Use

1. Educational Purposes Only – The school district is providing access to its computer networks and the Internet for educational purposes only. If there is any doubt on the part of a user about whether a contemplated activity is educational, it should not be engaged in until the Principal or designee makes a determination as to its instructional value.
2. All students using electronic information resources shall act in a responsible, ethical, and legal manner at all times. All copyright and trademark laws will be respected and adhered to. Even if materials on a network are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.
3. Students shall use school-based hardware, software, computers and network only with the permission and supervision of a staff member.
4. All students must login in as themselves. No unauthorized use of the guest login is permitted.
5. All users MUST log off when leaving the machine.
6. Student users of the Network /Internet shall not give out personal information.
7. Subscriptions to Listservs, news groups, bulletin boards, social networks and any other on-line promotional services will be subject to review and approval by district staff.

Unacceptable Use

1. Neither Trumbull’s instructional network or Internet access is to be used for commercial business use, political or religious advocacy purposes or to execute a commercial transaction not related to school business.
2. The following uses of the network are prohibited:
 - a. Installing programs or games.
 - b. Accessing any executable file from external sources i.e. thumb drives, floppy discs, CD’s, DVD’s, hard drives, Internet.
 - c. Unauthorized logging in under a user name that is not their own. (i.e. guest login, other student).
 - d. Tampering with or defacing existing hardware, software or system configuration in any manner, including, but not limited to, disconnecting wires or peripherals, removing parts of the keyboard, or unauthorized shut-down.

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- e. Unauthorized equipment will not be permitted on the Trumbull Public Schools network – i.e. hand helds, laptops.
3. The following uses of the Internet are prohibited:
 - a. To access materials inappropriate for minors (i.e. obscene, pornographic, harmful to minors).
 - b. To transmit materials inappropriate for minors.
 - c. To violate the law or encourage others to do.
 - d. To cause harm to others or damage their property. These include, but are not limited to, defamation, using another's password, misrepresenting oneself as another, uploading a harmful form of programming or vandalism, and participating in "hacking" activities.
 - e. Jeopardizing the security of outside networks on the Internet.
 - f. Sending material critical of or which may be threatening or harassing to school administration, teachers, staff, students, or anyone associated with the school district, or using the Internet to threaten or harass others.
 - g. Disclosing personal information about oneself or another student.
 - h. Intentionally bypassing Internet filters.
 - i. Accessing personal e-mail without the permission and/or supervision of a teacher.
 4. Users will not engage in "Spamming." Spamming is sending an annoying or unnecessary message to a large number of people. It can be advertisements blindly sent by marketers (unfairly shifting their costs), chain letters, urban legends, jokes, and inconsequential multimedia files.

Frivolous e-mails can contain a script that can send back not only your address but also your entire address book. Spam uses school facilities, time, bandwidth, and resources to carry all this unsolicited information.

ISPs or other third parties, whose resources are often hijacked to send the spam, are forced to handle the barrage of angry complaints directed to forged addresses - sometimes incurring costly interruptions of service, as overloaded servers are brought back online.

'Spamming' is classified as Misuse of Service. Users will check e-mail frequently, delete unwanted messages promptly, and stay within e-mail quota. Users will subscribe only to high quality discussion group mail lists that are relevant to your job, your education or career development.

IAA – Student Network/Internet Policy

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5. If inappropriate usage is encountered it must be reported by the individual who is responsible for supervising the student at that time to the appropriate administrator..

Network Etiquette

All users must abide by the rules of network etiquette which include:

1. Be polite. Use appropriate language – no swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language which may be offensive to others. Distribution of jokes, stories, or other material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation is absolutely prohibited.
3. Do not assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message or share their e-mail address.
4. Make the most efficient use of the network resources to minimize interference with others.

Monitoring

The Board of Education reserves the right to monitor student usage of its computer terminals and all applications available. The means of monitoring may include, but are not limited to, teacher supervision, electronic means, security cameras and computer software. There should be no expectation of privacy on the part of any user and therefore no recourse if they are caught misusing the system.

