

ASHLAND CITY SCHOOLS

DISTRICT NETWORK AND INTERNET ACCESS GUIDELINES

(Revised- 3/19/2008)

The purpose of this document is to provide administrative guidelines for District network and Internet access for educational purposes. This access will (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills.

All students will have access to the District network. This will connect all computers available for student use to a server located in the District. This District network serves a limited educational purpose (e.g., word processing, data base, educational software and library access).

In addition, the District is making Internet access available to students with parental permission. The Children's Internet Protection Act requires the District to provide filtering software that will check websites visited and block those sites that the District deems unacceptable. While not perfect, it will, with classroom monitoring, provide internet access that is reasonably safe and secure. The Ashland City School District considers the Internet to be a valuable tool for education (e.g., electronic mail and vast research resources).

The student and his/her parent/guardian are to be given a copy of these guidelines and will be required to sign a form agreeing to abide by them. If the form is not signed and returned to the student's school office, the District will not provide the student with independent access to electronic mail or the Internet.

The intent of these guidelines is to ensure compliance with all District network and Internet acceptable use policies approved by the District:

District Network/Internet:

- A. The use of the District network is a privilege which may be revoked. Appropriate reasons for revoking privileges include, but are not limited to, the altering of the system software and the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.
- B. The District reserves all rights to any materials stored in files which are generally accessible to others and will remove any material which the District, at its sole discretion, believes may be unlawful, obscene, pornographic, sexist, abusive, or otherwise objectionable. Students are not to use District technology to obtain, view, download, or otherwise gain access to such materials.
- C. All access provided through the Internet is intended for educational use by the District's registered users. Any use of these resources for commercial-for-profit or other unauthorized purposes (e.g., advertisements, political lobbying), in any form, is expressly forbidden.
- D. Each user is responsible for the appropriate use of his/her access privilege, i.e. account, password. Any problems or misuses which arise are the responsibility of the user and may be grounds for loss of access privileges, and other discipline.

Any misuse of the District network and/or Internet access may result in suspension of access privileges and/or other disciplinary action determined by the District. Misuse shall include, but not be limited to:

- (1) **any illegal activity that violates Ashland City School District Policy, federal, state or local law is strictly forbidden.**
- (2) **intentionally bypassing network filters and/or proxy servers.**
- (3) **intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users;**
- (4) **obtaining or creating material that is profane, obscene, indecent, sexually explicit, or otherwise unsuitable or objectionable in the judgment of the District;**
- (5) **misrepresenting other users on the network and/or Internet;**
- (6) **disrupting the operation of the network through abuse of the hardware or software;**
- (7) **interfering with others' use of the network and/or Internet;**
- (8) **extensive use for non curriculum-related communication;**
- (9) **illegal installation of copyrighted software, or any other illegal activities;**
- (10) **unauthorized downloading, copying, or use of licensed or copyrighted software;**
- (11) **allowing anyone access other than the account holder;**
- (12) **providing personal information about others (e.g., telephone numbers, passwords, pictures, home addresses, social security numbers);**
- (13) **plagiarizing works found on the network and/or Internet;**

A special exception may be made for certain material or literature prohibited by this section or guidelines, if the purpose of access is to conduct research and both the student's teacher and parent have approved. If a student mistakenly accesses inappropriate information, the student should immediately inform the teacher or another District employee.

Students are to use the Internet only for educational and career development activities and limited, high quality self discovery activities. Students are not permitted to download large files unless absolutely necessary. If necessary, students should download the file at a time when the system is not being heavily used. Students are also required to check their e-mail frequently, delete unwarranted or unwanted messages promptly and report inappropriate messages to a teacher or another District employee.

The District does not guarantee that network and Internet/e-mail access will meet any specific requirements of the user, or that it will be error free or uninterrupted; it shall not be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.

The District reserves the right to log Internet use and to monitor e-mail. The District may periodically make determinations whether specific uses of the network and Internet/e-mail are consistent with the acceptable-use policy.

Should the user transfer a file which infects the network with a virus and causes damage, the user may be liable for any and all repair costs to make the network once again fully operational and may be subject to other disciplinary measures as determined by the District.

Anyone who violates these guidelines, or any provisions of the Code of Student Conduct or other Board of Education policies or rules in connection with the use of District network or Internet/e-mail access, are subject to disciplinary action including, but not limited to, denial of the privilege of District network or Internet access, suspension, or expulsion from school and referral to law enforcement authorities when deemed necessary.

