

Dodge County School System

Electronic Network and Internet Use Agreement

The Dodge County School System maintains and supports an electronic network, which includes local networks, wide-area networks, and access to worldwide networks such as the Internet for faculty, staff and students. The electronic network, hardware and software, that support access are the property of the Dodge County School System and shall be used solely in support of the Dodge County School System's instructional and administrative programs.

The goal in providing electronic access to various networks is to promote educational excellence in schools by facilitating communication, innovation, resource sharing, and access to information. Along with access to computers and people all over the world, is the possibility of material that may not be considered to be of educational value in the school setting. The Dodge County School System firmly believes that the valuable information and interaction on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the school system. Internet access is coordinated through a complex association of government agencies, regional networks, 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 here so that the user is aware of the responsibilities that come with the privilege of having access to the global networks. In general, efficient, ethical, and legal utilization of the network resources is required.

All students must read this Electronic Network and Internet Acceptable Use Agreement and shall indicate acceptance of the agreement by their signature at the end of this document.

Electronic Network and Internet - Terms and Conditions

Acceptable Use - The purpose of the electronic network is to support and enhance education by providing access to unique resources and the opportunity for collaborative work. The use of the account must be in support of education and research and consistent with the educational objectives of the Dodge County School System. Use of another organization's network or computing resources must comply with the rules appropriate for that network. This includes, but is not limited to data that:

a.

- b. violates any local, state, federal law, board policy, procedure, or school rules
- c. violates or infringes upon the rights of any person
- d. contains material that would be considered abusive, profane or sexually offensive to the average person
- e. solicits the performance of any unlawful act
- f. encourages the sale or use of any substance, the possession or use of which is prohibited by the Dodge County School System Student Code of Conduct
- g. contains any advertisement or solicitation of goods or services that are not school-related
- h. relates to the user's personal business or commercial activity

Privileges - The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Any student user not complying with the *Dodge County School System Electronic Network and Internet Use Agreement* shall lose Internet privileges for a period of not less than one week. Student infractions may result in appropriate disciplinary action in addition to suspension or termination of access privileges. Unauthorized use of the network, intentional deletion or damage to files and data belonging to other users, or copyright violations may be termed theft. School System administrators and faculty shall be responsible for monitoring all use of the electronic network at their facilities. The smooth operation of the electronic network relies upon the proper conduct of the end users who must adhere to strict guidelines. On a global network it is impossible to control all materials and a user may accidentally or purposely discover controversial information. It is the user's responsibility to avoid initiating access to such material. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the electronic network's resources. If a user violates any of these provisions, his or her account will be terminated and future access could possibly be electronic networked. The signature(s) at the end of this document is (are) legally binding and indicates the user (users) who signed has (have) read the terms, conditions carefully, and understand (s) their significance.

Before using the electronic network each student will participate in an orientation conducted by a faculty member. The orientation will be on the Dodge County School System Electronic Network Use Agreement, the proper use of the electronic network,

and electronic network etiquette. An employee's access to, and use of, the electronic network will be discontinued when his/her employment is suspended or terminated either voluntarily or involuntarily. An employee who disagrees with a decision to suspend or terminate access to the electronic network may file a complaint under the appropriate employee complaint procedure.

Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include but are

not limited to the following: a) be polite and courteous, b) do not be abusive in electronic messages to others, c) use of inappropriate language and illegal activities are strictly forbidden, d) do not reveal your personal address, social security number, or phone number or those of students or colleagues. e) Network and Internet access is provided as an educational tool. The Dodge County School system reserves the right to monitor, inspect, copy, review and store at any time and without prior notices any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information shall be and remain the property of the Dodge County School system and no user shall have any expectations of privacy regarding such materials. f) do not use the electronic network in such a way that you would disrupt the use of the electronic network by other users.

Disclaimer - The Dodge County School System makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Dodge County School System will not be responsible for any damages suffered by any user. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the electronic network is at the risk of the user. The Dodge County School System specifically denies any responsibility for the accuracy or quality of information obtained through its services. It is neither practical nor possible for the Dodge County School System to enforce compliance with user rules at all times. Accordingly, parents and students must recognize that students will be required to make independent decisions and use good judgment in their use of the Internet. Use of any information obtained via the Internet is at the student's own risk. Parents must participate in the decision whether to allow their children access to the Internet and must communicate their own expectations to their children regarding its use.

