

Milbank School District  
Student Network/Internet Acceptable Use Policy

The purpose of these regulations is to provide acceptable use procedures and regulations for network and Internet resources as additional educational resources and communication tools for students of the Milbank School District. Access to the Internet allows users to explore an unlimited amount of information on a global "electronic highway." The benefits of such a system far outweigh the risk that users may access controversial and/or inappropriate information or use the resources available to them inappropriately. However, it is important that parents and students are aware that most information is appropriate and valuable, but some is not. These guidelines are provided to define expectations for students as they use these resources.

**User Terms and Conditions**

1. The use of the network and Internet must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Milbank School District along with state and federal regulations.
2. No student may access the network or the Internet without permission of his/her school and parents and have a signed Permission for Network/Internet Use Form. This does not apply to direct classroom instruction where the teacher uses the Internet as a classroom demonstration or in a situation where the students are using the Internet and being supervised by the staff as part of the class and curriculum.
3. By using various websites in classroom instruction, students may have to create or access 3<sup>rd</sup> party accounts that have been set up for them. These accounts are subject to the terms of use of such sites. By agreeing to these terms, the students are also agreeing to the terms of such websites that they may use. A complete list of those sites which require separate accounts is available on the Milbank School District website.
4. For security purposes and to maintain the integrity of the system, all use and communication through the network or Internet is subject to access and review by school personnel.
5. The following uses of school provided network/Internet access are not permitted:
  - a. To transmit, receive, access, download, or distribute offensive, threatening, vulgar, pornographic, obscene, or sexually explicit material, or any other software without permission of the teacher; or via a web page;
  - b. To vandalize, damage, or disable property of the school or another individual or organization;
  - c. To access another individual's materials, information, or files without permission of the teacher;
  - d. To use the network or Internet for commercial or political campaign purposes;
  - e. To release files, addresses, passwords, or other vital accessing information;
  - f. To promote or solicit for illegal activities;
  - g. To interfere with another person's use or account in any way;
  - h. To violate copyright or other protected material laws;
  - i. To attempt to log on to the network/Internet as a teacher or system administrator;
  - j. To subscribe to mailing lists, e-mail, games, screen savers, or other services that generate several messages that can slow the system and waste other user's time and access;
  - k. To use PDAs, cell phones, calculators, computers(except for labs owned and located in the schools), or any other electronic device to gain wireless access to the school's network/Internet without specific permission from the Technology Department Chair or the network administrator;

- l. To use any other communicational programs—e-mail, instant messaging, chat rooms, etc.—other than the ones the school provides. (The electronic mail is not guaranteed to be private; network supervisors have access to the e-mails.); and/or
  - m. To change any files, systems setups, or default settings unless instructed by a teacher;
  - n. To place student pictures, names social security numbers or other identifiable information on any web pages.
6. Milbank School District is not responsible for loss of information or any damages suffered from Internet use. Use of the Internet is done at the user's risk. The District is not responsible for the accuracy or quality of information obtained through Internet services.
7. No financial obligations will be binding on the District from individual use.
8. Any security or equipment problems arising from use of the network or the Internet must be followed by notification of a teacher or network administrator.

### **Inappropriate Use**

Inappropriate use includes, but is not limited to intentional uses that violate the law, that are specifically named as violations in this policy, that violate the regulations of the school district, that violate any international, federal, or state laws, or any other use that hampers the integrity of security of the school district's computer network or any computer network connected to the Internet.

### **Violation Consequences**

Violations of the law, through use of the school district's network/Internet access, may result in disciplinary action or litigation against the offender by proper authorities.

Violations of network/Internet policies or procedures, or regulations will result in the following consequences:

1. Any damage or repair resulting from intentional abuse of the school's equipment or software will be the responsibility of the student.
2. For purpose of administering consequences, violations are minor, major or severe.

The teacher observing or catching the violation will consult with the principal of the building where the student is enrolled to determine whether the violation is major, minor, or severe.

Minor Violations include but are not limited to sharing passwords, using the computer for commercial or political purposes, using another person's password, and accessing other's files.

Major Violations include but are not limited to transmitting, downloading, or distributing offensive, threatening, vulgar pornographic, obscene, or sexually explicit material; vandalizing, damaging, or disabling school or other student's property; violating copyright laws; using unauthorized programs; using non-authorized communicational programs; and changing default settings without permission.

Severe Violations include incidents that cause damage taking considerable time and/or expense of the computer technician, teachers, or other repair persons to repair or to re-input lost data; severe violations include but are not limited to logging in as a system administrator, changing files, and changing system set-ups.

### **Consequences for minor violations:**

1. First violation: The student will be verbally informed of the violation by the teacher. The teacher will inform the parent/guardian in writing of a violation and consequences with a copy files in the principal's office. Network/Internet privileges will be revoked for up to two school days.

2. Second violation: Same as the first violation except that Network/Internet privileges will be revoked for up to five school days.
3. Third violation: Same as the first violation except that Network/Internet privileges will be revoked for up to ten school days.

**Consequences for major violations:**

1. First violation: The student will be verbally informed of the violation by the teacher. The teacher will inform the parent/guardian in writing of the violation and consequences with a copy filed in the principal's office. Network/Internet privileges will be revoked for up the ten school days.
2. Second violation: Same as the first violation except that Network/Internet privileges will be revoked for up to nine weeks of school.
3. Third violation: Same as the first violation except that network/Internet privileges will be revoked for up to one semester.

**Consequences for severe violations:**

1. The student will receive a minimum of 10 days of out-of-school suspension and a maximum of one semester of out-of-school suspension. Parent/principal will be informed of the violations in writing.
2. The student will pay for any damage resulting from the violation including time of staff to reenter lost data.

Note: Student due process procedures will be followed in implementing the above consequences.