

## **G. RULES AND CODE OF ETHICS AGREEMENT FOR NETWORK AND INTERNET USERS AT LAURENS CENTRAL SCHOOL**

### **I. PARENT LETTER**

In accordance with our mission to prepare students to be productive members of society in the 21st century, access to the school network, and cloud storage accounts are now available to students and staff. The Board of Education believes that electronic information resources available through telecommunications and the Internet offer tremendous opportunities of educational value. It is our goal to give students access to the world of information and educate them to become independent and responsible lifelong users of the available information.

The Internet is an electronic network connecting millions of computers all over the world. It gives users the capability to receive and transmit not only text, but photographs, sound, and video clips. With the use of online cloud storage users can collaborate in real time on shared media platform. Users can, for example, view masterpieces on display in The Louvre, access material from university libraries, collect weather and other scientific data from around the world, communicate with experts in many fields. After gathering information users can create, share, and collaborate with others to analyze their findings and draw more worldly conclusions - all without physically leaving the school.

With such access also comes the availability of material which may not be appropriate in a school setting. We all know that such material is on the Internet; we also know that it is impossible for us to have complete control over what every student does on the Internet. Nevertheless, we firmly believe that the value of the educational information and interaction available on the Internet far outweighs the possibility that users may access material that is not consistent with our educational goals.

The attached agreement contains our Rules and Code of Ethics for Network and Internet Users in the Laurens Central School District. The agreement explains the student's responsibilities which accompany this opportunity. This document is designed to facilitate and set guidelines for exploring and using the Internet, our local network, school devices and school provided accounts. It places the responsibility for proper conduct and etiquette on the student.

Please read the enclosed Rules and Code of Ethics and discuss it with your son/daughter. Access to the network and your student's school account will be permitted only after we have received the attached consent form signed by you and your child.

## II. **RULES AND CODE OF ETHICS AGREEMENT FOR NETWORK AND INTERNET USERS LAURENS CENTRAL SCHOOL DISTRICT**

As a network and account user, I agree to follow the Rules and Codes of Ethics in all of my work with accounts and devices owned by the Laurens Central School District. Any use of a personal device such as a laptop, smart phone, tablet, PDA, etc. while on the school's network is also subject to the Rules and Codes of Ethics.

- A. *I understand and agree to abide by the following Rules and Code of Ethics regarding copyrighted material:*
- a. I recognize that material received via a computer network is owned by the author or the person holding the copyright and I will give credit to all materials received electronically. I recognize that any material shared by another user is still the property of the original owner.
  - b. I will be ethical with my use of material that is not my own. I will not plagiarize the work found on the Internet, or from other users. I will be responsible with the access to materials other users have shared with me.
  - c. I recognize that software is protected by copyright laws; therefore, I will not make copies of software found on school computers, either by copying them to my own file storage device or onto other computers through electronic mail, cloud storage, or other digital platform; and I will not give, lend, or sell copies of software to others unless I have the written permission of the copyright owner or the original software is clearly identified as "shareware" or in the public domain. Attributions of authorship will follow the same copyright rules for material obtained via the network.
  - d. I will follow copyright procedures when accessing available software downloads through my school account, and follow the copyright policies from the source of the content.
  - e. Any and all uses of a district owned/provided computer, online account, camera, telephone, electronic device, etc. are subject to repeated monitoring by school staff. Students should have no expectation of privacy in regard to the use of devices, accounts, or networks provided by Laurens Central Schools.
  - f. Users are responsible for the backup, storage, and maintenance of available space for their content. Files for all users should be stored on the local drive, cloud storage, and/or external storage.
  - g. Users are to conserve the finite storage allotted on both local, and cloud filing systems.

- B. *I understand and agree to abide by the following Rules and Code of Ethics of use:*
- a. Education and curriculum-related research is the first priority of Internet and network use in the Laurens Central School District; all other use is secondary.
  - b. Any use of personal online accounts (such as Yahoo, Google, Hotmail, etc...) while on the school's network must abide by all rules stated in this Acceptable Use Policy.
  - c. Social media, internet games, and inter related chat/text access is only to be used for the educational process, and with a teacher's permission. No other use of social media and chat applications while on the school network is acceptable.
  - d. Network accounts are to be used only by the authorized owner of the account for authorized purposes; using or sharing another person's login name and password is prohibited.
  - e. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users. Users may edit or view information from other users, if the original owner has willfully shared the information through the online sharing platform.
  - f. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, copied, damaged, or abused in any way.
  - g. Malicious use of the Internet or the network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computer system (e.g., create viruses) is prohibited.
  - h. Hate mail, harassment, profanity, obscenity, discriminatory remarks, misrepresentations, impersonation, and other antisocial behaviors are prohibited on the Internet and the network.
  - i. Intentional use of the Internet or the network to access or process pornographic material, inappropriate text files, illegal activities, or files dangerous to the integrity of the local area network and its users are prohibited.
  - j. Exemplary behavior is expected when users are interacting with members outside the network, as the user is representing the Laurens Central School District when visiting locations on the Internet.
  - k. Users shall not reveal their home addresses or phone numbers nor those of others over the Internet. Care must be exercised before revealing your last name over the Internet.
  - l. Students without parental permission to use the Internet are prohibited from teaming up with those who have permission to use the Internet.

- m. Any use of the Internet or the network for commercial or for-profit purposes is prohibited.
- n. Any use of the Internet for product advertisement or political lobbying is prohibited.
- o. I understand that I have responsibility for my own actions while using the Internet or the network.

The use of proxies to bypass school content filters is prohibited. Any student found using proxies to bypass school content filters will lose all school computer privileges. (Length of time determined by the administration).

Inappropriate use of school computers will be considered a Category II or Category III infraction in the Student Code of Conduct.

**III. RULES AND CODE OF ETHICS AGREEMENT FOR NETWORK  
AND INTERNET USERS  
LAURENS CENTRAL SCHOOL DISTRICT**

**Section 1: TO BE SIGNED BY STUDENT**

I understand that Laurens Central School reserves the right to:

- log Internet use and monitor file server space utilization by users.
- remove a user account on the network.

I understand that violation of the Rules and Code of Ethics described above will be dealt with seriously. Violators risk:

- losing computer and account privileges on a temporary or permanent basis; and/or
- disciplinary action; and/or
- academic sanctions; and/or
- prosecution for violation of local, state, and federal laws

I have read the Laurens Central School District Rules and Code of Ethics for Network and Internet Users and agree to abide by its terms. I further understand that violation of the regulations may lead to my access privileges being revoked, school disciplinary action, academic sanctions, and/or appropriate legal action.

Student's name (please print) \_\_\_\_\_ Grade \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Section 2: TO BE SIGNED BY PARENT/GUARDIAN**

We, the parents/guardians of (please print your son/daughter's name) \_\_\_\_\_ have read and discussed with our son/daughter the above Rules and Code of Ethics for Laurens Central School computer users. We recognize that it is impossible for the school district to restrict access to all controversial materials and we will not hold the district, its employees, or the Internet provider responsible for materials acquired on the network.

We hereby give permission for our child to have user access to the Internet and the network at his/her school.

We understand this agreement shall remain in force during the full duration of our child's years at the Laurens Central School District.

Parent/Guardian name (please print) \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE TO STUDENT: Please return this agreement to the Library.**