Security - Security on any computer system is a high priority, especially when the system involves many users. A user identifying a security problem must notify a School System administrator or the electronic network administrator. The identifier should not demonstrate the problem to other users. Use of another individual's account is prohibited. Account holders are ultimately responsible for all activities under their

account. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the electronic network.

Passwords provide an important means of securing the electronic network use and preventing security violations. Users must never divulge or allow others to use their passwords. Attempts to log in to the electronic network using another user's password, or falsely posing as a School System administrator, or engaging in other security violations will be grounds for termination of privileges and other disciplinary measures. Users should immediately notify an administrator if their password is lost or stolen or if they believe that someone has obtained unauthorized access to their password.

Vandalism - Electronic network vandalism is prohibited and may result in immediate termination of electronic network access and/or other disciplinary measures.

Vandalism is defined as any malicious attempt to create computer viruses, modify or destroy the Dodge county School System's hardware, software or data, modifying or destroying the data of another user, the electronic network, or any of the agencies or other networks that are connected to the electronic network. Abuse of an electronic network system may also subject the abuser to criminal penalties.

Internet Safety - The Dodge County School System shall, with respect to access to the Internet by or through computers, networks, or other devices belonging to the Dodge County School System, institute, maintain and enforce procedures or guidelines which:

- a) insure that a qualifying "technology protection measure," as that term is defined in section 1703 (b) (1) of the Children's Internet Protection Act of 2000, is installed and in continuous operation; and
- b) institute, maintain, and enforce procedures or guidelines which provide for monitoring the online activities of users and the use of the chosen technology protection measure to prevent access to visual depictions that are (i) obscene, (ii) child pornography, or (iii) "harmful to minors," as that term is defined in section 1721 (c) of the Children's Internet Protection Act of 2000.
- c) Provide for monitoring the online activities of users to limit, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web; d) Are designed to promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; e) Are designed to prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online; f) Are designed to prevent the unauthorized

disclosure, use, and dissemination of personal identification information regarding minors; and

g) Are designed to restrict minors' access to materials "harmful to minors," as that term is defined in section 1721(c) of the Children's Internet Protection Act of 2000.

Telecommunications and Other Charges - Use of the electronic network in the manner permitted by the Dodge County School System does not generate any additional costs or charges to the Dodge County School System. Therefore, users will not be charged for such use. However, if the electronic network is used in a manner that is not allowed by the Dodge County School System, the users engaged in such disallowed uses will be required to pay all costs incurred. In addition, misuse of the electronic network in this manner may result in loss of access privileges and other disciplinary measures.

Electronic Mail - Electronic mail (E-mail) allows messages to be sent electronically to and from persons having E-mail access. Messages should be read, saved, and filed appropriately or deleted. Failure to follow proper message handling procedures may result in removal of messages by appropriate school personnel. Users should:

- a) Identify themselves and their purpose
- b) Keep messages short and to the point
- c) Keep correspondence professional in regard to message tone and humor.
- d) Use correct grammar and accurate spelling

Monitoring the electronic network, Including E-mail - Use of the electronic network is limited to support of the Dodge County School System's educational mission. Therefore, information transmitted or received over the Dodge County School System's electronic network (including E-mail or Instant Messaging) should **not** be considered "personal" or "private." **Messages may be opened and read by the appropriate School administrator or the electronic network administrator without the consent of the sender or intended recipient.** Local, state or federal officials may also obtain access to electronic communications in connection with investigations or other purposes. Therefore, use of the electronic network for transmitting confidential or personal information should be avoided. In addition, a student or employee found to have used this medium for purposes contrary to this procedure may have privileges terminated and may be subject to disciplinary action pursuant to Board policies and administrative procedures.

Copyright Considerations - Many written materials are the personal property of the author or other persons. Copyright laws protect these ownership interests. It is not always possible, particularly in the midst of classroom activity, to know whether a particular material is protected by copyright laws and, if so, whether a particular use is permitted as "fair use." Therefore, students and employees should assume that any material they access on the electronic network is the property of another and that use of the material is restricted by copyright laws, unless there is definitive evidence to the contrary.

