

## **STUDENT INTERNET POLICY**

### **Policy**

The Board of Education recognizes the educational value of technology and the benefit of its availability in the schools and, therefore, provides students access to interconnected computer systems within the District and to the Internet. This access will be contingent upon teacher supervision and prior classroom training. The purpose of this access is to promote the exchange of information to further education and research. With this educational opportunity comes the responsibility to protect the safety and welfare of the students.

In order for the school district to be able to continue to make this access available, all students must take responsibility for its appropriate and lawful use. Students must understand that one student's misuse of the network and Internet may jeopardize the availability of this resource.

All users and their parents/guardians are advised that access to the electronic network includes the potential for access to materials inappropriate for school-aged students. All reasonable efforts will be made to ensure that students are not accessing such material. These efforts will include filtering software and various methods of monitoring including, but not limited to, teacher supervision and electronic monitoring. While teachers and other staff will make reasonable efforts to supervise student use of this technology, they must have student and parent cooperation in exercising and promoting responsible use of this tool.

All students, without exception, will be required to have in place a signed Internet Access Agreement before they are permitted access to the Internet. A new agreement will be required at the beginning of each level of school (elementary, middle and high) or whenever a new student enters the system. Both the student and their parent/guardian will sign this agreement. If the student is 18 or older, a parent/guardian signature is not required. The use of the Network/Internet is a privilege, not a right. If any user violates this policy, access will be denied or withdrawn and the user may be subject to additional disciplinary action including, but not limited to, suspension and/or expulsion.

Approved: 6/04/96  
Revised: 7/16/02, 8/19/03

Regulations

Acceptable Use

1. Educational Purposes Only – The school district is providing access to its computer networks and the Internet for educational purposes only. If there is any doubt on the part of a user about whether a contemplated activity is educational, it should not be engaged in until the Principal or designee makes a determination as to its instructional value.
2. All students using electronic information resources shall act in a responsible, ethical, and legal manner at all times. All copyright and trademark laws will be respected and adhered to. Even if materials on a network are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.
3. Students shall use school-based electronic information resources only with the permission and supervision of a staff member.
4. Student users of the Internet shall not give out personal information other than first name and school e-mail address.
5. Subscriptions to Listservs, news groups, bulletin boards and any other on-line promotional services will be subject to review and approval by district staff.

Unacceptable Use

1. Neither Trumbull’s instructional network or Internet access is to be used for commercial business use, political or religious advocacy purposes or to execute a commercial transaction not related to school business.
2. The following uses of the Internet are prohibited:
  - a. To access materials inappropriate for minors (i.e. obscene, pornographic, harmful to minors).
  - b. To transmit materials inappropriate for minors.
  - c. To violate the law or encourage others to do.
  - d. To cause harm to others or damage their property. These include, but are not limited to, defamation, using another’s password, misrepresenting oneself as another, uploading a harmful form of programming or vandalism, and participating in “hacking” activities.
  - e. Jeopardizing the security of student access or of the computer network or other networks on the Internet, including disclosing or sharing passwords.
  - f. Sending material critical of or which may be offensive or objectionable to school administration, teachers, staff, students, or anyone associated with the school district, or using the Internet to threaten or harass others.
  - g. Disclosing personal information about oneself or another student.

Regulations

3. Users will not engage in "Spamming." Spamming is sending an annoying or unnecessary message to a large number of people. It can be advertisements blindly sent by marketers (unfairly shifting their costs), chain letters, urban legends, jokes, and inconsequential multimedia files.

Frivolous e-mails can contain a script that can send back not only your address but also your entire address book. Spam uses school facilities, time, bandwidth, and resources to carry all this unsolicited information.

ISPs or other third parties, whose resources are often hijacked to send the spam, are forced to handle the barrage of angry complaints directed to forged addresses - sometimes incurring costly interruptions of service, as overloaded servers are brought back online.

'Spamming' is classified as Misuse of Service. Users will check e-mail frequently, delete unwanted messages promptly, and stay within e-mail quota. Users will subscribe only to high quality discussion group mail lists that are relevant to your job, your education or career development.

4. If inappropriate material is encountered it must be reported to the individual who is responsible for supervising the student at that time.

Network Etiquette

All users must abide by the rules of network etiquette which include:

1. Be polite. Use appropriate language – no swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language which may be offensive to others. Distribution of jokes, stories, or other material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation is absolutely prohibited.
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 share their e-mail address.
4. Make the most efficient use of the network resources to minimize interference with others.

Monitoring

The Board of Education reserves the right to monitor student usage of its computer terminals and all applications available. The means of monitoring may include, but are not limited to, teacher supervision, electronic means, security cameras and computer software. There should be no expectation of privacy on the part of any user and therefore no recourse if they are caught misusing the system.

