# ACCEPTABLE USE POLICY

TERMS AND CONDITIONS FOR USE OF ELECTRONIC MEDIA INCLUDING INTERNET

BAINVILLE PUBLIC SCHOOLS

2013-2014 School Year

This is a legally binding document. Please read the following before signing this document.
Electronic Media access includes computer networks, the Internet, and e-mail.

INTERNET - TERMS AND CONDITIONS

1. ACCEPTABLE USE - The use of electronic media (network and Internet) must be in support of the educational goals of the school district. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to:

- copyrighted material
- threatening or obscene material
- material protected by trade secret
- use for commercial purposes, advertising, or political lobbying
- material that users, parents, or school personnel consider inappropriate or offensive.

2. PRIVILEGES – **The use of the Internet is a privilege, not a right**, and inappropriate use will result in **cancellation** of these privileges for the **remainder** of the school year for **MAJOR** offenses and referral to the discipline process for **MINOR** offenses
3. NET ETIQUETTE - You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

   A) Avoid offensive or inflammatory speech. Be courteous and polite.
   B) Use appropriate language. Profanity or obscenity is not permitted at any time.
   C) Do not reveal your personal address or phone numbers of students or colleagues. Be suspicious of messages asking for personal information or attempting to arrange meetings.
   D) Electronic mail (e-mail) is **not** guaranteed to be private and is subject to review by network personnel. Messages relating to illegal activities may be reported to authorities.
   E) Do not use the network in such a way that you would disrupt the work of others.
   F) Do not quote or forward personal communication without the author's prior consent.

4. VANDALISM - **Vandalism will result in a cancellation of privileges.** Vandalism is defined as any malicious attempt to harm or destroy hardware or data of another user, Internet, or network. This includes, but is not limited to, the uploading or creation of computer viruses.

5. SECURITY - Never share your password or account number with anyone. You may be held responsible for any policy violations that are traced to your account. Report any security problem on the Internet, and do not demonstrate the problem to other user.

EXCEPTION OF TERMS AND CONDITIONS - These terms and conditions reflect the agreement of the parties and supersedes all prior oral and written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Montana and the United States of America.

## LIST OF MAJOR AND MINOR OFFENSES:

| Major Offenses | | Minor Offenses | |
|---|---|---|---|
| **1** | Use of the network for any illegal purpose. | **1** | Use of impolite, abusive, vulgar or offensive language. |
| **2** | Deliberately download or spread a computer virus. | **2** | Violate rules of net etiquette and common sense. |
| **3** | Vandalize computers, software, or network devices. | **3** | Alter computer files, desktops or other settings without permission. |
| **4** | Knowingly search for obscene, lewd, or harmful information on the Internet. | **4** | Use of copyrighted materials without permission of the legal owner. |
| **5** | Send messages that are racist, inflammatory or demeaning, or that encourage illegal activity. | **5** | Log on to another user's account without permission. |
| **6** | Other major offense as identified by administration. | **6** | Download and/or print software, music or personal graphics without permission. |
| **7** | | **7** | Participate in chat rooms on the Internet on school computers. |
| **8** | | **8** | Use computers in the library for purposes other than research. |
| **9** | | **9** | Use computers for on-line shopping (students) |
| | | **10** | Use computers for downloading or playing games without permission. |
| | | **11** | Use News groups or subscribe to List serves (students only). |
| | | **12** | Load software from home without permission. |
| | | **13** | Download or install programs from the Internet without permission. |
| | | **14** | Use any web mail program other than school approved. |
| | | **15** | Other minor offense determined by administration. |

### Consequences for Minor Offenses

First Offense: Privileges suspended for three days.
Discipline Report Filed with administration.
Parents notified.

Second Offense: Privileges suspended for two weeks.
Discipline report filed with administration.
Parents called to school for meeting.

Third Offense: Privileges suspended until the end of the school year.
Discipline report filed with administration.
Arrangements made with parents for alternative means of electronic communication and research.

**Acceptable Use Policy violations may result in consequences up to, and including student expulsion. [For additional information, see policy 3612]**