

DURHAM UNIFIED SCHOOL DISTRICT
ELEMENTARY STUDENTS (TK-5)
ACCEPTABLE USE OF TECHNOLOGY POLICY

Accessing the Internet

The Durham Unified School District will allow Internet access and email communication via classroom accounts to students who have “Required Signature” forms completed and on file with the school principal and who have completed an Internet orientation lesson. These forms need to be re-filed each year.

The school staff and administration strongly believe in the educational value of such an electronic service and recognize its potential to support our curriculum and student learning. Our goal in providing this service is to promote educational excellence by facilitating resource sharing and communication via e-mail and data collection, evaluation, and analysis using the Internet. We will make every effort to protect students from any misuses or abuses as a result of their experiences with this information service.

Parent and students please read this document carefully. When signed by a student and his/her guardian/parent, it becomes a binding contract. We must have signatures from the student, his/her guardian/parent, and the student’s sponsoring teacher before a student will be allowed Internet access. Additionally, each student must complete an Internet orientation class as well as a **federally mandated internet safety training course**.

Terms and Conditions for Student Internet Use

Students who violate the following terms and conditions will lose Internet access.

1. Acceptable Use

- Internet access will be allowed only for students currently registered at Durham schools and is to be used solely as part of the educational objectives of the schools and Durham Unified School District.
- When using any organization’s network or computing resources through the Internet, students must follow the rules of that network.
- When in doubt, a student must ask his/her teacher before going ahead. If students use their Internet access for anything other than acceptable use, they will lose their Internet privilege.

2. Unacceptable Use

- Students may not send or receive anything that violates school or Durham Unified School District codes of conduct or the laws of the United States or the State of California.
- Students are prohibited from sending or receiving personal e-mail using school district computers.

This includes but is not limited to:

- Violations of copyrighted material
- Threatening material or messages
- Harassing material or messages, **including cyber bullying** (*Ref.: DUSD Board Policy 5131*)
- Material or messages containing personal information such as names, phone numbers, or addresses
- Obscene or pornographic material or messages
- Sexist, racist, or inflammatory material or messages
- Material protected by trade secret without written permission of the owner
- Advertising items for sale (or any commercial use) and
- Political lobbying

Students may NOT download any applications, games, shareware, music or programs on to school computers. Many of these programs cause conflicts within the system.

When in doubt, a student must ask his/her teacher before going ahead. Any student who violates this “unacceptable use” will lose Internet access privileges.

3. Access to the Internet is a privilege, not a right

The technology staff or classroom teacher may remove a student's Internet access at any time.

4. Limits on Internet services

Because access to the Internet provides connections to other computer systems located all over the world, users (and parents of users who are students) must understand that neither the DUSD or any District staff members controls the contents of the information on those other systems. Some of the information available is controversial and may sometimes be offensive to some individuals. The DUSD does not condone the use of such materials.

- Neither the Durham Unified School District nor the school make guarantees of any kind, either expressed or implied, for the Internet service they are providing.
- They will not be responsible for any damages that students suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions for any reason.

Use of any information found on the Internet is at the student's own risk.

5. Security Responsibilities

Security on the Internet is a high priority.

- Students must never send material or messages containing personal information such as names, phone numbers, or addresses. If any Internet correspondent asks to meet a student in person or offers a student gifts or money, it must be reported at once to his/her teacher.
- If a student identifies a possible security problem, he/she must notify the classroom teacher at once.
- Students must never demonstrate an unacceptable use that may pose a security problem.
- Students must never under any circumstances use the Internet without adult supervision.
- The school reserves the right to look at all e-mail and files. Messages involving crimes will be reported to the police.

Students who violate security responsibilities will lose their Internet access privileges.

6. Vandalism

- Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. Disrupting the use of the network by others in any way is also vandalism.
- Vandalism includes, but is not limited to, the downloading, uploading, or creation of computer viruses, or hacking.

If students commit vandalism, they will lose access to Internet services, face school disciplinary action, and may be reported to the police.

7. Network Etiquette

When you use the Internet, you must follow the generally accepted rules of network etiquette. These rules include the following:

- Always be polite. Never send, or encourage others to send, abusive messages.
- Remember that you are a representative of your school and Durham Unified School District. Never swear, use vulgarities, or use any other inappropriate language.
- Be brief. Few people will bother to read a long message.
- Use accurate and descriptive titles for your articles. Tell people what your article is about so they will want to read it.
- Use your spell checker, and try to make sure your message is easy to understand and read. Try to be forgiving of the spelling and grammar errors of others.
- Remember that humor and satire are very often misinterpreted.
- Post only to groups you know.
- Look for the most appropriate audience for your message, not the widest.
- Remember that all network users are human beings. Don't attack correspondents; persuade them with facts. Cite references for any facts you present.

Student's Name _____

Parent Permission Form

World Wide Web Publishing of Student Work and Pictures of Students in School Activities

Name of Student _____ School _____

Name of Parent/Guardian _____ Date: _____

1. We grant permission for our daughter or son's art work, writing, or other project, to be printed on the Durham Unified School District web page. All work published on the web page will be work generated through a school assignment.

I hereby (initial one): _____ **Grant my permission**
_____ **Withhold my permission.**

Name: _____ Parent/Guardian Signature: _____ Date: ____/____/____

I, the student, also give my permission for such publishing.

Student Signature _____ Date _____

2. We give permission for our son/daughter's picture to be posted on the Durham Unified School District web page. This picture may be part of an activity, e.g. sports, or part of a class, e.g. science project, or as part of a class photograph.

I hereby (initial one): _____ **Grant my permission**
_____ **Withhold my permission.**

Name: _____ Parent/Guardian Signature: _____ Date: ____/____/____

I, the student, also give my permission for such publishing.

Student Signature _____ Date _____

Please complete both sides of this form

Thank you!