

LOST RIVER CAREER COOPERATIVE

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Acceptable Use Policy for the School's Computer Technology, Public Publishing, and Internet Connection

At the core of Lost River Career Cooperative's mission is the desire to provide an educational atmosphere, which provides users; including employees, students, and the community at large, a place to teach, acquire basic vocational and avocational skills, share knowledge, encourage the pursuit of life-long learning, and promote productive endeavors in a dynamic, democratic society. In order to accomplish these goals, we view acceptable, responsible use of computer technology and the Internet as a necessary building block to everyone's educational foundation. Current computer technology offers a wide, diverse, and unique set of resources to all those who may be given access to it through the school corporation. The Internet has thousands of computers in locations all over the world linked together electronically by telephone lines and satellites. Such access is rich with content and communication strategies, including, but not limited to:

1. Opportunities to correspond with research institutions
2. Special projects that require E-mail and/or discussion group access
3. Public domain and shareware of all types
4. Many university library catalogs as well as the United States Library of Congress
5. Electronic newspapers, books, and publications
6. Foreign language encounters
7. Artistic and cultural awareness projects
8. College and career information
9. An expanded audience for student achievements.

Therefore, Lost River Career Cooperative intends to provide access to computer technology and the Internet for the limited purpose of fulfilling its educational goals. To assist users in fulfilling their responsibility for proper use of the school's computer technology and the Internet; each user will be provided with a copy of this policy and will be instructed on how to use the network properly by the administrator or designee in charge. Minors will acknowledge reading this policy by jointly signing the permission form along with their parent/guardian.

A teacher that plans to assign to students any project requiring the resources of the Internet must submit an Internet Lesson Plan to the administrator or designee for prior approval. Students may access the Internet only with the permission of a faculty member or administrator. An Internet privilege granted to the user to whom it has been assigned is not to be used by another individual.

Moreover, the use of the school's computer technology and the Internet is regarded as a privilege rather than a right. Attempts to abuse this privilege, such as, bypassing security, ignoring guidelines set forth by school policies, disregarding instructional directives, or breach of safeguard features, may result in the loss of all privileges. This includes the right to our Internet connection and any of the school corporation's computer technology. Some violations, by law, require us to report them to civil authorities. In addition, we reserve the right to take precautions necessary to restrict, inhibit, or deny access to the user and/or resources through software or hardware conventions. This may include such features as a firewall, filters, special monitoring software, or other security measures.

The School Board, administrator (or designee) in charge, technology coordinator, and the appropriate classroom teacher will deem, within the constraints of this policy, what is inappropriate use for students. Employee and community usage of the computers and the Internet will be governed by the constraints of this policy. The administrator or designee in charge and/or the technology coordinator may close an account at anytime as required, pending further investigation. Other administrators and faculty members may request the administrator in charge or designee and/or the technology coordinator to deny, revoke, or suspend specific user accounts.

All computer and Internet users shall be assigned an account and a password by the administrator (or designee) in charge of the location where the individual user's work station is assigned. The user of our system is responsible for their account. Under no circumstances should the user give their account name, or password to another person, nor is a user to login under another user's name and password. Once a user has been granted permission to use the Internet, the responsibility of correct and appropriate usage falls on the student, parent/guardian, and School Corporation. Users may also grant Lost River Career Cooperative the right to archive and their work and picture(s) on the school corporation's computer network and the Internet. The term "user" is meant to include any person using the school's computer technology.

Users are not to reveal their home address or phone number, nor are they to reveal the home address or phone number of anyone else. Impersonation of another person or anonymous logins are unacceptable usage. Users are required to use their real name. Users should not respond to unsolicited contacts. Such contacts should immediately be reported to the administrator (or designee) or the student's immediate instructor in charge.

All-communication and information received or initiated via the corporation's computer technology is assumed to be private property. However, all user communications, data storage, and inquiries via the school's computer technology are subject to review and/or inspection and are not protected by right-to-privacy.

