COMPUTER NETWORK AND INTERNET
ACCEPTABLE USE POLICY FOR STUDENTS OF THE
AUBURN PUBLIC SCHOOLS

The Internet, a worldwide network of interconnected computers, provides an opportunity for users to communicate with each other, no matter how far apart they are geographically. Because of its enormous size, the Internet provides an almost limitless amount of information that can be put to great educational purposes. The potentially limitless amount of information available on the Internet creates the potential for the posting or retrieval, intentionally or unintentionally, of inappropriate or harmful material. It is the purpose of these guidelines to assist all members of the Auburn Public Schools' Computer Network, which includes World Wide Web access and electronic mail capability, to use this resource safely and appropriately.

The Auburn Public Schools' Computer Network, which includes World Wide Web access and electronic mail capability, exists solely for educational purposes, which are defined as classroom activities, research projects directly related to class assignments, career and professional development and high quality self-discovery activities of an educational nature. The Auburn Public Schools' computer network is not to be considered a resource intended for use as a public forum or for any purpose that is not directly related to the delivery of educational services.

Members of the Auburn Public Schools' community are responsible for good behavior on school computer networks just as they are in a classroom, school hallway or at any school-sponsored event. Communications on the network may reach larger audiences than face-to-face conversations or telephone discussions. General school rules for behavior and communications apply. Access to network services will be provided to those who act in a considerate and responsible manner.

The Auburn Public Schools believes that the benefits to students from access to information resources and opportunity for collaboration available through the Internet exceed the potential disadvantages. However, the parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Auburn Public Schools respects each family's right to decide whether or not their child will have independent access to the World Wide Web at school. In making this decision, families should be aware that the Auburn Public School District intends to incorporate network use, Web access and e-mail in the schools according to grade level, as follows:

a. Grades kindergarten through two. Students at these grade levels will not have individual computer network passwords. During school time, teachers of students in grades kindergarten through two will guide them toward appropriate materials. Web access at these grade levels will be limited to teacher-directed and teacher-demonstrated use. Students will not be conducting independent research on the World Wide Web.

b. Grades three through five. Students in grades three through five will not have individual network passwords. Students at these grade levels will be given a Google Apps for Education account, without e-mail capability, for use in their classrooms. They may have the opportunity to conduct research via the Web in the classroom, and to access electronic mail for a group account, only during directly supervised instruction.

c. Grades six through twelve. Students in grades nine through twelve will be given individual access passwords, as well as access to the Google Apps for Education suite, including e-mail. They will have the opportunity to access the Web and conduct independent, self-directed research, both during classroom instruction and outside of classroom instruction, under the supervision of a teacher or other staff member.

For students to be permitted to gain independent access to the web they must agree to and abide by the rules set out below. For students under 18, parents must provide written permission forms before students will be permitted to gain independent access to the web. If the Auburn Public Schools does not receive a signed user agreement and, if applicable, a signed parental permission form, students will not gain independent access to the web but they may still have exposure to the Internet during classroom instruction or library research exercises.

The Auburn Public Schools will make every reasonable effort to minimize the risk that users will encounter objectionable material on the Internet. However, there is no absolute guarantee that this will not happen. The Auburn Public Schools intends to utilize any blocking or filtering safeguards required by law. With these measures, in addition to user education, implementation of this policy and grade-appropriate supervision, the Auburn Public Schools believes that the Internet can be used safely to enhance the delivery of educational services.

Rules:

1. Network access and technology use in a privilege, not a right. The use of the network and technology resources must be consistent with, and directly related to, the educational objectives of the Auburn Public Schools. A violation of the terms of this Acceptable Use Policy may result in suspension or termination of network access privileges (other than directly supervised access during classroom instruction) and may also result in other disciplinary action consistent with the disciplinary policies of the Auburn Public Schools and could also result in criminal prosecution where applicable. The Auburn Public Schools will cooperate fully with law enforcement officials in any investigation relating to misuse of the Auburn Public Schools' computer network.

2. Violations of this Acceptable Use Policy include, but are not limited to, the following conduct on any school provided equipment or network resource.

   a. Cyberbullying, using profane, vulgar, threatening, defamatory, abusive, discriminatory, harassing or otherwise objectionable or criminal language in a public or private message.

   b. Sending messages or posting information that would likely result in the loss of a recipient's work or system.

   c. Sending "chain letters" or "broadcast" messages to lists or individuals, subscribing to "listserves" or "newsgroups" without prior permission, or using the Internet access for any other personal use, without prior permission.

   d. Participating in other types of use which would cause congestion of the network or interfere with the work of others.

   e. Using the network in a manner that would violate any U.S. or state law. This includes, but is not limited to, copyrighted material, threatening material and spreading of computer viruses.

   f. Accessing or transmitting materials that are obscene, sexually explicit, or without redeeming educational value.

   g. Revealing the personal address, telephone number or confidential information of oneself or another person.

   h. Revealing one's password to anyone else, using anyone else's password, or pretending to be someone else when sending information over the computer network.

