

## **Internet Acceptable Use Policy (AUP)**

We are pleased to offer students of the Urbana School District #116 access to the district computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form to the school office. Students 18 and over may sign their own forms.

Access to e-mail and the internet will enable students to explore the thousands of libraries and data bases while exchanging messages with internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Urbana School District #116 supports and respects each family's right to decide whether or not to apply for access.

### **District Internet and E-mail Rules**

Students are responsible for good behavior on school computer networks as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

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. Parent permission is required. Access is a privilege - NOT A RIGHT. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private. Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

As outlined in board policy and procedures on students' rights and responsibilities, copies of which are available in school offices, the following are NOT permitted:

- sending or displaying offensive messages or pictures using
- obscene language
- harassing, insulting or attacking others
- damaging computers, computer systems or computer networks
- violating copyright laws
- using another's password trespassing in another's folders, work or files
- intentionally wasting limited resources
- employing the network for commercial purposes
- accessing games, IRC (chats), MUD's, MOO's, MUVE's or other similar sites without permission from a teacher

### **Top Six Things to Know Prior to Using the Internet**

1. The Internet is a network of computers and computer networks that provides access to information contained on thousands of computers around the world.
2. Because the information on the Internet comes from all over the world, we need to understand that neither Urbana School District #116 nor any staff member controls the content of this information. Some information may be controversial, offensive, or inaccurate.
3. The Internet is a powerful resource tool. When at school, students should use it under the direction and guidance of professional staff for educational purposes only.
4. Any information that is available on the internet is the product of another individual's work, and must be cited if used. This information is referred to as intellectual property and includes pictures, logos, trademarks, printed materials, computer software, video and sounds.
5. The internet allows students not only to receive information, but to send it to others. In light of that, students should behave in a responsible manner when communicating electronically.
6. In the case that a filtering or blocking software is used by a school, it is important to note that any filtering/blocking software is not 100% guaranteed and must be paired with supervision and good parental involvement.

## **Online Rules**

### **Personal Safety and Respecting Privacy**

- I will not share my or any other person's address, telephone number, parent's work address/telephone number, the name and location of my school or other personal information. If participating in an approved classroom project, name and location of school may be used.
- I will tell my teachers right away if I come across any information that makes me feel uncomfortable.
- I will never agree to get together with someone I "meet" online.
- I will never send a person my picture or anything else without first checking with my teachers and parents.
- I will not respond to any messages that are mean, use bad language or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my teachers right away.
- I will not give out a credit card number online, subscribe to any services or order any materials or services on the Internet.
- I will respect individual's rights to privacy and to freedom from intimidation, harassment, and unwarranted annoyance.
- I recognize the limitations to privacy afforded by electronic services.

### **Sanctions:**

- Violating these rules may result in a loss of access.
- Additional disciplinary action may be taken at the building level in line with existing practice regarding inappropriate language or behavior.
- Legal action will be taken when applicable.

### **Illegal Activities**

- I will not use the network for illegal purposes such as: arranging for a drug sale or purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
- I will not participate in any activity that violates school rules or local, state or federal laws.

## **Respecting Resource**

- I will abide by security restrictions on all systems and information to which access is permitted. I will not attempt to evade, disable, or "crack" passwords or other security provisions. I understand that these activities threaten the work of others and are grounds for immediate termination or suspension of privileges and possible further sanctions.
- I understand that the following is not permitted:
  - √ sending or displaying offensive messages or pictures using obscene language
  - √ trespassing in another's folders, work or files
  - √ using another's password
  - √ using the network for commercial purposes

## **Acceptable Access**

- I understand I may not play games or use other interactive sites such as IRC (chats), MUD's or MOO's unless specifically assigned to do so by a teacher.
- I will not make deliberate attempts to disrupt the computer system, damage or interfere in any way with an individual, a business, or an organization's data by spreading a virus or by any other means. These actions are illegal.
- I am responsible for my individual account and will not share my password with others, nor will I access the network or other information source without proper authorization.
- I will not use another person's account to send or receive email.

## **School Board Policies:**

Copies of all Board Policies are available in all school offices. Issues related to Board Policies may include the following:

- No unlawful copies of copyrighted materials may be knowingly produced or transmitted via the District's equipment.
- District Web pages will meet the criteria established in the District Internet Acceptable Use Policy (AUP).
- The primary purpose of Web Pages links may not be for commercial or political advertising.
- All communications via the District Web pages will comply with the District Internet Acceptable Use Policy (AUP) and the Discipline and Student Rights District Policy.
- Any deliberate tampering with or misuse of District network services or equipment will be considered vandalism and will be handled in accordance with the District Internet Acceptable Use Policy (AUP) and other related policies.

## **Plagiarism and Copyright Infringement**

- I will not plagiarize any materials (documents, web pages, software, graphics, etc.) that I find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- I will respect copyright and other intellectual-property rights. Unauthorized copying of files or passwords belonging to others may constitute plagiarism or theft. Modifying files without authorization (including altering information, introducing viruses, or damaging files) is unethical, may be illegal, and may lead to sanctions.
- **The Urbana School District #116 does not condone and specifically forbids the unauthorized duplication of software.**

**Users Agreement and Parent Permission Form for Internet and Email Access  
(AUP)**

As a user of the Urbana School District #116 computer network, I hereby agree to comply with the above stated rules - utilizing and communicating over the network in a responsible fashion while honoring all relevant laws and restrictions.

Name (Please Print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

As a parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet.

I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use - setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information. I understand that this permission continues as long as my student attends Urbana #116 schools. If I want to revoke this permission I need to send a written request to the principal of my student's school.

As a parent or legal guardian of the minor student signing above, I do NOT grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet.

(PLEASE PRINT)

Name of Student \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Street Address \_\_\_\_\_

Home Telephone \_\_\_\_\_

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

Date \_\_\_\_\_