

Monroe County Community School Corporation
Acceptable Use Agreement [Form Rev 2001]
Student Access to Networked Information Resources -- Policy and Guidelines 2521

*Please read and discuss the following **summary of Policy and Guidelines 2521** with your student. His/her and your signatures are required on the form on the opposite side of this paper before an Internet account will be issued to your student.*

The Internet expands classroom and library media resources by providing access to information, images, and even computer software from places otherwise impossible to reach. These resources can yield individual and group projects, collaboration, curriculum materials and idea sharing. Internet access also makes possible contacts with people all over the world, bringing into the school, into the classroom, experts in every content area and students and adults from other nations and cultures.

Responsibilities: The MCCSC will provide access to and integrate a thoughtful use of such information throughout the curriculum and will provide guidance and instruction in the appropriate use of such materials in a community setting. Parents and guardians are responsible for agreements their children make or actions they take and, outside of school, for setting and conveying the standards their children should follow when using any media or information service. Students are responsible for good behavior on these electronic resources. Appropriate access is the shared responsibility of the school, the student and the family.

Communication on networked information resources is often public. People receiving messages have the ability to redistribute them for many others to read. It is very important that students understand the importance of appropriate, polite, and legal behavior and of avoiding the sharing, transmission or distribution of personal information that you would not want any stranger to have -- such as, but not limited to, addresses, telephone and/or social security numbers.

Restrictions: The following activities are not permitted on MCCSC electronic resources:

- Accessing, uploading, downloading, transmitting or displaying or distributing obscene or sexually explicit material; transmitting obscene, abusive or sexually explicit language.
- Damaging computers, computer systems or computer networks; vandalizing, damaging or disabling the property of another person or organization; debilitating or disabling computers, systems or networks through the intentional mis- or overuse of electronic distribution or storage space, or the spreading of computer "viruses" through the inappropriate use of files or diskettes.
- Violating copyright, or otherwise using another person's intellectual property without his or her prior approval or proper citation; using another person's passwords; trespassing in another person's folders, work or files.
- Violating local, state or federal statute.

Reasonable Usage: Among, but not limited to, users should refrain from overuse of connect time, information storage

space, printing or processing capacity.

- Request permission before downloading any program or file; scan for potential "virus" before executing, running, decompressing, or unzipping.
- Regularly remove unneeded files and/or folders from MCCSC and/or building accounts; save information to your storage space or to individual diskettes; and not use local hard drives for storage.
- Obtain permission before signing on to a mail list or list service, or accessing private accounts, such as e-mail
- Install no software programs not owned by or licensed to the MCCSC or the school on any MCCSC resources. This includes "freeware" or "shareware" programs as well as regular commercial versions.

Rights and Privileges: The student user has full rights (within the limits of these guidelines, responsibilities and prohibitions) to the instructional networked resources provided by the MCCSC. The student's account provides for personal storage space on the MCCSC resources which may be treated as a student locker and should be cleared periodically. It is important that the students keep passwords secure and private. However, users should not expect that files will always be private. MCCSC network administrators have the right to review files to maintain system integrity and to be sure that the system is being used within the stated limits.

Disclaimers: The MCCSC makes no warranties of any kind, either expressed or implied, for the provided access. The staff, the school and the MCCSC are not responsible for any damages incurred, including, but not limited to, loss of data resulting from delays or interruption of service, for the loss of data stored on MCCSC resources, or for personal property used to access MCCSC resources; for the accuracy, nature, or quality of information stored on MCCSC resources or gathered through corporation-provided access; for unauthorized financial obligations incurred through MCCSC-provided access. Further, even though the MCCSC may use technical or manual means to limit student access, these limits do not provide a foolproof means for enforcing the provisions of this policy. All provisions of this agreement are subordinate to local, state and federal statute.

Sanctions: Violations of school and MCCSC networked information resources policies could result in the loss of access to electronic resources. Additional disciplinary action may be determined at the building and/or classroom level in line with existing practice regarding language and behavior (Policy and Guidelines 5600). When appropriate, law enforcement agencies may be involved.

Student name: _____

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Staff Permission:

Staff member's name: _____

PLEASE PRINT

The above student has my permission to apply for Internet access. Student access will be used to pursue educational objectives through student-conducted communication, research and other instructionally related activities. Alternative activities will be provided if access to networked information resources is refused or unavailable.

Staff Signature: _____ **Date:** __/__/__

Student and Parent/Guardian Agreements:

Please read and/or discuss the *summary* of the *Acceptable Use Agreement* on the opposite page with your student. In accepting an account, your student accepts the responsibility of using the network in a responsible and appropriate manner (as outlined in full in *MCCSC Board Policy* [<http://www.mccsc.edu/policy.html>] and *Guidelines* [<http://www.mccsc.edu/guidline.html>] 2521. It is important that you understand his/her responsibilities as well. Your signature indicating that you have read and agreed to the guidelines is necessary before an account will be issued.

I have read, or have had read to me, and/or have discussed the Acceptable Use Agreement and agree to use the network in an appropriate and responsible manner.

Student Signature: _____ **Date:** __/__/__

I have read and/or discussed the Acceptable Use Agreement with my student and give the school and the MCCSC permission to issue an Internet account to my student.

Parent/Guardian Signature: _____ **Date:** __/__/__

The MCCSC supports and respects each family's decision whether or not to apply for student access and whether to terminate or suspend that access. Parents/guardians have the right to request alternative activities which do not require access to networked information resources. Students without Internet access permission may be issued an account providing access to in-school resources and will be held to the same behavioral and operational standards. Internet access, if issued, shall remain in effect through the remainder of this school year, unless suspended or terminated by either the student, the school, or the parent or guardian.

[Effective: January 31, 1996]

Policy 2521 <http://www.mccsc.edu/policy.html>

Guidelines 2521 <http://www.mccsc.edu/guidline.html>