Regulations

Penalties for Inappropriate Use

1. Any user violating these rules, applicable state and federal laws or posted classroom and district rules, is subject to loss of network privileges and any other District disciplinary options provided by State Statute or Board Policy, including, but not limited to, suspension and/or expulsion.
2. Any user who intentionally damages equipment, attempts to load or download unauthorized software, accesses another user's account or school accounts, or show blatant disregard for these regulations shall be subject to disciplinary action including, but not limited to, suspension and/or expulsion.
3. Damage caused to other networks accessed will subject the user to the same disciplinary action as damage to the Trumbull Network/Internet.

Permission

No minor student shall be granted access to the Internet until his/her school receives a copy of the "Student User Agreement and Parent Permission Form" letter with both the student and a parent/guardian signature. This permission needs to be on file at the students' current school. If the student is 18 or over the parent/guardian signature is not required.

Reference

Trumbull Board of Education policies:

- Staff Internet Policy, Policy Code: GBAD
- Web Sites, Policy Code: IAB
- Standard of Conduct, Policy Code: JFC
- Directory Information, Policy Code: JP

**APPENDIX A**

**TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT**

Dear Parent / Guardian,

We are pleased to offer students of the Trumbull Public Schools the opportunity to access the district computer network for Internet use. To gain access to the Internet all students under the age of 18 must obtain parental permission and must sign and return the enclosed form to the school. Students 18 and over may sign their own form.

Access to the Internet will provide students access to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Because information appears, disappears and changes constantly, it is not possible to predict or control what information may be located or accessible on the network notwithstanding certain precautionary measures which have been implemented. Some material students may access may not be of any educational value. The District makes no guarantees as to the educational appropriateness of information received on the Internet. Despite safeguards, some material accessible through the Internet may 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. We believe that the benefits to students who access the Internet, in the form of information resources and opportunities for collaboration, will outweigh any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Trumbull Public Schools support and respect each family's right to decide whether or not to apply for access. We will not, however, be responsible for the content viewed.**

A summary statement of the District rules and regulations for Internet use may be found on the reverse side of this letter. The complete Student Internet Policy, Policy Code: IAA, is available in all school media centers.

All permission slips shall be returned to your school no later than September 4, 2007.

Thank you.

**SUMMARY STATEMENT**  
**Expectations for Network / Internet Access**

**Educational Purpose**

- Access to the Network/Internet has been established for educational purposes and research consistent with the District's educational mission and goals. District resources may only be used for educational purposes.
- The use of the Network/Internet is a privilege, not a right. Inappropriate use may result in the cancellation of those privileges.

**Responsibilities**

- The user is responsible for all of his/her actions and activities involving the networks. Examples of user responsibilities include but are not limited to the following:
  - Taking precautions to prevent viruses.
  - Keeping all accounts and passwords confidential.
  - Being responsible for routine maintenance of their own files and for backing up critical documents.

**Unacceptable Use**

- Examples of prohibited conduct include but are not limited to the following:
  - Using the instructional network or Internet access for commercial business, political or religious advocacy purposes, or illegal activities of any kind.
  - Access of obscene or pornographic material.
  - Sending material critical of or which may be offensive or objectionable to others, or using the network or Internet to threaten or harass others.
  - Harassing network users, infiltrating computing systems and/or damaging software components.
  - Making any unauthorized entry to or alteration of any document, either paper or electronic, not created by user.
  - Sharing his or her account with anyone or leaving account open or unattended.
  - Disclosing personal information about oneself or another student.
  - Subscribing to on-line services without approval of district staff.
  - Deliberately misusing the network and its peripherals.
  - Installing of software without the approval of Curriculum/Technology Department.

Any user violating rules related to the use of the networks, applicable state and federal laws and/or classroom and District rules, is subject to loss of network privileges and other District disciplinary options provided by state statute, Board Policy, or student handbook including, but not limited to, suspension and/or expulsion.

Approved: 08/19/03

**TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT**

Student User Agreement and Parent Permission Form

By signing below, I hereby acknowledge receipt of the Trumbull Public Schools Summary Statement, Expectations for Network/Internet Access.

As a user of the Trumbull Public Schools computer network, I hereby agree to comply with the rules as set out in the Summary Statement, as well as the more detailed regulations in the Student Internet Policy, Policy Code: IAA, available in each school media center. Further, I agree to communicate over the network in a responsible fashion while honoring all relevant laws and restrictions.

Student Signature \_\_\_\_\_ Birthdate \_\_\_\_\_

As the parent or legal guardian of the minor student signing above,

\_\_\_\_\_ I grant permission      \_\_\_\_\_ do not grant permission,  
(Please check one)

for my son or daughter to access networked computer services such as the Internet. I understand that individuals and families may be held responsible for violations and that any conduct that is in conflict with these responsibilities is unacceptable and such behavior will result in the termination of access and possible disciplinary action as indicated by State Statute, Board Policy and the school codes of conduct. I am aware that some materials on the Internet may be objectionable, however, I accept responsibility for guidance of Internet use – setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media, and release the Trumbull Public Schools and its members, employees and agents from any claims in connection with use of the Internet or District Network.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Student \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

**Please return signed permission slip, whether permission is granted or not,  
to school no later than September 2, 2008**