

Orangeburg Consolidated School District 5

Internet Acceptable Use Policy

Technology is a vital part of education and the curriculum of Orangeburg Consolidated School District Five. In an effort to promote learning and expand educational resources for students, the district has made arrangements to provide internet access to students and staff. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, communication, and innovation. Access to the internet, an "electronic highway" connecting millions of computer users all over the world, will allow Orangeburg Consolidated School District Five students and staff the opportunity to communicate with others on a global level and access educational material worldwide.

Access to the internet is a privilege, not a right. With this privilege, there also is a responsibility to use the internet solely for educational purposes and not to access inappropriate materials unstable for students. To that end, the Orangeburg Consolidated School District Five administration is directed to develop appropriate guidelines governing the use of district computers to access the internet.

As part of the implementation of the administration's guidelines, students and staff must be instructed on the appropriate use of the internet. In addition, parents must sign a permission form to allow students to access the internet. Students also must sign a form acknowledging that they have read and understand the Internet Acceptable Use Policy and administrative regulations. District staff must sign a similar acknowledgment form before they will be allowed to access the internet. Inappropriate use by any person will not be tolerated.

Internet Acceptable Use Policy Administrative Rules

Technology is a vital part of the educational process and the curriculum of Orangeburg Consolidated School District Five, students and staff will be provided access to the internet. By providing this access, the District intends to promote educational excellence and allow access to resources unavailable through traditional means.

With access to computers and people all over the world also comes the availability of material that may not be of educational value. Orangeburg Consolidated School District Five has taken precautions to restrict access to controversial or inappropriate materials. However, on a global network, it is impossible to control all materials and limit all access to information that has no educational value. Orangeburg Consolidated School District Five firmly believes that the valuable information and the interactions available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goal of the District.

The smooth operation of the internet network relies on the proper conduct of the end users that must adhere to strict guidelines. These guidelines are provided here so that you are aware of your responsibility when using the internet. Any violations of these guidelines will subject the user to appropriate disciplinary action and possible denial of access to the internet.

Prior to accessing the internet, students and staff must receive instruction on the appropriate use of the internet. In addition, parents will be required to sign a form annually acknowledging that they have read and understood this Administrative Rule. That they will comply with the guidelines set forth herein and that they understand the consequences for violating these guidelines. Employees must sign a similar acknowledgement form.

Terms and Conditions Use

A. Acceptable Use

The purpose of the district's decision to provide internet access is to allow and expand opportunity for research and education by providing access to unique resources and the opportunity for collaborative work. All use of the internet must be in support of education and research and consistent with the rules appropriate for the network. Transmission of any material in violation of any national or state laws or regulations is prohibited. This includes but is not limited to, copyrighted material, threatening or obscene material, and material protected by trade secret.

B. Procedures for Use

1. Administrators and teachers may access the internet for educational or work-related purposes at any time that is not disruptive and does not interfere with the performance of other responsibilities by the employee or other staff members.
2. Students will be allowed to access the internet only through their teachers. No student may access the internet without permission. Student use must be supervised at all times by a staff member.
3. All users must sign in on a log-in sheet before each use. Log-in sheets will be available for each terminal.

C. Rules Governing Use

The use of the internet is a privilege, not a right, and inappropriate use will result in cancellation of internet privileges. All staff and students must abide by the generally accepted rules of network etiquette, including the following:

1. Be polite. Do not be abusive in messages to others. Always use appropriate language. Profanity, vulgarities, or other inappropriate language is prohibited. Illegal activities are strictly forbidden.
2. Never reveal the personal address or phone number of yourself or others.
3. Note that electronic mail is not guaranteed to be private. Network Support Staff have access to all e-mail. Messages relating to or in support of illegal or inappropriate activities will be reported to the appropriate authorities.
4. Do not disrupt, harass, or annoy other users.
5. All communications and information accessible via the network should be assumed to be private property of the school district. Always cite quotes, references, and sources.
6. Never access inappropriate or restricted information, such as pornography or other obscene materials, or other information not directly related to the educational purpose for which access is being provided. Restricted information includes obscene, libelous, indecent, vulgar, profane or lewd materials, advertisements for products or services not promoted to minors by laws, insulting, fighting, and harassing words, and other material which may cause a substantial disruption of the academic environment.
7. Vandalism also is prohibited and will result in cancellation of privileges. Vandalism includes any malicious attempt to harm or destroy data of another user, and includes, but is not limited to, the uploading or creation of computer viruses.
8. All users should remain on the system only as long as necessary to complete their work, so that other individuals will have equal opportunities to access the internet.
9. All users should use the internet only for research and academic reasons: non-academic uses are prohibited. Do not use the system for financial or commercial gain.
10. Always follow the instructions of the supervising staff members.

D. Penalties for Improper Use

An employee who violates the terms of this Administrative Rule or otherwise misuses the internet to access inappropriate material will be subject to disciplinary action, up to and including termination. In addition, the privilege of accessing the internet also will be subject to cancellation for up to one year. Students who violate the terms of this Administrative Rule or who otherwise misuse their access to the internet also will be subject to disciplinary action in accordance to the district student behavior code. Internet access privileges also may be canceled for up to one year. Violations of the laws of the United States or the State of South Carolina also may subject the user to criminal prosecution. If the user incurs unauthorized costs, the user, as well as the user's parents, if the user is a student, will be responsible for all such costs.

Internet Acceptable Use Policy Student/Parent/Legal Guardian Certification Form

I have read and understand the Orangeburg Consolidated School District 5 Internet Acceptable Use Policy and Administrative Rule. I understand and will abide by the conditions and rules set forth therein. I further understand that violation of these conditions and rules are unethical and also may constitute a criminal offense. Should I commit any violations, my access privilege may be revoked for up to one year, disciplinary action may be taken and appropriate legal action may be instituted. I also agree to be responsible for any unauthorized costs incurred by my use of the internet.

Student's Signature

Date

As the parent/legal guardian of this student, I have read and understand the Internet Acceptable Use Policy and Administrative Rule. I understand that this access is designed solely for educational purposes. I further understand that if my child violates these conditions and rules, his/her access privileges may be revoked for up to one year and disciplinary action may be taken.

Parent/Legal Guardian Signature

Date