

Acceptable Use Policy  
for Computers, Networks, Related Equipment and Services

Britton Deerfield Schools strongly encourages the use of technology in education. To assure that the educational community of Britton Deerfield Schools can take full advantage of the technologies available, all users of technology must have proper authorization and adhere to the district's Acceptable Use Policy.

Students and their parents or guardians are expected to read and sign this agreement. The signatures represent their understanding of and promise to abide by it. The signed agreement remains in effect for one school year or until a new version of the agreement is issued and signed.

Note: This agreement is subject to provisions of the Britton Deerfield Schools Policy Student Code of Conduct.

*As a student in the Britton Deerfield School System who plans to use the district's computer equipment and facilities, and as a parent of this student, we understand:*

1. My use of the school's computers is a privilege, subject to revocation.
2. Any text or graphics I place on the Internet or other computer network via e-mail, chat, World Wide Web, or other technologies may reflect upon my school and the school's image.
3. I will be given an individual account, which will allow me to use my school's computers and the Internet.
4. Teachers and administrators will be the judge of the value or appropriateness of my use of my account.
5. Teachers and administrators may monitor my account, electronic files, and Internet access for appropriateness of the language and images I look at or use, without my prior consent.
6. Teachers and administrators may monitor my e-mail messages sent and received for appropriateness of the language and images I look at or use, without my prior consent.
7. Teachers and administrators may look at, without my prior consent, any data or files of mine that exist on the system and monitor and modify the system resources and storage space used by my data and files.
8. Teachers and school administrators reserve the right to remove any files on the system without prior notification to system users.
9. Teachers and administrators will only release sensitive, confidential, or identifiable information about me to third parties when required by law or when, in their judgment, release is required to prevent serious injury or harm that could result from violation of this agreement.
10. My parents and I will be informed whenever I am found in violation of this agreement.
11. My parents may request an opportunity to review the data that I have created and stored on the school's computer systems or networks.

12. I have the privilege of using my account as long as my use is within the limits of this agreement, other school and district policies or rules, and applicable local, state, and federal laws.
13. I or my parents or guardian will reimburse the school for any costs or damages that result from misuse or damage that occurs while I am, or anyone else is, using my password-protected account, or while I am using the school's equipment or hardware.
14. I must immediately report to a teacher or administrator if I receive obscene, profane, lewd, vulgar, inflammatory, threatening, degrading, harassing, or dangerous words, phrases, messages, files, or images.
15. These policies apply to my school e-mail account and any email account if I use a school computer to access it.
16. If warranted, an administrator will refer a violation of this agreement to an appropriate school, local, state, or federal authority for further disposition.
17. Evidence of attempted or actual system security, integrity, or performance related violation incidents will be cause for immediate access denial. The purpose of access denial in these cases is to prevent further damage to the system or data while an investigation is conducted. The users involved will be required to meet with the principal or appropriate administrator. After investigation, the case may be referred for disciplinary action.
18. Demonstrated *intent* to violate this agreement will be considered the same as an actual violation. Demonstrated intent means evidence of action that if successful or if carried out as intended, would result in a violation of this agreement.

**I promise I will:**

1. Use only the account assigned to me, and log off my account prior to leaving the computer.
2. Immediately notify a teacher or administrator when I discover a computer that is logged on and not being used.
3. Keep my password confidential.
4. Access resources for valid educational purposes, at such time and in such manner as determined by a teacher, a school official, or an administrator.
5. Stop what I am doing and leave a computer immediately when a teacher or administrator asks me to do so.
6. Immediately report to a teacher and/or administrator any inappropriate material I see.
7. Modify, change, or delete only my own data and files, and create and save them only in my own directories unless given explicit permission to modify another user's data or files.
8. Immediately report to a teacher or an administrator anything that has been misused, broken or is missing.
9. Use my real name (first name and last initial only) in every e-mail I send or forward, and limit my e-mail activity to reasonable levels in time and number.
10. Leave switches, buttons, icons, and other operational settings as they are.
11. Be polite and treat others with respect and courtesy when using e-mail, chat rooms and other communication forums.
12. Get approval from the principal or other administrator for all work done on behalf of my school for Internet publication.

