

INSTRUCTION

Internet and Electronic Mail Permission Form

Palos Heights School District 128 is pleased to offer students access to a computer network that gives access to electronic mail and the Internet. To gain access to e-mail and the Internet, all students must obtain parental permission as verified by the signatures on the form below. Should a parent prefer that a student not have e-mail and Internet access, use of the computers is still possible for more traditional purposes such as word processing.

What is possible?

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the 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. Therefore, we support and respect each family's right to decide whether or not to apply for access.

What is expected?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

What are the rules?

Privacy - Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and insure that users are using the system responsibly. Routine maintenance and monitoring of the system may lead to the discovery that you have violated this Policy or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy or the law. Therefore, users should not expect that files stored on district servers will always be private.

Storage capacity - Users are expected to remain within allocated disk space and delete e-mail or other material which takes up excessive storage space.

Illegal copying - Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the Network Administrator. Nor should students copy other people's work or intrude into other people's files.

Inappropriate materials or language - No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher(s) immediately.

Rules of Appropriate Use

These are the guidelines to follow to prevent the loss of network privileges at school.

1. Do not violate copyright laws.
2. Do not damage the computer or the network in any way.
3. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
4. Do not view, send, or display offensive messages or pictures.
5. Do not use a computer to harm or harass other people or damage their work.
6. Do not share your password with another person.
7. Do not use the account of another user.
8. Do not waste limited resources such as disk space or printing capacity.
9. Do not trespass in others' folders, work, or files.
10. Do not spread computer viruses.
11. Do not use the network for non-school related activities.
12. Do not try to gain unauthorized access to resources or entities.
13. Do notify an adult immediately, if by accident, you encounter materials which violate the rules of appropriate use .
14. BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

Disciplinary Actions

Failure to comply with this policy and any administrative regulations and guidelines governing the use of technology will result in disciplinary action by staff, administration and/or the Board of Education.

Minimum Action:

Staff/user conference or reprimand

Additional Actions as deemed appropriate:

Staff/parent contact

Referral to the administrator for student discipline

Loss of access to specific technology and/or designated area

Confiscation of inappropriate items

Restoration/Restitution

Administrative and/or Board of Education action, including such serious consequences as suspension and expulsion.

Internet and Electronic Mail Permission Form

PARENT PERMISSION FORM and USER AGREEMENT

As a parent or guardian of a student at Palos Heights School District 128, I have read the above information about the appropriate use of computers at the school. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of the Authorization with my child. I hereby request that my child be allowed access to the District's Internet.

Parent or Guardian's Name (please print)

Parent or Guardian's Signature

Date

As a user of the school computer network, I agree to comply with the above stated rules and to use the network in a constructive manner.

Student Name (please print)

Student Signature

Date

Approved: September 16, 1998