Before reusing any material received via the corporation's technology, the user must insure that copyright laws are not violated. Proper approval must be obtained before publishing on distributing copy-protected data or software.

Use of the school's computer technology for personal purposes or to access resources that fall outside the focus of education directives is considered inappropriate use of this school corporation's equipment. State requirements specifically prohibit the use of a school corporation's computer technology to access the Internet for:

1. Accessing, uploading, downloading, or distributing computer viruses and pornographic, obscene, or sexually explicit materials.

2. Transmitting obscene, abusive, or sexually explicit language.
3. Violating any local, state, or federal statute.
4. Vandalizing, damaging, or disabling the property of another person or organization.
5. Accessing another person's materials, information, or files without the implied or direct permission of the person.
6. Violating copyrights, or using another person's intellectual property without his or her prior approval or proper citation.

In addition to state guidelines, Lost River Career Cooperative prohibits the use of the school's computer technology for profit making activities, product advertisement, political lobbying, non-educational activity, misrepresentation, or other activities which are a waste of school resources.

Vandalism is defined as any malicious attempt to harm equipment or destroy data of another user, the Internet, or any other network which might be connected to the school's technology system. Any vandalism will result in loss of computer privileges, disciplinary action, and/or referral to civil authorities.

Some systems available on the Internet may contain defamatory, inaccurate, abusive, racially offensive, illegal, or adult-oriented material. Yet, Lost River Career Cooperative strongly believes the valuable educational information and interaction available on the network outweighs the possibility that users may procure inappropriate material that is not consistent with the school's mission. Because there is really no foolproof way totally eliminate all objectionable information the Internet might yield, user access is a matter of personal responsibility and respect of the school's view of appropriate use. To remain an eligible user, the user must be in consistent support of the educational objectives of Lost River Career Cooperative. Inquiries of a personal nature are an inappropriate use of the school's computer technology.

The alteration of any computer's registry, setup, desktop, or properties is strictly prohibited, as is the tampering with any of the cabling, hardware, or software. The student may not run or install any software without the express written consent of the school's administrator, technology coordinator, or their designee.

This policy also applies to off-site locations where Lost River students may be using another school corporation's facility, employer's computer system, or remote classroom site.

The Corporation makes no warranties of any kind, whether expressed or implied, for the computer technology services it is providing. The Corporation will not be responsible for any damages suffered by the user. Use of any information obtained via the Internet is at the user's own risk. The Corporation specifically denies any responsibility for the accuracy or quality of information obtained through its services. This includes lost or corrupted data, incorrect or offensive content delivery, software or hardware malfunctions, or computer viruses.

All users must sign the school corporation's Acceptable Use Policy for the Computer Technology and Internet User Agreement policies. The parents of all minors using the school's computer technology and/or the Internet, must also sign these policies. Both policies must be on file at Lost River Career Cooperative before the user can access the school's technology.

Parents are to be notified in writing of all fees, if any, which maybe charged for the use of the Lost River Career Cooperative's computer technology. If Internet assignments are required,

students whose parents fail to grant or refuse to grant permission to use the Internet shall be given alternative assignments. The adult-aged student or the parent/guardian of a minor may also grant permission to archive and display student's picture and work on the school corporation's computer network and the Internet.

This policy informs the parent in writing that while security measures are taken by Lost River Career Cooperative to preclude negative experiences and objectionable content, the system is not foolproof. Poor software design and inherent "holes" in the technology are often out of our control. Additionally, it may be possible for students to purchase goods and services via the Internet, and that these purchases could result in unwanted financial obligations which would be the responsibility of the user or the parent. This policy is also subordinate to local, state, and federal statute.

All terms and conditions of this policy are applicable to students, employees, and other users of Lost River Career Cooperative's computer technology and the Internet. The terms and conditions reflect the entire understanding of the users and the school district. These terms and conditions shall be governed by and interpreted in accordance with the laws of the State of Indiana and the United States of America.