

# Swansea Public Schools

## K-12 Student Computer/Network/Internet User Agreement

### Introduction

We are pleased to offer students of the Swansea Public Schools access to the district computer network resources, and the Internet. These Acceptable Use Guidelines serve as a written agreement between the Swansea Public Schools and its students and staff. It outlines the appropriate uses for technology in the district as well as the consequences for failure to adhere to those guidelines. To use these resources, all students and parents must sign and return the pupil information card that was distributed by the school. Copies of the pupil information card and this document are also located on our website ([swanseaschools.org](http://swanseaschools.org)). Parents, please read this document carefully, review its content with your son/daughter, and sign the pupil information card where appropriate. Any questions or concerns about this permission form or any aspect of the computer network should be referred to your school's Library Media Specialist, Technology Integration Specialist, or Principal.

### General Network and Technology Use

Technology in the Swansea Public Schools will be used in collaboration with curriculum. Computers and other technology equipment are tools used to support the teaching and learning process. The network is provided for students to conduct research, complete assignments, and communicate with others. Access to computers and network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access to all technology is a privilege – not a right. As such, general school rules for behavior and communications apply and users must comply with district standards and honor the agreements they have signed. All student use of the Internet is to be conducted under faculty supervision. Nevertheless, faculty members are not expected to monitor student use at every moment. Each student and staff member are expected to take individual responsibility for his or her appropriate use of the Internet and follow all conditions and rules of technology use as presented by the Swansea Public Schools. Any violation of the conditions and rules may result in revocation of technology privileges and possible legal and/or disciplinary action.

All data storage areas including, but not limited to workstations, external drives, network storage, etc., may be treated like school lockers. Network administrators and administration may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should assume that files stored on the district owned equipment and equipment that is brought from home (i.e. laptops, CD, floppy discs, etc.) will always be public and available for anyone.

### User's Privileges and Responsibilities

Users of Swansea Public Schools equipment may:

1. Use all authorized hardware and software, when available, for which they have received training to facilitate learning and enhance educational information exchange.
2. Access information from outside resources, which facilitate learning and enhance educational information exchange.
3. Access district networks and the Internet to retrieve information, facilitate learning and enhance educational information exchange.

Users are responsible for:

1. Utilizing technology in the school only for facilitating learning and enhancing educational information exchange consistent with the educational mission of the Swansea Public Schools.
2. Maintaining the privacy of passwords and are prohibited from publishing or discussing passwords.
3. Keeping all inappropriate materials, inappropriate text files, or files dangerous to the integrity of the school's network, equipment, and software from entering the school via the Internet, removable media, or other means.
4. Keeping hardware and software from being removed from school premises without prior consent.
5. Maintaining the integrity of the e-mail system (if applicable) and making only those e-mail contacts, which facilitate learning and enhance information exchange.
6. Keeping all food and drink away from computers, printers, etc.
7. Adhering to all copyright guidelines and avoiding plagiarism.
8. Adhering to the rules established for the use of hardware, software, labs, and networks in the school and through remote access.
9. Engaging in no harassment. The Swansea Public Schools Harassment and Discrimination Policy, which is included in the individual schools' handbooks, is applicable to Internet conduct.

### Internet / World Wide Web

Access to the Internet will enable students to use thousands of libraries and databases. Within reason, freedom of speech and access to information will be honored. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed and disadvantages. Ultimately, teachers, parents and guardians of minors are responsible for setting and conveying the standards that their students/children should follow when using media and information sources.

To use computers and networked resources, all students and parents must sign and return the pupil information card. The activities listed below are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Using non-educational websites that do not support teaching and learning, such as, myspace.com
- Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian
- Harassing, insulting or attacking others. The Swansea Public Schools Harassment Policy is applicable to Internet use
- Participating in any communications that facilitate any illegal activities or violate any other laws
- Transferring, copying, downloading any non-educational material that does not support teaching and learning such as music or inappropriate images
- Damaging or modifying computers, computer systems or computer networks
- Removing hardware and/or software from school premises without prior consent
- Consuming food and drink near computers
- Violating copyright laws and committing plagiarism
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes, financial gain, or fraud
- Utilizing district resources to establish electronic mail accounts through third-party providers or any other non-standard electronic mail system. Email accounts are not provided for students
- Intentional use of software or other websites to bypass the Internet filtering technology.

### **Consequences**

Failure to adhere to the technology conditions and rules of the Swansea Public Schools will result in disciplinary action, which could include, but not be limited to the, following:

- Revocation of access to any Swansea Public Schools computer in the building
- Revocation of network privileges and/or access
- Possible legal and/or disciplinary action
- Individuals shall reimburse the school district for repair or replacement of district property lost, stolen, damaged, or vandalized while under their care

The ultimate consequences are at the discretion of the building administrator.

### **Disclaimer**

The Swansea Public Schools make no warranties of any kind for the technology services provided. The school system will not be responsible for repair or replacement of equipment maliciously damaged by an individual. Protection of data is the responsibility of the user. The district will not be responsible of any loss in service or data. Use of all technology and networks is at one's own risk. The school system is not responsible for verifying accuracy of any information obtained through the technology or network.

### **Changes in the Acceptable Use Guidelines for Computer and Internet Use**

The Swansea Public Schools reserves the right to change these Guidelines at any time.