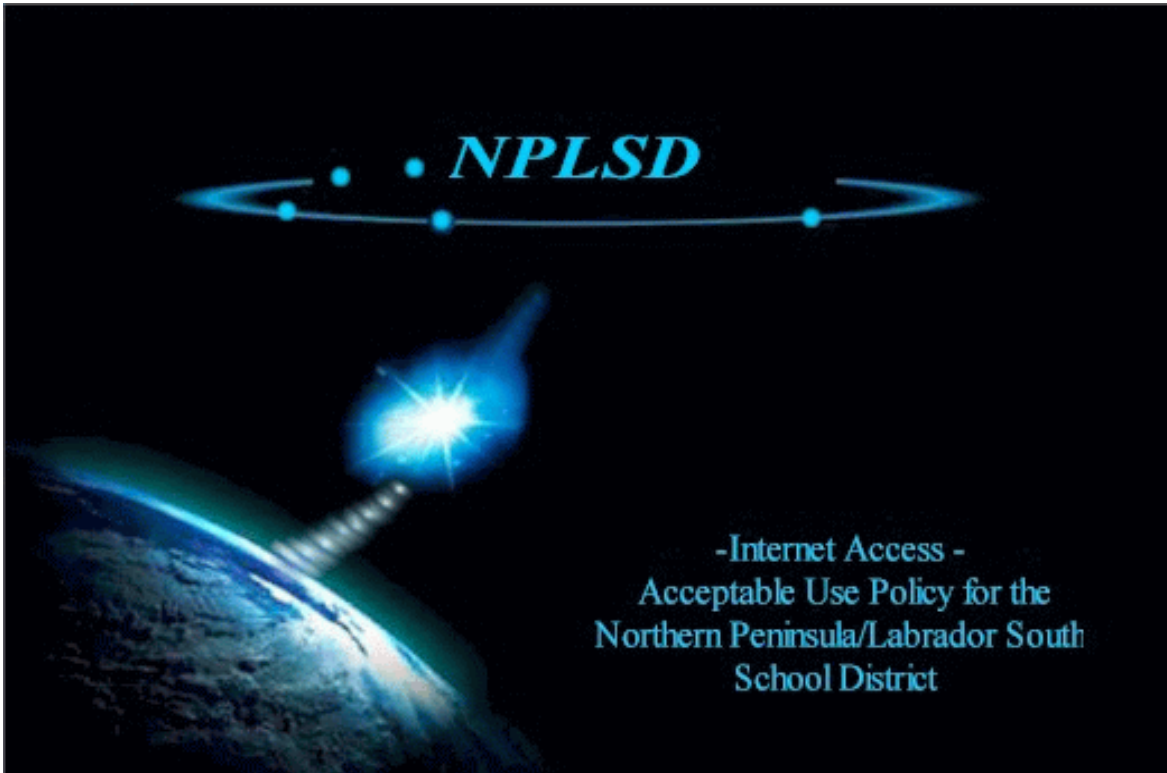


*Northern Peninsula/Labrador South
School District #2*

Internet Acceptable Use Policy



Approved June 22, 2001

Northern Peninsula/Labrador South School District #2

Internet Access Acceptable Use Policy

Introduction

The Internet is a global communication system of computer technology connected by telephones, cable lines and/or satellites. It is a fluid environment of constantly-changing, unregulated information that is used as an information resource similar to the way in which books, magazines, newspapers and videos are used. It is a two-way communication process by which users from school networks can see out into the world and the world networks can see back into school networks. It is a tool that can greatly enhance the ability of teachers to provide new and exciting learning opportunities for students.

The Internet provides students enrolled in the school programs access to a wide variety of computer and information resources. Educational uses of the Internet by students pursuing public school programs may include such things as electronic mail, searching and creating on-line databases, transferring of electronic files of information from one computer to another, and hypertext (World Wide Web) displays of searchable, indexed information. Students who have access to the educational information resources of the Internet and the means to exchange thoughts, ideas and insights, and publish their research and creative works over the Internet, are active participants in the information age.

Student access to and use of learning resources, including the Internet, are to be guided by the goals and aims of education in the Province of Newfoundland and Labrador. Through planned and supervised curriculum-based learning experiences, students are taught the information literacy skills necessary to be lifelong independent learners. Students need and benefit from supervision and guidance as they explore the electronic Internet environment and the opportunities this environment presents. Supervision and guidance help ensure that students' electronic experiences are healthy, safe, and educationally appropriate.

It is **impossible**, however, to predict, with certainty, the accuracy and age appropriateness of material that students may access. It is possible that your child may run across areas of adult content or materials that might be objectionable. While reasonable steps are taken to prevent such access, it is not possible to guarantee that students will not inadvertently or purposely find inappropriate materials.

It is the Teacher's responsibility to

- ensure that the use of Internet resources is consistent with curriculum outcomes of the *Provincial Department of Education for Newfoundland and Labrador*.
- provide planned and supervised curriculum-based learning experiences for students through which students are taught the information literacy skills of lifelong learners who lead independent, productive lives
- preview and evaluate learning resources including Internet sites prior to recommending them for student use
- direct students to previewed, recommended, and evaluated Internet resources integrated within the curriculum and instructional program
- supervise student access to Internet resources identified through tools such as electronic search engines and news groups, and to provide appropriate guidance and instruction to students in the relevant and effective use of those sites that have not been evaluated by the teacher
- inform students that communications on networks are often public in nature and that privacy is rarely available
- provide students who are using the Internet in a school location other than the classroom in which the teacher is located, with clear direction and expectations of student compliance with school guidelines for the acceptable use of school-provided networked information resources, electronic systems, and Internet.
- review the Acceptable Use Policy with the student before access is permitted by the teacher providing assignments or activities that involve student access to networked information resources. (The teacher will also confirm with the principal that the appropriately signed Agreement is on file for each student before access is permitted by that teacher.)
- provide developmentally appropriate, structured learning activities, and lists of resources particularly suited to the curriculum outcomes. (Teachers will deal with access to inappropriate information by providing guidance in search strategies, and supervising access as is appropriate for student age/grade level. Student use of the Internet is subject to the School Discipline Policy.)