Material downloaded from the electronic network should not be distributed to others unless such permission is obtained from the owner of the copyright or his/her authorized representative. Users shall not upload computer programs or software of any kind onto the electronic network unless they obtain permission in advance from authorized school personnel. Users may upload onto the electronic network only material they authored or material that clearly does not belong to any other person. The Dodge County School System accepts no responsibility for violation of copyright laws by employees, students, or other users.

Real-time Interactive Communications Areas - Students, employees, and other users shall not use the real-time conference features of the electronic network (instant messaging/talk/chat/Internet relay chat) for electronic chit-chat, other non-educational or non-work-related communications. Users should limit the use of these forms of communication to non-instructional time. These forms of communication should never interfere with instructions or performance of duties. Users also must abide by any restrictions posted on the electronic network regarding interactive communications.

Dodge County Schools *Student Agreement* Electronic Network and Internet Use Agreement

Dodge County Schools have access to the Internet. This is an exciting endeavor; however, this is an area of information access in which our students and staff must proceed with caution. The Dodge County Board of Education recognizes that electronic media such as the Internet offer vast, diverse, and unique resources to both students and teachers that should promote educational excellence in our schools. Strict compliance with all applicable ethical and legal rules and regulations must be maintained by all users of computer software, hardware, and Internet accessibility in the Dodge County School System.

As the parent/guardian of a student in our school system, please be aware of the Electronic Network and Internet Use Agreement found in your child's student handbook. This agreement maintains that the Dodge County School System has taken reasonable precautions to restrict access to inappropriate material over the Internet;

however, exposure may nevertheless occur. The Dodge County Schools absolves itself from any responsibility if your child misuses the Internet.

As a student I have read, understand, and will abide by the Electronic Network and Internet Use Agreement. I further understand that any violation of the regulations listed is unethical against school rules and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

Student Full Name (please print):

Student Signature:

_____ Date: _____

As a parent or guardian of this student, I have read the Electronic Network and Internet Use Agreement and understand that this access is designed for educational purposes only. The Dodge County School System has taken precautions to eliminate controversial material. However, I also recognize that it is impossible for the Dodge County School System to restrict access to all controversial materials and I will not hold the Dodge County School System responsible for materials acquired on the electronic network and Internet. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian Full Name (please print):

Parent or Guardian Signature:

_____ Date: _____

I have read the terms and conditions of the Electronic Network and Internet Use Agreement and will promote this agreement with the student. Because the student may use the electronic network for individual work or in the context of another class, I cannot be held responsible for the student's use of the electronic network or a student's decision to violate the terms of the electronic network user agreement. As the sponsoring teacher, I do agree to instruct the student on acceptable use of the electronic network and Internet and proper network etiquette.

Teacher Full Name (please print):

Teacher Signature:

_____ Date: _____

The signature(s) of the Electronic Network and Internet Use Agreement is (are) legally binding and indicates the party (parties) who signed have) read the terms and conditions carefully and understand(s) their significance.

Dodge County Schools Electronic Network and Internet Use Agreement Staff Agreement

Dodge County Schools have access to the Internet. This is an exciting endeavor; however, this is an area of information access in which our students and staff must proceed with caution. The Dodge County Board of Education recognizes that electronic media such as the Internet offer vast, diverse, and unique resources to both students and teachers that should promote educational excellence in our schools. Strict compliance with all applicable ethical and legal rules and regulations must be maintained by all users of computer software, hardware, and Internet accessibility in the Dodge County School System.

As an employee of the Dodge County School System, I have read, understand, and will abide by the Electronic Network and Internet Use Agreement and understand that this access is designed for educational purposes only. The Dodge County School System has taken precautions to restrict access to controversial material. However, I also recognize that it is impossible for the Dodge County School System to restrict access to all controversial materials. I hereby certify that the information contained on this form is correct. Should I commit any violation, my access privileges may be revoked, school disciplinary employment action, including termination and/or appropriate legal action, may be taken.

Teacher Full Name (please print):

Teacher Signature:

_____ Date: _____

The signature(s) of the Electronic Network and Internet Use Agreement is (are) legally binding and indicates the party (parties) who signed have) read the terms and conditions carefully and understand(s) their significance.