

Internet  
Acceptable Use Policy  
Clay Elementary School

The goal in providing students at Clay Elementary School access to the computer network for Internet use and electronic mail is to promote educational excellence by sharing resources, exploration, innovation, and communication through our direct Internet connection. With this access, students also have accessibility to potentially offensive and controversial materials. However, the benefits to students from network access exceed the disadvantages. It is the responsibility of the students, parents, teachers, and administrators to insure that access to telecommunication networks and computers provided by the school system is not abused. Access to Internet services is a privilege given to students who agree to act in a considerate and responsible manner.

All network users at Clay Elementary School must abide by the following rules:

- Students must have Acceptable Use Policy Training (AUP) and turn in a completed AUP parental consent form.
- All student access must be related to class work and assigned by a teacher.
- Students or staff members are not to bring storage devices from outside school for use in school computers.
- All student access to online services will be supervised by a member of the Clay County Middle School staff.
- Students or teachers will not take for granted that the librarian is willing or free to supervise.
- Because school computers are reserved for academic purposes, the school reserves the right to monitor all student activities, including e-mail, etc.
- The instructor must authorize printing of materials.
- Use of instant messaging by students or staff is not permitted.
- Users who see improper use of school technology must report it to the staff member supervising.
- Error messages are not to be ignored. Write them down verbatim.
- Hacking or attempting to hack any site without authorization is prohibited.

**EXAMPLES OF UNAUTHORIZED USE INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Executing non-educational gaming.
- Creating, storing, sending, or viewing pornographic or other inappropriate material.
- Downloading, uploading and/or executing viruses.
- Using e-mail or user ID other than one's own.
- Misrepresenting an individual's identity or source of communication or data.
- Illegally accessing another person's data or private system files.
- Corrupting, destroying, deleting, or manipulating system data with malicious intent.
- Requesting that inappropriate material be transferred.
- Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
  - Be polite. Do not write abusive messages to others.
  - Use appropriate language.
  - Do not reveal the personal home address or phone numbers of students or colleagues.
  - Do not use the Internet in a way that would disrupt the use of the Internet by others.

Individuals are responsible for their own behavior when using school technology and must comply with policy standards. Violations may result in a loss of access as well as other disciplinary or legal action. No student may use school computers to access any web site or online service outside the school unless a consent and waiver form signed by the student and parent or guardian is on file in the office.

**STUDENT AGREEMENT**

I have read the Clay Elementary School Acceptable Use Policy. I agree to follow the rules outlined in this policy. I understand that if I violate these rules my computer privileges may be terminated, and I may face other disciplinary measures including legal action.

**FAMILY AGREEMENT**

As the responsible family of the minor child signed above, I grant permission for my child to access network computer services, such as the Internet and electronic mail. I understand that my child must behave responsibly and will be held accountable for all violations of the rules. I agree that the school will not be held liable if I am or my child is hurt or offended by gaining access to inappropriate material or other use of school technology.

\*Please see cover sheet for acceptance of this policy. Initial and sign cover sheet.

Thank you.