Fulton City School District
Electronic Information Resources Acceptable Use Policy
Secondary Student Regulation

1. Definition and Purpose.

Electronic information resources form a global information infrastructure used by educators, businesses, the government, the military, and organizations. In school and libraries, electronic information resources can be used to educate and inform. As such, electronic information resources are similar to books, magazines, video, CD-ROM, and other information sources.

Students in Fulton shall use electronic information resources to participate in learning activities; to ask questions and consult with experts; to communicate with other students and electronic information resource users throughout the world; to explore thousands of libraries, databases, and electronic bulletin boards; and to locate material to meet their educational information needs. Parents/guardians need to be warned that some materials accessible via electronic information resources may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While the intent is to make access to electronic information resources available to further educational goals and objectives, students may find ways to access other materials as well. All educators have a professional responsibility to work together to help students develop the skills needed to appropriately use electronic information resources as educational tools. Students and staff shall receive instruction on the aspects of security and ethics involved in accessing electronic information resources.

We believe that the advantages to students from access to electronic information resources and the opportunities for collaboration exceed the disadvantages. Fulton educators shall take an active role in making students and their parents aware of the individual student's responsibility to use electronic information resources in an ethical and educational manner. Ultimately, however, the parents and guardians of minors are responsible for conveying the standards that their children should follow when using media and information sources.

Fulton City School District provides access to electronic mail and the Internet for educational purposes. Every effort is made to maintain the integrity of the system but at times users may experience errors or interruptions in service while accessing the district networks. The district is not liable for any losses or damages resulting in corrupted data or inability to access data. Precautions are taken to protect networked computers from viruses however the district does not guarantee that media brought out of the district are virus free and is not liable for any delays or damages caused by them.

Concerns about electronic information resources shall be handled the same way that concerns about other educational resources are now handled and policies now dealing with other educational resources also pertain to electronic information resources. (Board of Education Policy 4513, Library Materials Selection and Adoption)

2. Rules and Responsibilities.

The Fulton City School District provides electronic information resources to be used as an instructional tool. It is expected that all electronic resources on our network will be used in a responsible, efficient, ethical, and legal manner. Inappropriate use may result in denial of access to these electronic information resources. Students shall be instructed as to appropriate use of electronic information resources (including but not limited to, use of e-mail, the World Wide Web, etc.). The system administrators shall determine what is, and is not, appropriate

use thereof. All electronic information resource users are expected to abide by the generally accepted rules of computer and network etiquette. The following guidelines are to be followed by all District students:

- Be polite. Use appropriate language. Do not swear, use vulgarities, harass others, or send or display anything offensive.
- Do not access or display materials that are profane or obscene or condone violence or discriminate toward other people or other inappropriate material.
- Practice on-line safety. Do not reveal any personal information without authorization including last name, addresses or telephone number when using e-mail, chat rooms or other forms of direct electronic communication. Do not publish another person's name, phone number, address or e-mail address. All communications on the network are considered published material.
- Use only the e-mail program that is authorized and has been set-up by the district for student use. The use of Free Mail or Internet Service Provider Mail (e.g. AOL, Yahoo, Hot Mail) is prohibited.
- The use of chat rooms is limited to teacher directed activities on educational sites that use ID's and passwords or other means to control access. The use of chat software such as AOL Instant Messenger, Yahoo Chat, MSN Chat, MS Messenger and ICQ is prohibited.
- Do not have any expectation of privacy with regard to any information stored on the network. People who operate the system have access to all files and e-mail. Messages relating to or in support of illegal activities shall be reported to the authorities and you may be liable for civil and criminal consequences.
- The use of streaming audio and video places huge demands on network resources and should be used with discretion. Please use streaming audio and video in a responsible manner and not in a frivolous manner that wastes network resources (bandwidth, storage space, etc.). Students should access, download and store video and audio files with their teacher's permission only.
- Treat the equipment with respect. Make sure no computer equipment or software is harmed or has its effective use impaired.
- Only access the network using your own ID/password, do not share it with others. Make sure you log off completely when you leave the computer. You are responsible if someone-else gains access to the network through your ID/password.
- Do not attempt to bypass any network security measures. Accessing the district network from outside, using a remote access program such as PC Anywhere or Virtual PC, is prohibited.
- Respect other users. Do not trespass or make changes in another's folders, work or files.
- Follow copyright laws.
- Take precautions not to spread computer viruses.
- Request or distribute material appropriately. Do not send chain letters or print documents without permission.
- Use the district's computer resources for educational, not personal, commercial, or other inappropriate purposes. (This includes personal e-mail.) Unauthorized software and/or files may be removed without notice.
- Any items you produce shall not be posted on electronic information resources without your permission. If permission is granted, items shall be considered fair use and available to the public.
- Ask for help if you are unsure of what to do in an application.

3. Penalties.

Users are expected to follow the rules listed in the guidelines. A user who commits an act of misconduct whether or not it is listed may also be subject to disciplinary action and/or legal action.

Staff intervention strategies such as teacher/student conferences, auxiliary staff/student intervention and

teacher/parent contacts are to be made for acceptable use policy violations when referring for administrative action. <u>Any or all of the following intervention strategies and disciplinary actions may be used by administrators, and are not limited to:</u>

<u>Minimum Actions</u>
- Administrative/student conference or reprimand.

<u>Additional Actions as Deemed Appropriate</u>
- Required to seek additional assistance in learning proper procedures before user is allowed to continue the use of the computer equipment.
- Administrator/parent contact.
- Referrals and conferences involving various support staff or agencies.
- Development of behavioral contracts.
- Confiscation of inappropriate item(s).
- Responsibility for costs and damages incurred.
- Denial of participation in class and/or school activities.
- Denial of access to electronic information networks, or use of all computer equipment and network resources for a period of time to be determined by the administrator after consideration of the offense (generally 3-5 days).
- In-school suspension from one (1) to five (5) days.
- Out of school suspension from one (1) to five (5) days.
- Superintendent's hearing.
- Referral to appropriate civil/law enforcement agencies. Student may be liable for civil and criminal consequences.

4. Student Agreement.

Student last name, first name:＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿ Teacher name:＿＿＿＿＿＿＿＿＿＿＿＿＿

I have read the Electronic Information Resources Acceptable Use Policy. I shall follow the rules. If I do not follow the rules, I understand that disciplinary actions shall be taken.

Student Signature:＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿ Date:＿＿＿＿＿＿＿＿＿＿

Rewritten: May 25, 2005