

Kenesaw Public School  
Guidelines for Computer Network Usage

Introduction/Purpose

Through the school's computer network, students and staff have access to an extensive supply of programs, information, and resources which enhance learning and teaching. A part of the school network involves access to the Internet. The Internet allows students and teachers entry to servers located all over the world. With access to these servers, students and teachers can locate a great deal of educational information.

Rights and Responsibilities

There is information on the Internet which is not appropriate for student use. Measures have been taken to prevent access to inappropriate information. However; the school cannot control all the information available on the Internet. All students and staff are expected to act in a responsible, ethical and legal manner when working on the Internet. It is important to remember that any inappropriate data which exists on the Internet cannot be accessed without the users' direct command.

Usage Guidelines

1. No student may work on the Internet without first obtaining permission from a supervising staff member.
2. The supervising staff member must give permission to a student before any material from the Internet is printed, downloaded, or saved to a disk.
3. No student is to subscribe to any database, ListSers, Chat Talk, or other sources without the prior permission of the supervising staff member.
4. Students are never to give out personal information such as home address or telephone numbers.
5. The Internet user is held responsible for his/her actions and activity on the Internet. Unacceptable uses of the network will result in the suspension of computer privileges. Some examples of unacceptable use:
  - Using the network for illegal activity, including violation of copyright or other contracts, or to obtain information blue printing illegal activities.
  - Using the network for financial or commercial gain.
  - Student use of personal e-mail accounts at school.
  - Degrading or disrupting equipment, software, or system performance.
  - Vandalizing the data of another user.

- Gaining unauthorized access to resources or entities.
  - Invading the privacy of individuals
  - Posting anonymous messages.
  - Downloading, storing, or printing files or messages that are profane, obscene, or that use language that offends or tends to degrade others.
  - Sending any text, image, movie, or sound that contains pornography, profanity, obscenity, or language that offends or tends to degrade others.
  - Reposting personal communications without the author's prior permission.
6. The student is responsible at all times for proper use of the network. As a general rule, if one is not sure that material is appropriate, ask the supervising staff member or don't access it.

**Please sign the appropriate areas and return this half sheet to the school office within one week. Thank you for your cooperation.**

### **Student Acceptance of the Computer Network Use Guidelines**

I have read the Use Guidelines for the Computer Network of Kenesaw Public School. I will abide by these guidelines and rules; and understand that I may lose my network privileges if I should break them.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I have read the Use Guidelines for the Computer Network of Kenesaw Public School. I understand that if my child does not use the network properly, he/she may lose his/her network privileges.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

