

# **Clintonville Academy Acceptable Use Policy**

## *Local Area Network (LAN) and World Wide Web Access*

Clintonville Academy has established and maintains a local area network which provides students with access to a variety of resources including high speed wireless internet, a twenty-computer laboratory, and a state-of-the-art wireless mobile computer laboratory. These resources are intended to enhance the learning experience while here at Clintonville Academy.

In order to maintain the integrity of the network and the safety of the students an Acceptable Use Policy has been developed. This policy must be read and signed electronically through Gradelink by the student and their parent(s)/guardian(s).

### 1. Use of Network – Purpose

1.1. The intent of the network and all of its resources is to provide students with the integration of technology to enhance their learning experience while teaching them vital technology skills necessary to succeed both today and in the future. The use of the network and its resources by the students must be in support of relevant, educational goals.

### 2. Vandalism to or Trespassing of the Network or any of its resources

2.1. Students will not commit any form of vandalism, either physical or virtual, to the network, any of its resources, or the operation of the network. This includes, but is not limited to, knowingly downloading a virus, damaging keyboards or mice, unplugging any network resource, or altering or destroying any file(s) on the network, other than their own.

2.2. Students will not gain access, or attempt to gain access, beyond their authorized domain. This includes, but is not limited to, attempting to “hack” any restricted part of the network or using another user’s password, with or without permission, to gain access to their drive.

### 3. Unacceptable Uses of Network and/or Internet/World Wide Web (WWW)

Students will not use the school network or any of its resources to:

3.1. Violate any federal, state, or local laws;

3.2. Violate any school board policy or any policy contained within the student handbook;

3.3. Access, create, display, distribute, download, duplicate, share, or upload any material that is harmful to people, especially minors, including, but not limited to, material containing obscenities, profanity, pornography, or material that promotes discrimination, illegal acts, or violence;

3.4. Create, display, distribute, download, duplicate, install, share, store, or upload copyrighted software, shareware, freeware, or any other material covered by federal copyright laws;

3.5. Conduct commercial activity (including buying, selling, trading, or other means of financial gain), political lobbying, or any other illegal activities;

3.6. Cheat or commit plagiarism.

- 3.7. Send, retrieve, or post any personal information about themselves or any other person. This includes, but is not limited to, a student's full name, home address or phone number, the student's school address or phone number, etc.
- 3.8. Download files from the internet without permission of the network administrator. Once a file has started downloading, the only person who can delete the file is the network administrator.

#### 4. Accidental Access of Inappropriate Information

- 4.1. If a student inadvertently accesses inappropriate information, they should use the "Back" button on their browser and immediately inform the network administrator or their classroom teacher. Due to ill-intended individuals who create some websites, students can be misled and unknowingly rerouted to an unintended destination. By reporting this, they can protect themselves and others from potentially accessing the unintended site in the future.

#### 5. Waiver of Privacy

- 5.1. Due to the need of Clintonville Academy to insure compliance with this Acceptable Use Policy and the inherent vulnerability of the security in some networks, students and parents understand that any information accessed, created, distributed, downloaded, shared, stored, or uploaded may be reviewed at any time without consideration of any reasonable suspicion that the Network or any of its resources contain evidence of a violation or violations of the Acceptable Use Policy, the student handbook, and federal, state, or local laws.
- 5.2. Clintonville Academy and the network administrator will cooperate fully with legal authorities in regard to any investigation of illegal activities believed to be conducted on or through the school network.

#### 6. Network Disclaimer

- 6.1. Clintonville Academy, the network administrator, and any contracted outside agencies related to the network will make every reasonable effort to maintain the integrity of the network and its resources. However, the above said asserts no guarantee that the network and its resources will be free from error. The above said are not responsible for any damage to the user as a result of network use. This includes, but is not limited to, loss of data, services, or other network related damages.

#### 7. Email Address

- 7.1. Students in grades 2-8 will be assigned an email address through Clintonville Academy. They will use this email address as instructed by their classroom teacher and technology teacher. When instructed, the email address and documents related to their Gmail/Google account can be accessed from home. Everything stated in this Acceptable Use Policy extends to the use of their school email.

Your child's email address and password:

# Clintonville Academy Acceptable Use Policy Permission Form

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### ***Student's Section:***

By signing, I state that I have read and understand the Acceptable Use Policy attached and agree to follow this policy. I also understand that the use of the network and its resources is a privilege and may be terminated if I fail to follow any part of this policy.

Student's Printed Name: \_\_\_\_\_ Student's Grade Level: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ***Parents' Section:***

Acceptable Use Policy Acknowledgement:

I have read and understand the "Acceptable Use Policy" for Clintonville Academy. I am aware that any violation of this policy on my child's part will result in loss of network privileges and appropriate disciplinary actions set forth in the student handbook. I also understand that this form will be kept on file at the school throughout the duration of the current school year.

Internet Permission – Please check only one:

I hereby give my permission for my child to access internet via the school network

I do not want my child to access the internet via the school network.

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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