

Osborn School District Electronic Information Services



Acceptable Use Policy

The Osborn School District is providing various Electronic Information Services (EIS) to educators, students, staff and the community. These services include, but are not limited to:

- Educational curriculum related software
- Databases
- The Internet
- Electronic mail
- Word processing, spreadsheet and multi-media presentation software and peripheral devices

Technology use to support educational goals

Osborn School District may provide EIS to qualified students who attend district schools and Osborn School District Staff.

District educators, parents, and voter's support and fund student use of technology in school because it is important for education. Students without technology skills and network access are at an educational disadvantage. It is important that students learn to use technology and the Internet.

The district requires safe, appropriate and lawful use of existing school facilities including science labs, libraries and athletic fields. New technology also requires safe, appropriate and lawful use.

All usage of EIS is to be in support of education and Osborn School District goals. Anyone who uses EIS must follow Osborn School District guidelines and rules for appropriate use.

Anyone, who misuses, abuses or chooses not to follow the guidelines and/or rules shall be denied access to Osborn School District EIS and may be subject to disciplinary action.

Blocking access to inappropriate information

In accordance with Osborn School District's desire to use technology for educational purposes only, the district has software to filter and deny access to inappropriate Internet web sites. Osborn School District staffs (who are responsible for students on the Internet) will provide reasonable guidance and instruction to students on its use.

Parents, students and staff must be aware that due to the lack of restriction of the Internet, there is still a possibility of accessing information that has not been screened by educators and may not be consistent with other Osborn School District policies. It is ultimately the individual EIS users who are responsible for their communications and use of EIS.

The Osborn School District may deny access and close account of those individuals who do not use EIS appropriately. The Osborn School District does not assume liability for an individual's inappropriate use of EIS.

Student & Parent contract required for EIS usage

Each student and parent shall be required to sign an EIS contract regarding guidelines and rules of EIS usage. EIS usage will be allowed after signing the attached contract.

Osborn School District EIS Acceptable Use Policy

Student & Parent Contract

This contract includes guidelines related to:

- **Security & confidentiality**
 - **Ethical & lawful behavior**
 - **Courtesy & respect**
 - **Disciplinary action**
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- ◆ Internet access requires permission from parents or guardians.
 - ◆ **Only district employees may install software.**
 - ◆ **Report concerns or misuse to the teacher.**
 - ◆ **Keep personal information private.** DO NOT give out any home addresses, personal telephone numbers or other personal information.
 - ◆ **Keep your password secret.** DO NOT give your password to anyone.
 - ◆ **Use only your own password.** DO NOT use another person's password.
 - ◆ **Respect privacy.** DO NOT access anyone else's private information or files.
 - ◆ **Any information that you put on the computer network is public information.** Osborn School District has access to your information.
 - ◆ **Use the network for educational purposes ONLY.** Access only materials and websites that are appropriate for the school environment.
 - ◆ **Follow ALL school rules of behavior while using the computer network.**
 - ◆ **Discussion or chat groups are acceptable only under a teacher's supervision.**
 - ◆ **Give proper credit for the work of others.** DO NOT copy, as a whole or in part, another's work, statements or writing and submit it to a teacher or the school, as your own.
 - ◆ **Respect all hardware and software.** DO NOT attempt to harm, change or destroy any software or hardware.
 - ◆ **DO NOT copy or distribute copyrighted software.**
 - ◆ **Show courtesy and respect in electronic communications.** Misunderstandings can develop quickly without tone of voice and facial expressions.
 - ◆ **Use appropriate language.** Cussing, swear words and gang-related remarks are not permitted on the network or elsewhere at school.

DISCIPLINARY ACTION

Misuse of computer network by breaking any of the rules listed in this contract will cause the Osborn School District to take disciplinary actions in accordance with district policy.

STUDENT AGREEMENT

(Grades 4-8)

As a student, I _____ understand that my use of the Osborn School District's Electronic Information Services, including Internet and e-mail, is an educational tool. Inappropriate use will result in cancellation of these privileges and may result in disciplinary action.

I understand that my work on the computer will not be private. My teachers or other staff may review all files and communications at any time without notice or permission. The district may terminate access, and review and delete files at any time.

X _____
Student name (print)

X _____
Student signature

X _____
Student's Homeroom teacher
(print name)

X _____
Today's Date

PARENT AGREEMENT

As the parent or guardian of _____, I have read the Acceptable Use Policy, student agreement and parent agreement. I understand that Electronic Information Services including the Internet and electronic mail, are intended for educational purposes only.

I understand that although the Osborn School District has taken reasonable precautions to protect against my child's access to inappropriate materials, it is impossible for the district to restrict access to all controversial or offensive materials. I understand that teachers and staff will provide reasonable supervision to prevent access to inappropriate materials. I will not hold the district responsible for materials acquired by my child's use of the district's Electronic Information Services.

I agree that my child will abide by the Osborn School District Acceptable Use Policy and rules on appropriate use of Electronic Information Services. I accept full responsibility for supervision if, and when, my child's use of the information services is not in a school setting. I hereby give my permission to have my child use Electronic Information Services and certify that my child has agreed to abide by the terms and conditions of this agreement.

X _____
Student name (print)

X _____
Parent signature

X _____
Student's Homeroom teacher
(print name)

X _____
Today's Date

Parent/guardian may deny access

As the parent or guardian of this student, I do not want my child to be provided Internet access by Osborn School District. Instead, my child will use the resources available in the school library or participate in an alternative activity.

X _____
Student name (print)

X _____
Parent signature

STUDENT AGREEMENT

(Grades K-3)

1. I will take care of the computers and all their parts.
2. I agree to follow all teacher instructions when using the computers.
3. I will make sure my use of the computers shows politeness and respect.
4. I will not give out my or anyone else's name, address or telephone number.
5. I will tell my teacher if I find any information that makes me feel bad or uncomfortable.

X _____
Student name (print)