13. Follow all district policies and all laws regarding copyright and intellectual property.
14. Use only the first name and last initial to identify another student, another student's work, my work, or myself when I publish on the Internet.
15. Use email, IM/chat or blogging programs during class only when given specific permission by the teacher and monitored by an adult in the room.

**I promise I will NOT:**

1. Use classroom phones unless directed by an adult in charge.
2. Knowingly allow another person to use my account.
3. Use my account for any illegal activity.
4. Use my account to offer or provide any product or service for commercial gain, advertising, or political lobbying.
5. Look at other people's personal messages or files.
6. Post on the Internet personal messages or files without the original author's consent.
7. Post on the Internet anonymous messages, send anonymous email, or use pen names.
8. Use or send my home address or phone number in e-mails.
9. Send or forward e-mail chain letters or petitions and/or sign up for or log in to anything without teacher permission.
10. Try to open, look at, or change the information that controls a school computer, my school's network or any other network.
11. Make, use, or show to another student any obscene, profane, lewd, harassing, vulgar, inflammatory, threatening, degrading, or dangerous words, phrases, messages, files, or images.
12. Install or download any software to a computer or the network.
13. Use any program or enter any information that slows, disables, stops, or harms another program, a computer, or the network.
14. Play games, music, or video streaming except in the presence of a teacher or administrator who gives me permission.
15. Store or transmit programs or files that I do not own or that use too much space.
16. Make copies of any software or commercial diskettes.
17. Give any information beyond a first name and initial that specifically identifies or would allow one to determine the specific identity of another student or myself in a picture, movie, or sound recording that I put on the Internet except as allowed by an adult in charge relative to an approved on-line course of study.
18. Misuse, break, or take any part of a computer or the network.
19. Try to repair things myself.
20. Use school computers, Internet access, or network accounts to order any commercial product for which there is a fee, cost, or charge.
21. Use an external storage device unless given specific permission from the teacher.

**Acceptable Use Policy**  
**For Computers, Networks, Related Equipment and Services User Agreement**  
**Britton Deerfield Schools**

User's Name \_\_\_\_\_

We, the undersigned, have read the above Britton Deerfield Schools Acceptable Use Policy for computers, networks, and related equipment. We hereby agree to the rights and responsibilities and will abide by the rules and regulations as they are set out in the above policy.

We are aware that the school district reserves and will exercise the right to review, audit, intercept access, and disclose all matters on the school district's email systems and databases at any time, with or without notice, and that such access may occur during or after the regular school day.

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Disciplinary Action for Violation of Acceptable Use Policy**

The above violations of the acceptable use policy are not all-inclusive, but only representative and illustrative. A user who commits an act of misconduct that is not listed may also be subject to disciplinary action.

Depending on the nature and severity of any violation of this agreement, the administration may take one or more of the following discipline actions (pursuant to Code of Conduct):

- Step 1. A first violation of the above guidelines will result in a minimum 3-day suspension from the use of computers and other technology equipment in the building. Parent(s) or Guardian(s) will be notified by mail or phone call of the violation committed by the student.
  - Step 2. A second violation will result in a 10-day suspension from the use of computers and other technology equipment in the building. Parents will be notified of violation by mail and reminded that further violations may result in suspension of student from use of technology equipment for the remainder of the school year.
  - Step 3. A third violation of the Acceptable Use Policy, beyond what is prescribed here, will be based on the appropriate Britton Deerfield Schools student handbook and may result in possible additional actions specific to the use of technology, including:
    - × Require that the user seek assistance in learning the proper procedures before he/she is allowed to use the technology equipment at Britton Deerfield Schools
    - × Confiscation of inappropriate material
    - × Restitution/restoration
    - × Banning the user from access to the Internet for a specific time period
    - × Banning the user from using all computer equipment, networks, and Internet for a specified period of time
    - × Other intervention strategies as needed
  - Step 4. A fourth violation will warrant permanent removal of user privileges on all Britton Deerfield Schools computers, technology equipment, network, and Internet connections. This may result in a loss of academic credit if the student is unable to complete coursework requiring the use of technology at school.
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