BEDFORD CITY SCHOOLS ACCEPTABLE USE
AND INTERNET SAFETY AGREEMENT

The Bedford City School District is pleased to make available to students access to networked computer systems and to the Internet, the world-wide network that provides access to significant educational materials and opportunities.

In order for the school district to continue to make computer network and Internet access available for educational purposes only, all students must take responsibility for appropriate and lawful use of this access. Access is a privilege, not a right, and carries with it responsibilities for all involved. One student's misuse of the network and Internet access may jeopardize the ability of all students to have such access. While teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Agreement of the school district. Upon reviewing, signing, and returning this agreement, each student will be given Internet access at school and is agreeing to follow this policy. If a student is under 18 years of age, he or she must have his or her parent or guardian read and sign the policy.

The school district cannot provide district network or Internet access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parent or guardian. Listed below are the provisions of your agreement regarding computer network and Internet use.

A user who violates this agreement shall, at a minimum, have his/her access to the network and Internet terminated and is subject to disciplinary action by the school administrator.

I. Acceptable Uses
A. Educational Purposes Only
The school district is providing access to its computer networks and the Internet for educational purposes ONLY. If you have any doubt about whether or not an activity is educational, consult with the person(s) designated to help you decide if a use is appropriate. Teachers may allow individual students to use email, electronic chat rooms, instant messaging, social networking sites, and other forms of direct electronic communications for educational purposes only and with proper supervision. This supervision may include district personnel having documentation of student user names and passwords on file.

B. Netiquette
All users must abide by the rules of network etiquette, which include the following:
1. **Be polite.** Use appropriate language and graphics. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

2. **Avoid language and/or graphic representations that may be offensive to other users.** Do not use network or Internet access to make, distribute, or redistribute jokes, stories, or other material that is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

3. **Do not assume that a sender of e-mail is giving his or her permission for you to forward** or redistribute the message or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.

II. Unacceptable Uses of Network

Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

A. Uses that violate the law or encourage others to violate the law; transmitting offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the school district's student code of conduct; viewing, transmitting or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others and downloading or transmitting confidential/trade secret information or copy written materials. Even if materials on the network are not marked with the copyright symbol, you should assume that all materials are protected, unless there is explicit permission on the materials to use them;

B. Uses that cause harm to others or damage property: e.g., defamation, identity theft, using a password other than your own, uploading a virus or other malware, or unauthorized access;

C. Uses that jeopardize the security of and access to any network: i.e., use of proxies;

D. Uses that involve buying and selling over the internet;

E. Uses of forums other than those approved for educational purposes;

F. Uses for political, commercial, illegal, financial, and/or religious purposes;

G. Uses of threatening, profane, harassing or abusive language;

H. Uses that involve accessing pornographic or obscene materials, or using or sending profanity in messages;

I. Uses that involve all forms of harassment in cyberspace, often called cyberbullying. This includes, but is not limited to: harassing, teasing, intimidating, threatening, or terrorizing another person by e-mail messages, instant messages, text messages, digital pictures or images, or website postings (including blogs). All reports of harassment in cyberspace will be investigated fully.

J. Uses that reveal the student's personal home address or phone number or those of other students or colleagues.

III. Use of Web Tools

Online communication is critical to our students' learning of 21st century skills and tools such as blogging and podcasting offer an authentic, real-world vehicle for student expression. Again, as educators, our primary responsibility to students is their safety. Hence expectations for classroom blogs, student protected e-mail, podcast projects or other web interactive use must follow all established Internet safety guidelines.

The use of blogs, podcasts or other web tools is considered an extension of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in blogs, podcasts, or other web tools. This includes, but is not limited to, profanity, racist, sexist, or discriminatory remarks.

- Students using blogs, podcasts, or other web tools are expected to act safely by keeping all personal information out of posts.
- Students should never post personal information on the web (including, but not limited to, last

names, personal details including address or phone numbers, or photographs). Do not, under any circumstances, agree to meet someone you have met over the Internet.

