**Technology Acceptable Use Policy**

Branch Line School provides access to technology resources including access to the Internet. These resources allow interaction internally within the district and externally to systems located all over the world. These resources have a limited educational purpose. The purpose of having technology is to provide access to electronic resources to promote and enhance student learning consistent with school educational goals and objectives. This acceptable use policy ensures that use of the network by students is done in an appropriate manner. Please know that ***all activity*** on the network is monitored and network use is a privilege and not a right. Users are obligated to respect and protect the rights of every other user and act in a responsible, ethical and legal manner.

Users are expected to:

* Use a computer or other technology resources only when educationally beneficial and when permitted by a staff member. In other words, use the Internet only for appropriate learning activities.
* Respect others while they are using the computer.
* Ask for help when you do not understand something about the computer.
* Respect the computer environment by not eating, drinking, using glue or using magnets around the computer.
* Ask permission from a classroom adult before printing.
* Respect the work of other authors. If you use their words, include their name.
* Keep your passwords private. Passwords should only be shared with your teachers and parents.
* Protect your identity when using e-mail or web pages by not including your full name, address, phone number or photograph.
* Use only school-approved e-mail systems for assignments, correspondences, etc.
* Use of personal email sites may be restricted at a staff member's discretion.
* Report security risks or violations to a staff member or network administrator.

The following activities are specifically prohibited. Students may not:

* Illegally copy, send, or distribute any copyrighted software, work, or other material.
* Send, publish, download, access, or retrieve any communication or material that may be defamatory, abusive, obscene, profane, sexually explicit, threatening, racially or ethnically offensive, harassing, or illegal, or anything that violates or infringes on the rights of any person.
* Use the network for any commercial purpose or financial gain.
* Access, attempt to access, modify, or delete any record or file without permission or authorization.
* Attempt to harm or destroy the data of any other user or any system on the network, including creating or sending computer viruses, Trojan horses, or similar computer code.
* Use electronic mail to send unsolicited, bulk, chain, harassing, anonymous, or other messages, commonly considered an annoyance to recipients or to degrade system performance.
* Use vulgarity, obscenity, or swearing in messages or electronic postings, or send e-mail/message “flames” or other attacks.
* Attempt to access material or sites, which are blocked by the school, or attempt to use the network while access privileges are suspended.

Violating or demonstrating the intent to violate any of the guidelines set forth in this acceptable use policy may lead to disciplinary action. Depending on the nature and severity of the policy violation or number of past violations, Branch Line School may take one or more of the following disciplinary actions (possible consequences may be, but are not limited to, the following):

* Restriction or loss of use of technology resources and/or privileges
* Restitution
* Law enforcement notification / legal action

To access e-mail and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and must sign and return this form.

**Use of the Internet is a privilege, not a right. Branch Line School's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.**

The school has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or otherwise harmful to minors. The school also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which Branch Line School has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The school has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the school's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

**PLEASE COMPLETE THE INFORMATION ON THE FOLLOWING PAGE AND RETURN TO YOUR CHILD’S TEACHER**

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Student User’s Full Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian**

As the parent/guardian of this student, I have read the Student Network and Internet Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the school has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minor. However, I recognize that it is impossible for the school to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the school (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child concerning his/her acceptable use of the Internet - i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

To the extent that proprietary rights in the design of a web site hosted on the school's servers would vest in my child upon creation, I agree to assign those rights to the school.

Parent/Guardian’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student**

I have read the Student Network and Internet Acceptable Use Policy and guidelines and have discussed them with my parent/guardian. I agree to follow the rules contained in this Policy. I understand that if I violate the rules my account and Internet/Network privileges can be terminated and I may face other disciplinary measures.

Student’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***School Leadership is responsible for determining what is unauthorized or in appropriate use. School Leadership may deny, revoke or suspend access to the Network/Internet to individuals who violate the School's Student Network and Internet Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.***

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