ACCEPTABLE USE AND INTERNET SAFETY GUIDELINES
FOR THE COMPUTER NETWORK OF THE
BREMEN CITY SCHOOL DISTRICT

The Bremen City School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the school district to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below are the Acceptable Use and Internet Safety Guidelines of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reading the guidelines and signing and returning the Student's Agreement as the students have been directed, each student will be given the opportunity to enjoy Internet access at school and is agreeing to follow the guidelines. If a student is under 18 years of age, he or she also must have his or her parents or guardians read the guidelines and sign the agreement. The school district will not provide access to any student who, if 18 or older, fails to sign and submit the agreement to the school as directed or, if under 18, does not return the agreement as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the supervising teacher. If any user violates the guidelines, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

I. PERSONAL RESPONSIBILITY

By signing this agreement, you are agreeing not only to follow the rules in these guidelines, but are agreeing to refrain from any other misuse of the network that is not included in the guidelines, but has the effect of harming another or his or her property.

II. TERM OF PERMITTED USE

A student who submits to the school, as directed, a properly signed agreement and follows the guidelines to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a

new agreement each year
during which they are students in the Bremen City Schools before they are given access to the Internet.

III. ACCEPTABLE USES

A. Education Purposes Only. The school district is providing access to its computer networks and the Internet for *only* educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the supervising teacher to help you decide if a use is appropriate.

B. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of the guidelines are the following:

1. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer or sale or use any substance the possession or use of which is prohibited by the school district's student code of conduct; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

2. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, trojan horse, time bomb, or other harmful form of programming or vandalism; participate in hacking activities or any form of unauthorized access to other computers, networks, or information systems.

3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.

4. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card

numbers and social security numbers.

C. Netiquette. All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

2. Avoid language and uses which may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

3. Do not assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.

4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

IV. INTERNET SAFETY

1. General Warning: Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network or Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the classroom teacher or an administrator.

2. Personal Safety. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you meet on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

3. Hacking and Other Illegal Activities. It is a violation of these guidelines to

use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

4. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet such as home addresses, home telephone numbers, or particularly credit card numbers or Social Security numbers.

5. Active Restriction Measures. The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

V. PRIVACY

Network and Internet access is provided as a tool for your education. The school district reserves the right to monitor, inspect, copy, review and store at any time and without prior notice 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 files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

VI. FAILURE TO FOLLOW GUIDELINES

The user's use of the computer network and Internet is a privilege, not a right. A user who violates these guidelines shall, at a minimum, have his or her access to the computer network or Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment in the school district. A user violates these guidelines by his or her own action or by assisting another user in violating these guidelines or by concealing another user's involvement in such activities. Further, if passwords are assigned, a user violates this agreement if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in any of the above-mentioned circumstances.

VII. ASSURANCES

The Bremen City School System cannot provide an absolute assurance that students will be prevented from accessing inappropriate materials or sending or receiving objectionable communications. However, the district will ensure that all practicable precautions will be taken to keep students safe from illegal and/or inappropriate material. The system shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under these guidelines.

Bremen City School System

STUDENT'S AND PARENT/GUARDIAN'S AGREEMENT

2011/2012

Every student, regardless of age, must read and sign below:

I have read, understand and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Guidelines. Should I commit any violation or in any way misuse my access to the Bremen City School System's computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

_____ _____
Student name (PRINT CLEARLY) Home phone

_____ _____
Student signature Date

_____
Address

User (place an X in the correct blank): I am 18 or older _____ I am under 18 _____.

If I am signing this agreement when I am under 18, I understand that when I turn 18, this agreement will continue to be in full force and effect, and agree to abide by this agreement.

To be read and signed by parents or guardians of students who are under 18:

As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the School System's Acceptable Use and Internet Safety Guidelines for the student's access to the School System's computer network and the Internet.

_____ _____
Parent/Guardian name(s) (PRINT CLEARLY) Home phone

_____ _____
Parent/Guardian signature(s) Date

Address_____