

**BERNE UNION LOCAL SCHOOLS**  
**Network/Internet**  
**Acceptable Users Policy**

The Berne Union School District has actively pursued making advanced technology and increased access to learning opportunities available to our students and staff. We are happy to announce that we can **now** offer Internet accessibility. We believe this computer technology will help propel today's schools into the information age by allowing students and staff to access and use information sources from distant computers, communicate and share information with individuals or groups of other students and staff, and significantly expand their knowledge base. Internet is a tool for lifelong learning and only begins to open the door to many advanced tools.

**PROPER AND ETHICAL USE:** With this new learning tool, students and staff must understand and practice proper and ethical use. All students and staff must attend inservicing concerning procedures, ethics, and security on using Internet before receiving an account name and password in order to use the system.

**Berne Union Local Schools, in coordination with Metropolitan Educational Council, utilizes filtering technology that meets the requirements of the Children's Internet Protection Act of 2000 which prohibits Internet access to obscene and pornographic content.**

**CONDITIONS AND RULES FOR USE:**

**1. Acceptable Use**

- a) The purpose of Internet is to facilitate communication in support of research and education, by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of your account must be in support of and consistent with the educational objectives of the Berne Union Local School District.
- b) Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighted material, licensed software, threatening or obscene material, or material protected by trade secret.
- c) Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

**2. Privilege**

The use of the Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. The Berne Union Local School District, under this agreement, is delegated the authority to determine appropriate use and may deny, revoke, suspend, or close any user account at any time based upon its determination of inappropriate use by the account holder or user.

**3. Monitoring**

The Berne Union Local School District reserves the right to review any material on user accounts and to monitor file server space, email, instant messaging, and web traffic in order for the District to make determinations on whether specific uses of the network are inappropriate. In reviewing and monitoring these items, the District shall respect the privacy of user accounts.

**4. Network Etiquette**

All users are expected to abide by the generally accepted rules of network etiquette. Rules and regulations of net etiquette are subject to change by the administration. These include, but are not limited to, the following:

- a) Use appropriate language. Do not use profanity, obscenity or other language which may be offensive to other users. Illegal activities are strictly forbidden.
- b) Do not reveal your personal home address or phone number or those of students or colleagues.
- c) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all messages. Messages relating to or in support of illegal activities may be reported to the authorities and may result in the loss of user privileges.
- d) Use of the computer and/or network will not be for financial gain or for any commercial or illegal activity.

- e) The network should not be used in such a way that it will disrupt the use of the network by others.
- f) All communications and information accessible via the network should be assumed to be private property.
- g) Users shall not intentionally waste limited resources. Games, chat rooms, and chain letters are not considered educational use of the e-mail or Internet. Time and space are costly. Therefore no games, chat rooms, or chain letters are permitted when logged onto the system.
- h) Extensive use of computers and the network for non-curricular activities is prohibited.
- i) Students shall not use Internet mail for personal use.

## **5. No Warranties**

The Berne Union Local School District makes no warranties of any kind, whether express or implied, for the service it is providing. The District will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, no-deliveries, mis-deliveries, or service interruptions caused by the District's negligence or by the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The Berne Union Local School District specifically denies any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain, and consider how valid that information may be.

## **6. Security**

- a) Security of any computer system is a high priority, especially when the system involves many users. Users must never allow others to use their password. Users should protect their password to ensure system security and their own privilege and ability to continue to make use of the system.
- b) If you feel you can identify a security problem or misuse of the network, you must notify a teacher, principal, or system administrator. Do not demonstrate the problem to other users.
- c) The student in whose name an on-line service is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses, telephone numbers private. They shall use this system only under their own account number.
- d) Any user identified as a security risk for having a history of problems with other computer systems may be denied access to the network by the Berne Union Local School District.

## **7. Vandalism and Harassment**

- a) Vandalism and harassment will result in cancellation of user privileges.
- b) Vandalism is defined as any malicious attempt to harm, modify, and destroy data of another user. This includes, but is not limited to, the uploading or creating of computer viruses.
- c) Harassment is defined as the repeated annoyance of another user, or the interference with another user's work. Harassment includes, but is not limited to, the sending of unwanted mail.

## **8. Procedures for Use**

- a) Student users must always get permission from their instructors before using the network or accessing any specific file or application. FOLLOW WRITTEN AND ORAL CLASSROOM INSTRUCTIONS.
- b) All users have the same right to use the equipment. Therefore, users shall not play games or use the computer resources for other non-academic activities.

## **9. Controversial Material**

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the District is not responsible for restricting, monitoring, or controlling the communications of individuals communications utilizing the network. That being said, the district does reserve the right to monitor and restrict communications as it sees fit. During school, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, movies, radio, and other potentially offensive media.

## **PENALTIES FOR IMPROPER USE:**

1. Any user violating these rules, applicable state and federal laws or classroom and District rules are subject to loss of network privileges and any other District disciplinary options.
2. In addition, any unauthorized access, attempted access, or use of any state computing and/or network system is a violation of applicable federal laws, and is subject to criminal prosecution.

Dear Parent or Guardian:

Your child is eligible to apply for a no-cost account on the school's computer network. With this educational opportunity comes the responsibility to use this network in a productive and ethical manner. When your child receives an account, it is extremely important that he/she abide by the attached agreement which is to be signed by both the child and the parent.

Access to the school's computer network may also include access to the Internet for academic purposes. While the majority of things found on the Internet can be used as outstanding educational tools, there are items that are inappropriate for students. While it is our intent to make Internet access available to further educational goals and objectives, students may find ways to access other material as well.

We believe that the benefits to students from access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information services. Any inappropriate use of the computer network will result in loss of the privilege to use this educational tool and possible disciplinary action.

Since you are legally responsible for your son/daughter's actions, you may want to stress the importance of using only his/her own account name and password. Under no circumstances should anyone else be given the information to access your child's account.

After you have read and discussed the agreement with your child, please sign and return it to the school if you would like your child to have a computer network account.

**BERNE UNION LOCAL SCHOOLS**

**David McManis**  
Technology Coordinator

Richard Spindler  
Superintendent

**BERNE UNION LOCAL SCHOOLS**  
**NETWORK/INTERNET ACCESS AGREEMENT**

**USER:** I understand and will abide by the above Conditions and Rules of the Acceptable Use Policy. I further understand that any violation of the above Conditions and Rules of the Acceptable Use Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action and/or appropriate legal action may be taken.

Date: \_\_\_\_\_

User: \_\_\_\_\_ Grade: \_\_\_\_\_

Signature: \_\_\_\_\_

**PARENT OR GUARDIAN:** As the parent or guardian of this student, I have read the Network/Internet Acceptable Use Policy. I understand that this access is designed for educational purposes. I also recognize that it is impossible for the Berne Union Local School District to restrict access to controversial materials available on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Date: \_\_\_\_\_

Parent or  
Guardian: \_\_\_\_\_

Signature: \_\_\_\_\_

Parent/Guardian e-mail address: \_\_\_\_\_