

LAKE REGION SCHOOL DISTRICT

Policy: Telecommunications Access And Appropriate Use  
Adopted: June 16, 1997

File Code: EHAA  
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The M.S.A.D #61 School Board believes that the use of Telecommunications, specifically the Internet, in instructional programs is an educational tool which facilitates communication innovation, resource sharing and access to information. Due to the complex nature of Telecommunications and accessible networks available to students, the Board believes comprehensive guidelines in the form of administrative procedures are warranted in order to serve the educational needs of users. However, the global and fluid nature of the Internet network's contents make it extremely difficult for the Board to completely regulate and monitor the information received or sent by users. As such, the Board cannot assure parents that users will be prevented from accessing undesirable materials or sending or receiving objectionable communications.

Students, staff and all users who access the Internet and other Telecommunications Facilities via M.S.A.D #61 facilities shall comply with the M.S.A.D #61 administrative procedures regarding Telecommunications use. The Board, through its staff, reserves the right to monitor all Telecommunications and Internet activity by all users. Privacy is not guaranteed.

In addition, use of Telecommunications Facilities and the Internet is a privilege, not a right. Users violating the Board's policy or administrative procedure shall be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.

The M.S.A.D #61 School Board makes no assurances of any kind, whether expressed or implied, regarding any Telecommunications services provided and will not be responsible for any damages the student or user suffers. Use of any information obtained via Telecommunications Facilities is at the user's own risk. M.S.A.D.#61 specifically denies any responsibility for accuracy or quality of information or software obtained through its services.

In order for a student to gain access to Telecommunications Facilities and the Internet, the student and the student's parent or guardian must sign a Telecommunications Access Agreement and its Terms and Conditions.

In order for all other users to gain access to Telecommunications Facilities and the Internet, the user must verify that he or she has read and will conform to the Telecommunications Access Agreement and its Terms and Conditions. At the discretion of school staff, this verification may be in the form of signing a user log or the actual Telecommunication Access Agreement.

The Superintendent is authorized to amend or revise the following Board-approved administrative procedures as she deems necessary and appropriate as long as the revisions remain consistent with this policy. The Superintendent is further authorized to amend or revise the Telecommunications Access Agreement with the advice of Board counsel.

This policy shall also apply to approaching and current technologies such as other "Online Activities", Teleconferencing, Video Exchanges of Information, Local Area Networks and Wide Area Networks authorized by M.S.A.D. #61.

First Reading: June 2, 1997  
Second Reading: June 16, 1997

LAKE REGION SCHOOL DISTRICT

Policy: User Telecommunications and Appropriate Use File Code: EHAA-R  
Administrative Procedure

Adopted: June 16, 1997

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The M.S.A.D. #61 School Board, in order to implement the Board's Telecommunication Access Agreement policy, will enforce the following administrative procedures. Although some specific examples of prohibited use are stated, these administrative procedures do not attempt to state all required or proscribed behavior. Failure to comply with these administrative procedures shall be deemed grounds for revocation of privileges, potential disciplinary action and or legal action.

**TERMS AND CONDITIONS**

ACCEPTABLE USE

Access to the school's Telecommunications Facilities is provided for educational purposes and research consistent with the school unit's educational mission and goals.

The user is responsible for his or her actions and activities involving computer and all other telecommunications mediums ("online communications" connected to internal and external networks including but not limited to audio, video and data transmissions).

Parents shall be required to sign the Telecommunications Access Agreement form allowing their student INDEPENDENT access to the school's Telecommunication Facilities (including the Internet). All students with INDEPENDENT access shall also be required to sign said form affirming that they have read and understand the Board's policy and administrative procedure on "Telecommunications and Appropriate Use" and understand the consequences for the violation of said policy or administrative procedure.

Other users with INDEPENDENT access shall be required to sign the Telecommunications Access Agreement form or Log to gain access to the school's Telecommunication Facilities (including Internet). All users with INDEPENDENT access shall also be required to sign said form affirming that they have read and understand the Board's policy and administrative procedure on "Telecommunications and Appropriate Use" and understand the consequences for the violation of that policy and administrative procedure.

### PRIVILEGES

Students may be granted individual accounts (email, access to different levels or types of service) for a designated length of time. Students should change their passwords frequently.

Other users may be granted independent accounts consistent with the school's educational mission. Users should change passwords frequently.

The use of the school's Telecommunications Facilities is a privilege, not a right. Inappropriate use may result in the cancellation of those privileges.

### UNACCEPTABLE USE

The user is responsible for his or her actions and activities involving the school's Telecommunications Facilities. Use of Facilities shall be consistent with all current policies and procedures governing students, staff and visitor conduct. Any conduct that is otherwise considered inappropriate, unacceptable or illegal shall also apply to use of the school's Telecommunications Facilities. Examples of prohibited conduct include but are not limited to the following:

Sending or receiving materials that, are sexually oriented, threaten or harass others, violate copyright laws, are for private profit and otherwise do not fulfill the educational mission.

Behavior that is illegal, harasses others, violates other's privacy, is wasteful, is anonymous, violates copyright or property rights, is inconsistent with teacher or staff directions and otherwise does not fulfill the educational mission.