- Any personal blogging or other online writing relative to class blogs/work is typically linked to a student profile and should follow blogging guidelines. Therefore, anywhere the log-in is used, the account should be treated as a school-related activity. Comments made on blogs should be monitored, and if they are inappropriate, deleted.
- Never link to websites from your blog without reading the entire article to make sure it is appropriate for school.
- Students using such tools agree not to share their username and password with anyone and treat web spaces as classroom extensions. Language that is inappropriate for class is also inappropriate for the web.
- Students who do not abide by these terms and conditions will be subject to consequences appropriate to misuse.

IV.   Internet Safety
- **Parents and users:** Despite every effort for supervision and filtering, all users and their parents/guardians are advised that access to the electronic network may include the potential for access to material inappropriate for school-aged students. Every user must take responsibility for his/her use of the network and Internet and avoid these sites.
- **Personal safety:** In using the network and Internet, users should not reveal personal information or arrange face-to-face meetings with someone "met" on the Internet.
- **Confidentiality of Student Information:** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never provide private or confidential information about themselves or others, including personal name, address, or phone numbers or that of others on the Internet.

V. Personal Technology Devices
- Students are permitted to use approved personal technology devices for educational purposes under the direction of a classroom teacher. Use of personal devices is subject to the same rules and regulations as are district-owned devices. Violations of any board policies, regulations, or school rules involving a student's personal electronic device may result in the loss of use of the device in school and/or disciplinary action. Students using their own electronic devices may access only the wireless Internet provided by the school district. Internet access from outside sources allowing for 3G or 4G access is not permitted.

- The school reserves the right to inspect a student's personal electronic device if there is reason to believe that the student has violated board policies, regulations, school rules, or has engaged in other misconduct while using their personal electronic device.

- Students are responsible for ensuring the safety of their own personal devices. The District is not responsible for the lost or theft of a device, nor is the District responsible for any damage done to the device while at school.   Ref: BOE Policy EDEB

VI. Teacher Responsibilities
- Provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the district curriculum.
- Inform all students of their rights and responsibilities as users of the district network prior to gaining access to the network, either as an individual user or as a member of a class or group.
- Support networked resources to meet educational goals.
- Treat infractions of the Acceptable Use and Internet Safety Agreement according to the school discipline policy.
- Provide alternative activities for students who do not have permission to use the Internet.

VII. Principal Responsibilities
- Include the Acceptable Use and Internet Safety Agreement in student handbook
- Be sure handbooks are distributed to all students
- Treat student infractions of the Acceptable Use and Internet Safety Agreement according to the school discipline policy
- Keep permission forms on file for one year
- Students who do not have permission to use the Internet must be identified to the teaching staff

VIII. District Responsibilities
- Implement technology-blocking measures that protect against access by both adults and minors to visual depictions that are inappropriate, offensive, obscene, or contain pornography,   or are harmful to minors.
- Have the Acceptable Use and Internet Safety Agreement approved by the board and reviewed as necessary.
- Develop a program to educate students about appropriate on-line behavior; including interacting with other individuals or social networking sites, and in chat rooms, etc., and cyberbullying awareness and response.
- Active Restriction Measures: The district will utilize filtering software to prevent students from   accessing visual depictions that are obscene, pornographic, or harmful to minors. The district also will monitor the online activities of students through direct observation and/or technological means.

Bedford City School District
Acceptable Use and Internet Safety Agreement 2016-2017
Consent Form

As a parent or legal guardian of _____, I have read and understand the Acceptable Use and Internet Safety Agreement and agree to abide by all rules and standards for acceptable use as stated therein.

I further state that all information stated herein is truthful and accurate.

I grant permission for my child to access or use a school computer or network software as well as the Internet services and/or to create a student account on the Bedford City School District's computer network.

Student's Name: (please print) _____

Student's School: _

Parent Phone Number: _____

Parent E-mail Address: _____

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____