

BIG HORN COUNTY SCHOOL DISTRICT NUMBER ONE  
Box 688  
Cowley, Wyoming 82420  
POLICIES AND REGULATIONS  
FILE: IJNDA

## **COMPUTER-ASSISTED INSTRUCTION**

### **(Use of Internet)**

It is the policy of Big Horn County School District #1 that to the extent reasonably possible, the staff and students will be encouraged and permitted to utilize the computer network provided by the School District for the purpose of facilitating learning and providing the best educational experience possible for its students. In this regard, the School District has made available to students and staff, electronic mail and the Internet. To gain access to E-mail and the Internet, all students under the age of eighteen (18) must obtain parental permission and sign and return a parental permission form to the School District. Students eighteen (18) and over may sign their own forms. Access to E-mail and the Internet will enable students to explore thousands of libraries, data bases and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While it is possible for students to access inappropriate material and otherwise misuse the system, it is the intent of the School District that Internet access should only be used to further the educational goals and objectives set out for each student. It is the policy of this School District to try to educate our students using modern technology which the students will need to be familiar with in order to be successful in their subsequent careers. However, in order to utilize this modern technology, it will ultimately be the responsibility of parents and guardians of minors to set and convey standards to their children which they will follow while utilizing this technology. To that end, the School District will support and respect each family's right to decide whether or not to apply for access.

### **DISTRICT INTERNET AND E-MAIL RULES.**

Students and staff are responsible for good behavior on school computer networks just as they are in the classroom or in school. Communicating on the network is often public in nature. General school rules for behavior and communications apply. Internet filters shall be used to block access to obscenity, child pornography, and materials harmful to minors. Disciplinary action shall be taken against any student or staff who tampers with the filters. The filters may only be disabled for bona fide research or other lawful purposes, and may only be disabled by the Technology Director or administrator. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parental permission is required. Access is a privilege, not a right. Access entails responsibility. Individual users of the District computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with District standards and will honor the agreements they have signed.

Network storage areas are not to be considered private or personal property of students. They are learning areas subject to review by administrators and teaching staff. Any files and communications may be reviewed by the administration or staff to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect that files stored on District servers will be private.

While school teachers of younger students will generally guide them toward appropriate materials, older students and students utilizing the system outside of regular school hours will need to be directed by families in the same manner they direct their children's use of television, telephones, movies, radio, and other potentially offensive media.

**The following conduct and utilization of School equipment and Internet are NOT permitted:**

1. sending or displaying offensive messages or pictures;
2. using abusive, objectionable or obscene language;
3. searching for, downloading, or otherwise reviewing any type of sexually explicit, obscene material or other information for any non-instructional or non-educational purpose;
4. harassing, insulting or attacking others;
5. damaging computers, computer systems, or computer networks;
6. violating copyright laws or otherwise using the network for any illegal purpose;
7. user shall not use or attempt to discover another user's password nor shall user use or let others use another person's name, address, passwords, or files for any reason, except as may be necessary for legitimate communication purposes and with permission of the other person;
8. trespassing in another's folders, work or files;
9. intentionally wasting limited resources;
10. employing the network for commercial purposes;
11. otherwise accessing forums or "chat rooms" devoid of educational purpose;
12. user shall not tamper with computers, networks, printers, or other associated equipment or software without the express permission of supervising staff;

13. User shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system or software.
14. Student using school district computers and/or accessing school district web pages, or using the Internet service provided by the School District, shall not engage in "hacking" and shall not access unauthorized sites or participate in any other unlawful activities on line.
15. Staff and students must have prior approval of the Technology Director before sending any bulk emails.

### **PENALTY**

Violations will result in a loss of access as well as other disciplinary or legal action. The first offense will generally result in a warning and loss of computer privileges/Internet access until a parent conference, and further loss of privilege for such time as is determined by the administration. A second offense or a first offense of a flagrant nature, such as using the system for illegal behavior or intentionally damaging school district hardware or software, may result in removal from a class, termination of computer/network privileges, or recommendations for suspension and/or expulsion.

Staff penalties will be determined by the Superintendent and/or School Board of Trustees.

Adopted: 7/20/2011

**USER AGREEMENT AND PARENTAL PERMISSION FORM**

As a user of the Big Horn County School District #1 computer network, I hereby agree to comply with School District policy IJNDA and the rules set forth therein pertaining to communication over the Internet in a reliable fashion while honoring all relevant laws and restrictions. I agree only to use the Internet for legitimate, educational purposes.

I do hereby expressly consent to allow school district personnel, including teachers, aides and administrators, to access and review any computer files, e-mail transmissions, and other computer data and/or information received by or sent from the student named below in order to ensure that the school district technology equipment are being used appropriately and solely for educational purposes.

Date: \_\_\_\_\_  
Student \_\_\_\_\_

As the parent or legal guardian of the student signing above, I grant permission for my son or daughter to access the network for computer services, such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people, and I accept responsibility for guidance of Internet use, including setting and conveying acceptable standards to my son or daughter to follow when selecting, sharing, or exploring information on this network. We do hereby release the School District, its Board of Trustees, staff, and agents, from any liability of any kind arising out of our son's or daughter's use of the computer/Internet system at the school.

We do hereby authorize school district personnel, including teachers, aides and administrators, to access and review any computer files, e-mail transmissions, and other computer data and/or information received by or sent from the student named above in order to ensure that the school district computers are being used appropriately and solely for educational purposes.

Date: \_\_\_\_\_  
Parent/Guardian \_\_\_\_\_

Date: \_\_\_\_\_  
Parent/Guardian \_\_\_\_\_

**STAFF TECHNOLOGY USER AGREEMENT FORM**

As a user of the Big Horn County School District #1 computer network, I hereby agree to comply with School District policy IJNDA and the rules set forth therein pertaining to communication over the Internet in a reliable fashion while honoring all relevant laws and restrictions. I agree not to use the District's network for excessive personal use and only for approved District, legitimate, and educational purposes.

I do hereby expressly consent to allow the Superintendent, Technology Director and/or his designee(s), to access and review any computer files, e-mail transmissions, and other computer data and/or information received or sent to ensure that the school district's network is being used appropriately for educational purposes and in accordance with School District policy IJNDA. I also understand any violations of this agreement or School District policy IJNDA will result in penalties decided by the Superintendent and/or Board of School Trustees. I do hereby release the School District, Board of Trustees, staff, and agents, from any liability of any kind arising out of my use of the computer/Internet/Technology system at the school. I also understand if I refuse to sign this agreement by the date prescribed by Administration I will not have access to the District's technology network.

Date: \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Adopted: 7/20/2011