It is the Parent/Guardian's responsibility to

- sign the school's Acceptable Use Policy to indicate his/her understanding and agreement with the terms of provision of student access to the Internet

It is the Student's responsibility to

- follow responsibly school guidelines for the acceptable use of school-provided networked information resources, electronic systems, and Internet as part of a planned curriculum learning activity
- use school-provided networked information resources and electronic systems responsibly as part of a planned curriculum learning activity
- submit to the school principal, a signed Acceptable Use Agreement, which includes parent/guardian permission. (A signed Acceptable Use Agreement indicates his/her understanding and agreement with the terms of provision of student access to the Internet.)
- exercise caution when releasing personally identifying information to any person or electronic system
- backup his/her personal electronic files according to a schedule and procedure communicated by the school's system administrator. (All files will occasionally have to be purged from the computer by the school's network administrator for reasons such as electronic viruses, hardware maintenance, management of system resources such as storage memory, or the end of a school year or project for which access to the technology has been provided.)
- assume with his/her parent/guardian, all responsibility resulting from financial obligations entered into by the student. (Teachers will provide guidance to students about such opportunities, possibilities and liabilities.)

Security of Information and the Internet

Students must be told that information distributed over the Internet may not be secure. It is possible for electronic messages to be intercepted, read, and modified without the author's permission or knowledge.

Student Privacy and Safety

Students must be alerted to the dangers of making personal identifying information available over the Internet. Lurkers with access to students' pictures, addresses, and telephone numbers have harassed and harmed children or members of their families. Just as posting students' pictures and contact information in a public newspaper would not be advisable, posting the same information on an Internet accessible homepage may result in unwanted attention, solicitation, or harassment. Discussing student interests and activities in forums such as web pages and e-mail are legitimate student activities; however, students and schools may not release information that could be used to bring the student in direct contact with correspondents. Students and schools should not release the following student identifying information over Internet e-mail or other electronic publications/files: student picture, student or family telephone/fax number, parent/guardian or siblings names, or student address.

Students who use the Internet and communication technologies may be in communication with people throughout the world. The risks associated with communicating in a global environment include unwanted communication and solicitations by individuals who gain access to students' personal identifying information, and access to harassing, pornographic, obscene, racist, sexually explicit or threatening material, imagery or language. Minimizing student exposure to such risks is a key requirement of the District's Acceptable Use Policy.

School's Acceptable Use

- Students will use school-provided Internet access with direct teacher permission and supervision.
- Students' personal information such as their pictures, addresses, telephone numbers, parents' names and home or work addresses/telephone numbers, will not be published by the students or schools.
- Students who receive information or messages that make them uncomfortable will immediately report the occurrence to the supervising teacher.
- Students will never agree to meet with someone they encounter online without the prior permission of their parents/guardians.
- Students will follow the schools' established rules for going online.
- Students will not attempt to access private or personal materials, information, or files of others without their prior authorization. Students may view published web pages and cite information obtained from them appropriately.
- Students will not vandalize, damage, or disable the work of another individual or organization.
- Students will not access, manipulate, alter or attempt to damage, disable or destroy technology or computer files.
- Students can copy only material for which they have permission.
- Students will not access, create or distribute harassing, pornographic, obscene, racist, sexually explicit, or threatening material, imagery or language.

- Students will not use school-provided Internet access for illegal purposes or for non-approved commercial purposes.

Consequences of Unacceptable Use - (Sanctions)

Disciplinary actions related to student access to electronic resources may be determined at the school and/or classroom level in accordance with board and school discipline policies.

- Violations of the school or board acceptable use policies may result in a loss of access to electronic resources. Such loss may result in the inability of the student to successfully complete the curriculum learning outcomes.
- When appropriate, law enforcement agencies may be involved.

DISCLAIMER

Use of any information obtained via the Internet is at the user's own risk.

Sample Permission Form for Student Access to the School's Internet Connection

Student Section

All students must read and sign and have his/her parents/guardians read and sign the **Permission Form for Student Access to the School's Internet Connection** before access privileges are provided by the school.

I have ___ have not ___ attended a school-sponsored information session concerning the school's Acceptable Use Policy.

I have read and understand the school's Acceptable Use Policy and agree to abide by the conditions and spirit of the Policy.

Signed _____ Student Number _____

Electronic ID _____

Parent Section

I have ___ have not ___ attended a school-sponsored information session concerning the school's Acceptable Use Policy.

I have read and understand the school's Acceptable Use Policy and agree to abide by the conditions and spirit of the Policy.

I understand and agree that any financial transactions undertaken by this student from the school Internet account are my responsibility.

Signed _____

Sample Teacher Statement of Provision of Student Access to the Internet

I have reviewed the school's Acceptable Use Policy with students registered in the course and course section below prior to authorizing their access to networked information resources within my instructional program. I have received confirmation from the principal that all students in this course and section, with the exception of those listed below, have supplied a signed "Permission Form for Student Access to the School's Internet Connection." Students listed below are not authorized for Internet access.

Signed _____ Date _____

Course Name _____ Section _____

Students not Authorized for Internet Access