Penalties for Inappropriate Use

1. Any user violating these rules, applicable state and federal laws or posted classroom and district rules, is subject to loss of network privileges and any other District disciplinary options provided by State Statute or Board Policy, including, but not limited to, suspension and/or expulsion.
2. Any user who intentionally damages equipment, attempts to load or download unauthorized software, accesses another user's account or school accounts, or show blatant disregard for these regulations shall be subject to disciplinary action including, but not limited to, suspension and/or expulsion.
3. Damage caused to other networks accessed will subject the user to the same disciplinary action as damage to the Trumbull Network/Internet.

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Permission

No student shall be granted access to the network/Internet until the school receives a copy of the Network/Internet Access Agreement. This permission needs to be on file at the students' current school. If the student is 18 or over he/she can sign for themselves and the parent/guardian signature is not required.

Regulations

Trumbull Public Schools
Summary Statement
Expectations for Network / Internet Use and Access

Educational Purpose

- Access to the Network/Internet has been established for educational purposes and research consistent with the District’s educational mission and goals. District resources may only be used for educational purposes.
- The use of the Network/Internet is a privilege, not a right. Inappropriate use may result in the cancellation of those privileges.

Responsibilities

- The user is responsible for all of his/her actions and activities involving the networks. Examples of user responsibilities include but are not limited to the following:
 - Keeping all accounts and passwords confidential.
 - Logging on with own user id and password.
 - Logging off when leaving the computer.
 - Using the computers with teacher permission and supervision.
 - Taking precautions to prevent viruses.

Unacceptable Use

- Examples of prohibited conduct include but are not limited to the following:
 - Using the instructional network or Internet access for commercial business, political or religious advocacy purposes, or illegal activities of any kind.
 - Access of obscene or pornographic material.
 - Sending material critical of or which may be offensive or objectionable to others, or using the network or Internet to threaten or harass others.
 - Harassing network users, infiltrating computing systems and/or damaging software components.
 - Making any unauthorized entry to or alteration of any document, either paper or electronic, not created by user.
 - Sharing his or her account with anyone or leaving account open or unattended.
 - Disclosing personal information about oneself or another student.
 - Subscribing to on-line services without approval of district staff.
 - Deliberately misusing the network and its peripherals.
 - Installing of software.
 - Intentionally bypassing the network filters.
 - Tampering with the hardware or software or system configuration.
 - Accessing executables from external sources.

Any user violating rules related to the use of the networks, applicable state and federal laws and/or classroom and District rules, is subject to loss of network privileges and other District disciplinary options provided by state statute, Board Policy, or student handbook including, but not limited to, suspension and/or expulsion.

TRUMBULL PUBLIC SCHOOLS TRUMBULL, CONNECTICUT

Acceptable Use Agreement

By signing below, I hereby acknowledge receipt of the Trumbull Public Schools Summary Statement, Expectations for Network/Internet Use and Access. As a user of the Trumbull Public Schools computer network, I hereby agree to comply with the rules as set out in the summary Statement, as well as the more detailed regulations in the Student Network/Internet Policy, Policy Code: 6141/IAA, available in each school media center and on the Trumbull Public Schools website. Further, I agree to use the Internet in a responsible fashion honoring all relevant laws and restrictions.

Student Signature _____ Birthdate _____

As the parent or legal guardian of the minor student signing above, I have read the rules for using the Trumbull Public Schools Network as well as accessing the Internet at school. I have reviewed these with my child and understand what is acceptable use of both the Network and Internet at school.

I understand that individuals and families may be held responsible for violations and that any conduct that is in conflict with these responsibilities is unacceptable and such behavior will result in the termination of access and possible disciplinary action as indicated by State Statute, Board Policy and the school codes of conduct. I am aware that some material on the Internet may be objectionable and that reasonable effort on the part of the school has been made to filter such material. I accept responsibility for guidance of Internet use – setting and conveying standards for my son or daughter to follow when selecting, sharing or exploring information and media, and release the Trumbull Public Schools and its members, employees and agents from any claims in connection with use of the District Network or the Internet.

Parent Signature _____ Date _____

Name of Student _____

School _____ Grade _____