   i. Attempting to gain unauthorized access to system programs or computer equipment, including attempts to override, or to encourage others to override, any firewalls established on the network.

   j. Attempting to harm, modify or destroy data of another user.

   k. Exhibiting any other action whatsoever which would in any way subject the user or the Auburn Public Schools to any civil or criminal action.

   l. Discussing highly sensitive or confidential school department information in e-mail communications.

   m. Using the Auburn Public Schools' technology network to buy, sell or advertise anything.

n. Using social networking sites, discussion groups, chat rooms, instant messaging, or other forms of online conversation unless authorized in advance by the teacher and directly tied to a school assignment or classroom project.

o. Using the Auburn Public Schools' technology network for gambling.

p. Using the Auburn Public Schools' technology network for political campaigning purposes, including attempts to influence ballot questions or to promote or oppose a candidate for public office.

q. Failing to log off the computer network at the conclusion of a work session or at the request of system administrators.

r. Using the computer network for recreational purposes or activities relating to personal hobbies.

s. Connecting any personal electronic device or computer, including but not limited to iPods, cell phones, Mp3 players, gaming devices, to the wired or unapproved wireless network without the consent of the technology department for educational use only.

3. The Auburn Public Schools assumes no responsibility for:

   a. any unauthorized charges or fees, including telephone charges, long distance charges, per minute surcharges and/or equipment or line costs.

   b. any financial obligations arising out of unauthorized use of the system for the purchase of products or services.

   c. any cost, liability or damages caused by a user's violation of these guidelines.

   d. any information or materials that are transferred through the network.

   e. any damage to or loss of personal electronic equipment.

4. The Auburn Public Schools makes no guarantee, implied or otherwise, regarding the reliability of the data connection. The Auburn Public Schools shall not be liable for any loss or corruption of data resulting while using the network.

5. All messages and information created, sent or retrieved on the network are the property of the Auburn Public Schools. Copies of all information created, sent or retrieved, including but not limited to web sites visited (cache files), are stored on the computer network's back-up files. The Auburn Public Schools reserves the right to access and monitor all messages and files on the computer system, including web pages accessed, as it deems necessary and appropriate in the ordinary course of its business for purposes including, but not limited to, ensuring proper use of resources, investigating allegations of improper use and conducting routine network maintenance. Users should assume no expectation of privacy. By participating in the school district's computer network, users are indicating their consent to such monitoring and access. Where appropriate, communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or receiver.

6. Any users caught illegally obtaining software or transferring such software through the network, and any whose accounts are found to contain such illegal files, shall immediately have their accounts permanently revoked. In such event, the user's network access will be limited to directly supervised use during classroom instruction. In addition, all users should be aware that software piracy is a federal offense and is punishable by a fine or imprisonment.

7. Because of its size and shape, many kinds of materials eventually find their way to the network. If a user finds materials that are inappropriate while using the Auburn Public Schools' Technology Network, s/he shall refrain from downloading this material and shall not identify or share the material. It should be understood that the transfer of certain kinds of materials is illegal and punishable by fine or imprisonment.

8. Should a user, while using the Auburn Public Schools' Technology Network, encounter any material that s/he feels may constitute a threat against the safety of fellow students, staff members or the property of the Auburn Public Schools, that user is obligated to report his/her discovery of such material to a teacher or to his/her principal.

9. The Auburn Public Schools' administration reserves the right to amend this policy at any time without prior notice.

10. The Auburn Public Schools reserves the right to seek restitution from any user for costs incurred by the district, including legal fees, due to such user's inappropriate use of electronic resources.

First Reading: **November 15, 2010**
Second Reading: **January 20, 2011**
Approved: **January 20, 2011**
Updated: **August 13, 2014**

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PARENT/GUARDIAN PERMISSION (FOR USERS IN
GRADES 3 THROUGH 12 WHO ARE UNDER 18 YEARS OF AGE)

1. I have read the Acceptable Use Policy for the Auburn Public Schools.

2. I understand that this access is designed for educational purposes.

3. I recognize that some controversial materials exist on the Internet.

4. I understand that the level of my child's independent access to the Internet depends on my child's grade level, as explained in the Acceptable Use Policy.

5. I give permission for my son/daughter to have the access to the Internet that corresponds with his/her grade level.

6. I have discussed with my son/daughter his/her responsibilities regarding the use of the Auburn Public Schools' Network and Internet access.

7. My son/daughter understands and agrees to follow the Acceptable Use Policy of the Auburn Public Schools.

8. I understand that any violation by my son/daughter of the terms of the Acceptable Use Policy may result in the suspension or revocation of his/her e-mail account or independent access to the World Wide Web and may also result in school disciplinary action.

9. I will not hold the Auburn Public Schools liable or responsible for any materials my son/daughter accesses, acquires or transmits via the Auburn Public Schools' computer network and/or Internet connection.

Student's Name: _____

School: _____

Parent/Guardian Name: _____

Signature: _____

Date: _____