### STAFF SUPERVISION

Staff members should become familiar with this procedure and should enforce the rules concerning appropriate use when their duties include supervision of users accessing school Telecommunication Facilities. When in the course of their duties, staff members become aware of student or user violation of this policy, they should correct the user and address the matter in accordance with this procedure and the M. S.A.D. #61 general policies and procedures.

### COMPENSATION

The user or student's parent or guardian shall be responsible for compensating the school unit for any losses, costs, or damages incurred by the school unit relating to or arising from any student violation of these procedures.

### SECURITY

Telecommunication security is a high priority. If the user identifies or perceives a security problem while using Telecommunication Facilities, the user must immediately notify appropriate staff. The user must not demonstrate the problem to other users.

User accounts and passwords are to be kept confidential. Any user identified as a security risk may be denied access to the Telecommunications Facilities.

### VANDALISM

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy the school unit's equipment or materials, data of another user, or networks of any kind. This includes but is not limited to the uploading, downloading, dispersing or creation of computer viruses.

### TELEPHONE AND OTHER CHARGES

The school unit assumes no responsibility for any unauthorized telecommunication charges (long distance charges, per minute charges or fees, equipment or line costs and purchases of any kind including credit card charges).

First Reading: June 2, 1997

Second Reading: June 16, 1997

TELECOMMUNICATIONS ACCESS AGREEMENT

Name: \_\_\_\_\_ School: \_\_\_\_\_

Home Address: \_\_\_\_\_

I accept responsibility to abide by the M.S.A.D. #61 Telecommunications Access policy and procedures as stated in this agreement. I understand the use of the Internet and other Telecommunications Facilities is a privilege and not a right, and I agree:

- To use the Internet, district networks and other Telecommunications Facilities for educational purposes and research;
- To use the Internet, district networks and other Telecommunications Facilities only with the permission of designated staff;
- To be considerate of other users and use appropriate language for school situations;
- Not to intentionally degrade or disrupt Telecommunications services. This includes but is not limited to tampering with computer hardware and software, vandalizing data, creating and or spreading computer viruses, attempting to gain access to restricted or unauthorized services, or violating copyright laws;
- To immediately report any security problems to the appropriate staff;
- To comply with all of the rules and expectations included in the Telecommunications Access And Appropriate Use Procedure including Terms and Conditions.
- Not to divulge personal information such as addresses and telephone numbers over networks.

I understand I have no right to privacy when I use the school networks and Telecommunications Facilities and consent to staff monitoring of my communications.

I also understand that any conduct that is in conflict with the above agreements may result in termination of access to networks and other Telecommunication Facilities.

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The M.S.A.D.#61 School Board makes no assurances of any kind, whether expressed or implied, regarding any Telecommunications services provided. The Board will not be responsible for any damages the student or user suffers. Use of any information obtained via networks or other Telecommunications Facilities is at the student's or user's own risk. The Board specifically denies any responsibility for the accuracy or quality of information obtained through its services.

PARENT PERMISSION FOR STUDENT ACCESS  
TO  
THE INTERNET AND OTHER TELECOMMUNICATIONS FACILITIES

Due to the nature of the Internet and Telecommunications, it is neither practical nor possible for M.S.A.D #61 to enforce compliance with user rules at all times. Accordingly, parents and students must recognize that students will be required to make independent decisions and use good judgment in their use of the Internet and other Telecommunications Facilities. Therefore, parents must participate in the decision whether or not to allow their children INDEPENDENT access to the Internet and other Telecommunications Facilities and must communicate their own expectations to their children regarding use of these tools.

As a parent or guardian of this student, I have read the Telecommunications Access and Appropriate Use policy, the User Telecommunications and Appropriate Use Administrative Procedure and this Telecommunications Access Agreement.

I understand that Internet and Telecommunications access is designed for educational purposes and that the M.S.A.D.#61 Board and staff will attempt to discourage access to objectionable material and communications that are intended to exploit, harass or abuse students. However, I recognize that it is impossible for M.S.A.D.#61 to restrict access to all objectionable material, and I will not hold the Board or staff responsible for materials acquired or contacts made via any network access or other Telecommunications opportunities.

I understand that a variety of inappropriate and offensive materials are available over the Internet and through other Telecommunications Facilities and that it may be possible for my child to access these materials accidentally or if my child chooses to behave irresponsibly. I also understand that it is possible for undesirable or ill-intended individuals to communicate with my child over the Internet and other Telecommunications Facilities, that there is no practical means for the school to prevent this from happening and that my child must take responsibility to avoid such communications if they are initiated. While I authorize the staff to monitor any communications to or from my child on the Internet or other Telecommunications Facilities, I recognize that it is not possible for the school to monitor all such communications. I have determined the benefits of my child having access to the Internet and other Telecommunications facilities outweighs potential risks.

I understand that any conduct by my child that is in conflict with this agreement is inappropriate, and such behavior may result in the termination of access and possible disciplinary action.

I have reviewed these responsibilities with my child, and hereby grant permission to the school to provide Internet and other Telecommunications access.

I agree to compensate the school unit for any expenses or costs it incurs as a result of my child's violation of the Telecommunications Access Policy or administrative procedure.

Student Name: \_\_\_\_\_

Parent or Guardian Name(s): (please print) \_\_\_\_\_

Parent or  
Guardian Signatures(s) \_\_\_\_\_ Date: \_\_\_\_\_