

# TERMS and CONDITIONS--COMPUTER USE and INTERNET ACCESS

## West Auburn High School

The parent/guardian of a student in the Auburn School District may complete an "opt-out" form to exclude his/her student from access to, or use of, the Auburn School District Electronic Information System. If an "opt-out" form is not completed within two weeks of enrollment (or by October 1, of a new school year) the District will assume the parent/guardian approves student access.

### COMPUTER USE TERMS AND CONDITIONS

Student use of the computer lab (in a classroom or adjacent to the library) is a *privilege*. Each student must obtain teacher permission to work in the lab and be supervised by a staff member at all times. A student may not use the computer lab if he or she is missing a scheduled class. Also, the computers in the library are reserved until the lab is 100% full.

Students wishing to use computers at West Auburn must agree to the following:

1. No food, beverages, or candy (open or unopened) in the lab or near any computer equipment.
2. No tampering with or altering of any parts of the equipment, hard drive titles, programs, or security levels. Violations of this expectation will result in immediate removal from the computer lab and loss of all computer privileges. "Hacking" may result in criminal charges and/or fines.
3. The understanding that e-mail, games, music, and other entertainment are not considered educational. Use of such entertainment must be approved by a supervising staff member. Failure to ask approval will result in suspension of computer privileges. Music without headphones is never tolerated.
4. Disks must be handled properly. Labels must be securely fastened and metal sliding mechanism may not be bent. For the protection of computers, only disks issued by West Auburn will be used and disks will not be removed from the computer lab.
5. When done using a computer, students will:
  - a) Clean up workspace,
  - b) Close all the programs that were used (and shutdown the computer if the supervising staff members makes that request), and
  - c) Place disk(s) in the box provided so it may be re-filed (disks will NOT be left in the computer).
6. Only material required for class may be printed. Always ask before printing, and do not print more than what is needed.
7. If use of either the Internet or e-mail is made, students will comply with terms and conditions of use as outlined. Careful use of the Internet and e-mail is required. No e-mail is allowed during class time. Chat rooms are forbidden. Pornography is not tolerated and includes pictures or drawings showing nudity or questionable/near-nude content, along with text or lyrics of questionable content. Guidelines stated within the Internet terms and conditions apply.

Quiet professionalism is required (at all times) in the computer lab that is adjacent to the library.

### COMPUTER LAB DISCIPLINARY GUIDELINES

Each violation of the computer lab contract will be evaluated individually. There will be a progressive penalty for each successive violation. Penalties may include suspension from school.

#### General Disciplinary Guidelines

Security Violation—Security violations represent the most serious of offenses and will be dealt with severely. The Auburn School District (ASD) has a no-tolerance policy against such offenders. The penalty for violating security levels include suspension or expulsion from school with a possible criminal charge and/or fine.

Pornographic Material—Viewing, accessing, or printing pornographic material will result in loss of Internet privileges for the remainder of the academic year.

Inappropriate Material—Viewing, accessing, or printing inappropriate material will result in the following disciplinary action:

- First offense: Loss of computer lab privileges for four weeks.
- Second offense: Loss of computer lab privileges for the remainder of the semester; however, not less than four weeks.
- Third offense: Loss of computer lab privileges for the academic year.

Students who do not follow acceptable use are subject to discipline, including loss of privilege and/or suspension. Students who fail to practice responsible computer use will lose lab privileges for a minimum of one week. The severity of the infraction in *all* cases determines the disciplinary action.

### INTERNET ACCESS

Internet access is available to students and teachers in the Auburn School District (ASD). Access is provided through a district-wide network. In turn, the District is a part of a statewide network for school districts known as WEDNET. It is from WEDNET that access is provided to the worldwide network known as INTERNET.

The Internet offers vast, diverse, and unique resources. Our goal in providing this service to teachers and students is to promote educational excellence in the Auburn schools by facilitating resource sharing, innovation, and communication. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

1. electronic mail communication with people all over the world;
2. information and news from the National Science Foundation and NASA as well as the opportunity to correspond with educators and scientists at research institutions;
3. public domain and shareware of all types;
4. discussion groups on an ever increasing range of topics from Chinese culture to the environment to music to politics;
5. access to many library catalogs worldwide, the Library of Congress, CARL and ERIC , and other databases.

With access to computers and people all over the world, also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network it is impossible to control all materials, and an industrious user may discover controversial information. The ASD firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided so students are aware of their responsibilities. In general, this requires efficient, ethical, and legal utilization of the network resources. If an ASD user violates any of these provisions by failing to abide by the terms and conditions for Internet access, his or her access will be terminated and future access will be denied. Additionally, should a violation include a criminal offense, disciplinary and/or legal action may be taken.

### **INTERNET TERMS AND CONDITIONS**

1. **Acceptable Use**—The purpose of the ASD network access to the Internet, is to support education by providing access to unique resources and the opportunity for collaborative work. The use of your access must be consistent with the educational objective of the ASD. Use of other organization's network or computing resources must comply with the rules appropriate for the network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.
2. **Privileges**—The use of Internet is a privilege. Inappropriate use will result in a cancellation of those privileges. Each student who receives an access will be instructed by an ASD faculty member pertaining to the proper use of the network.
3. **Netiquette**—You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
  - a) Be polite. Do not get abusive in your messages to others.
  - b) Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
  - c) Do not reveal your personal address or phone number or that of fellow students, colleagues, or ASD staff.
  - d) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to *all* mail. Messages relating to, or in support of, illegal activities may be reported to the authorities.
  - e) Do not use the network in such a way that you would disrupt the use of the network by other users.
  - f) All communications and information accessible via the network should be assumed to be private property.
4. **Security**—Security on any computer is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify your building administrator. Do not demonstrate the problem to other users. Do not use another individual's access without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk, or having a history of problems with other computer systems will be denied access to Internet.
5. **Vandalism**—Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or other networks that are connected to the Internet backbone. This includes (but is not limited to) the uploading or creation of computer viruses.

#### **Internet Violations**

Each violation of the Internet Agreement will be evaluated individually. There will be a progressive penalty for each successive violation. Penalties may include suspension from school.

#### **General Disciplinary Guidelines**

1. Intentionally accessing, downloading, or printing of *inappropriate material* will result in the following disciplinary action:
  - First offense: Loss of Internet privileges for four weeks.
  - Second offense: Loss of Internet privileges for the remainder of the semester; however, not less than four weeks.
  - Third offense: Loss of Internet privileges for the academic year.
2. Accessing, downloading, or printing of *pornographic material* will result in the loss of Internet privileges for the remainder of the academic year.
3. Use of the Internet by a student who has lost that privilege may result in suspension from school for a period of time to be decided by the principal.