

SOMERSET ACADEMY VILLAGE

INTERNET ACCEPTABLE USE AND SAFETY POLICY

I. Rights and Responsibilities

Internet access is a privilege offered each academic year to all of the staff and students of Somerset Academy Village. With this learning tool, students and staff must understand and practice proper and ethical use. The District will allow student access to the Internet with this signed acceptable use letter.

On a global network, it is impossible to effectively control the content of data. Somerset Academy will employ appropriate means available to attempt to limit access to inappropriate or offensive material. The School board believes that the benefits to students from access to Internet information resources and opportunities for collaboration exceed the disadvantages. Parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. **Students will be allowed access to the Network Resources when the attached form is signed by the parent or guardian and the student, and then returned to the homeroom teacher.**

Teachers and staff will use the parent's letter that requests access to the Internet for their children to monitor the parent's request. Please be aware the schools' library systems are computerized and are accessed only through the Internet. In addition, the Internet is used extensively for research. If you do not return this form your child's homeroom teacher, media resources will be limited to only word processing, individual computer applications, and other school non-electronic resources. Individual users of the District computer networks are responsible for their behavior and communications over those networks. General school rules for behavior and communications still apply. The network is provided for students to conduct research and communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner.

II. General Statement of Policy

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use.

III. Ethical Use Expectations

1. Use of Somerset Academy Village's internet access is limited to educational purposes such as research, professional development, instruction, and collaborative educational projects.
2. Users will protect individual accounts by keeping passwords secure, not using another person's account and reporting any security problems to a teacher, principal, supervisor, or other appropriate authority.
3. Users will not use the school district system to violate copyright laws, or usage licensing agreements, or otherwise to use another person's property without the person's prior approval

or proper citation, including the downloading or exchanging or pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

4. Users storing information on District diskettes, hard drives, or servers do so at their own risk.
5. Users will not
 - a. attempt to gain unauthorized access to the District's restricted computers, servers and other related equipment,
 - b. attempt to log in via another person's network account.
6. Obstructing other users' work by consuming excessively large amounts of system resources (disk space, CPU time) or by deliberately crashing the machines(s) will not be tolerated and is subject to discipline.
7. Users will not vandalize, damage, or disable the property of another person or organization; to make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means tamper with, modify or change the school district system software, hardware, or wiring; or to take any action to violate the school security system or use the school district system in such a way as to disrupt the use of the system by other users.
 - a. Vandalism is defined as any intentional attempt to harm, modify, or destroy data of another user, or other networks that are connected to the Somerset Academy network. This includes but is not limited to, the unloading or creating of computer viruses.
 - b. Harassment is defined as the persistent annoyance of another user or the interference in any way of another user's work. Harassment includes but is not limited to the sending of unsolicited mail.
8. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to the teacher in charge. In the case of a school district employee, the immediate disclosure should be to the employee's immediate supervisor and / or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teachers or, in the case of a school district employee, the building administrator.

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: **First Offense: Removal of technology privileges for 30 days. Second Offense: Removal of technology privileges for the remainder of the year; payment for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.**

IV. Limited Expectation of Privacy

1. By authorizing use of the Somerset system, Somerset does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the Somerset system.
2. Routine maintenance and monitoring of the computer system may lead to a discovery that a user has violated a policy or the law.

3. The telecommunication network is owned and operated by Somerset Academy Village for the express use of staff and students in education related activities. Somerset retains the right to monitor activity of users consistent with the law.
4. Data maintained on the system may be subject to review, disclosure, or discovery.
5. Parents have the right to request to review the contents of their child's files. Parents have the right to request the termination of their child's individual account at any time.

VI. Web Publishing

1. Students should not be easily identifiable from materials they might publish on the Internet. Only the students' first name / nickname, grade, school name and short description of the work will be used in published student work. Parents or guardians must sign a letter if they do not want their child / children's picture / work (when associated with schoolwork or activity) displayed on the Internet. **Somerset will assume your child's picture / work can be displayed on the District / School web site when the attached form is returned to the school.**
2. Pictures that are a part of student publishing should not include identifying information and under no circumstances will the student's home address or telephone number be included.
3. If replies to published student work are appropriate, the sponsoring staff members' E-mail address will be displayed.
4. If student-identifying information is required, a parent-signed release form will be kept on file.

VII. Student E-mail Accounts

The District will not furnish E-mail accounts to students. Students that need an E-mail account may use a free E-mail service approved by their teacher or school, the students will **not** be able to use this E-mail service at school.

VIII. Internet Use Agreement

The purpose of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of Somerset Academy Village. The Internet Use Regulations must be read and "The Technology Security Access Form" signed. **The District will assume your child/children have your permission to use the Internet when the attached form is returned to the child's school.** A form letter is attached to this regulation. The form must then be filed at the school Media Center.

IX. Limitation on School District Liability

Use of the school district's system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

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To read this handbook in its entirety please visit our webpage at www.somersetwm.com

Dear Parents or Guardians:

Somerset Academy Village will assume your child does not have permission to use the Internet unless this form is returned to your child's school.

Somerset Academy has taken extensive precautions to attempt to limit access to inappropriate or offensive materials. However, parents/guardians must recognize it is impossible for the district to restrict access to all inappropriate or offensive materials. If you or your child finds a site that is inappropriate or offensive to you, please report the site address (URL) to the school's office. A review of the site will be made based on District policy.

Teachers and staff will use the parent's letter to determine student access to network resources. Please be aware the schools' library systems are computerized and are accessed only through the Internet. If you do not return this form, your children's use of Library Media Center resources will be limited to only word processing, individual computer applications, and other school non-electronic resources.

I, _____, (print name) want my children to have access to the Internet.

Please list each child you **wish** to have access to the Internet, along with their grade and school. Return this form to your child's homeroom teacher.

<u>Children's Names</u>	<u>Grade</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Only return this form signed if you WANT your children to have Internet access.

Return to your child's homeroom teacher by Friday, August 28th.

Parent/Guardian's Signature _____ Date _____

Student's Signature _____ Date _____

Sincerely,

Somerset Academy Village Administration