

## Minford Local School District Acceptable Use Policy for Computers

The purpose of the Minford Local School District's computer network is to support and facilitate the research and education of its students and teachers by providing access to resources and the opportunity for collaboration.

The Internet provides a connection to computer systems from all over the world. The Minford Local School District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District. The Minford Local School District cannot control what might be available on other systems. Some information is controversial and sometimes offensive. The Minford Local School District does not condone the use of such material and will automatically cancel the accounts of those who access this kind of material.

In order for the purpose of the computer network to be achieved, established rules and procedures must be followed. The items are listed and explained below. To receive an e-mail and Internet account, this agreement must be signed by the designated parties as given on the contract on the back page of this policy. Before signing this agreement, please **read the entire policy**.

### **You will be responsible for abiding by these rules.**

1. The use of the network must be in support of education and research, and must be consistent with the educational goals of the Minford Local School District.
2. Interactive game playing is prohibited.
3. Sending or receiving 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, hate mail, chain mail, harassment, discriminatory remarks, and other antisocial behavior.
4. Use for commercial or political purposes is prohibited.
5. Vandalism will result in cancellation of all privileges. Vandalism is defined as the attempt to harm or destroy: data of another user, network software, or hardware.
6. Installation of software onto the network or onto individual workstations by students is prohibited. Downloading software from the network or individual workstations is prohibited.

This form must be signed and returned before your child may use e-mail and/or Internet. Please return as soon as possible.

Accessing inappropriate materials is prohibited. Any student who accidentally accesses inappropriate material must immediately log out of the site and report the source of the questionable material to the instructor who will report it to the network administrator.

7. When assigned an account:
  - a. Select a password that is unique and that others will not be able to readily guess. A password that includes some numbers is more difficult for others to guess.
  - b. **Do not tell others your password.** You are responsible for **all** transactions involving your account. Change your password if you think someone might know it.
8. All student files and messages stored on the file server or other school owned computer equipment are property of the Minford Local School District and may be subject to periodic inspection.
9. Only the authorized user of the account shall use accounts for authorized purposes. You are ultimately responsible for all of the activity under your account. **Do not use any other student's account.**

### Netiquette

10. You are expected to abide by the generally accepted rule of network etiquette. These include, and are not limited to:
  - a. Be polite
  - b. Use appropriate language – do not swear or use vulgar language.
  - c. Keep messages brief.
  - d. Do not use the network in such a way as to disrupt the use of other network users.
  - e. Report all problems immediately to your teacher or to the network administrator.
  - f. Immediately report the receipt of messages or files of questionable content or origin.

### Privilege

11. Use of the network is a privilege, not a right. Inappropriate use will result in a cancellation of this privilege. Network administrators will determine what is inappropriate and their decision is final. Network administrators may cancel an account at any time.
12. Accounts may be granted for up to one academic year, provided that all parties sign the Acceptable Use Policy contract. All student accounts will be terminated at the end of each school year and may be renewed by completing another contract.