

# **A. W. Spalding Elementary AWSNet Acceptable Use Policy**

A. W. Spalding Elementary is now offering Internet access for student use. This document contains the Acceptable Use Policy for your use of the A. W. Spalding Internet Access System. This A.W. Spalding service is called AWSNet.

## **A. Educational Purposes**

1. AWSNet has been established for a limited educational purpose. The term “educational purpose” includes classroom activities, career development, and limited high-quality self-discovery activities. Access to AWSNet is a privilege and is granted only to those who follow this policy.
2. AWSNet has not been established as a public access service or a public forum. A.W. Spalding Elementary has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in the A. W. Spalding Elementary Handbook as well as local, state, and federal laws in your use of AWSNet.
3. You may not use AWSNet for commercial purposes. This means you may not offer, provide, or purchase products or services through AWSNet.
4. You may not use AWSNet for political lobbying, but you may use the system to communicate with elected representatives and to express your opinion on political issues.

## **B. Student Internet Access**

1. All students with signed parental permission will have access to Internet World Wide Web information resources through the school computer lab or designated classrooms.
2. Students may send and receive e-mail through their classroom e-mail account with the approval of their parents.
3. You and your parent must sign an Account Agreement to be granted an account on AWSNet. This Agreement must be renewed on an annual basis. Your parents can withdraw their approval at any time.

## **C. Unacceptable Uses**

The following uses of AWSNet are considered unacceptable:

### **1. Personal Safety**

- a. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
- b. You will not agree to meet with someone you have met online without your parent's approval. Your parents should accompany you to this meeting.

- c. You will promptly disclose to your teacher or other school employees any message you receive that is inappropriate or makes you feel uncomfortable.
- d. Use of "Chat" rooms is unacceptable. Appropriate and/or acceptable "Chats" may be set up by your teacher or administrator only.

## **2. Illegal Activities**

- a. You will not attempt to gain unauthorized access to AWSNet or to any other computer system through AWSNet or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purpose of "browsing."
- b. You will not make deliberate attempts to disrupt the computer system or to destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. You will not use AWSNet to engage in any other illegal act, such as arranging for a drug sales or the purchase of alcohol, engaging in criminal activity, threatening the safety of an person, etc.

## **3. System Security**

- a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. **Under no conditions should you provide your password to another person.**
- b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems because this may be construed as an illegal attempt to gain access.

## **4. Inappropriate Language**

- a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
- b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. You will not post damaging or disruptive information.
- d. You will not engage in personal attacks, including but not limited to prejudicial or discriminatory attacks.
- e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.
- f. You will not knowingly or recklessly post false or defamatory information about a person or organization.

## **5. Respect for Privacy**

- a. You will not repost a message that was sent to you privately without permission of the person who sent you the message.
- b. You will not post private information about another person.

## **6. Respecting Resource Limits**

- a. You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on use for education and career development activities. Because of the limited number of computers on campus, you must be considerate of the amount of time you spend on AWSNet.
- b. Your hard disk storage space for World Wide Web pages, classwork, and for personal item is limited.
- c. You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- d. You will not use AWSNet to play games over the network or over the Internet.

## **7. Plagiarism and Copyright Infringement**

- a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours. Credit should always be given to the person who created the article or idea.
- b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a teacher.

## **8. Inappropriate Access to Material**

Although AWSNet cannot block access to all of the unacceptable things on the Internet, it should be clearly understood that access to any such material is strictly forbidden in any form.

- a. You will not use AWSNet to access material that is profane or obscene, that advocates illegal acts, violence, or discrimination towards other people.
- b. If you mistakenly access inappropriate information, you should immediately tell your teacher or another A. W. Spalding Elementary School employee. This will protect you against a claim that you have intentionally violated this Policy.

- c. Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. A. W. Spalding Elementary School will respect the additional restrictions placed on you and we fully expect that you will follow your parents' instructions in this matter.

## **D. Your Rights**

### **1. Free Speech**

Your right to free speech applies also to your communication on the Internet. The AWSNet is considered a limited forum, similar to the school newspaper, and therefore A. W. Spalding Elementary School may restrict your speech for valid educational or moral reasons.

### **2. Search and Seizure**

- a. You should expect only limited privacy in the contents of your personal files on AWSNet. The situation is similar to the rights you have to the privacy of your locker.
- b. Routine maintenance and monitoring of AWSNet may lead to discovery that you have violated this policy, the rules set forth in the A. W. Spalding Elementary Handbook, or the law.
- c. An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the rules in the A. W. Spalding Elementary School, or the law. The investigation will be reasonable and related to the suspected violation.
- d. Your parents have the right at any time to request to see the contents of your files.

### **3. Due Process**

- a. A. W. Spalding Elementary School will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted through AWSNet.
- b. In the event there is a claim that you have violated this policy or the rules in the A. W. Spalding Elementary School Handbook in your use of AWSNet, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before an administrator.
- c. If the violation also involves a violation of other provisions of the A. W. Spalding Elementary School Handbook, it will be handled in a manner described there.

## **E. Limitation of Liability**

A.W. Spalding Elementary School makes no guarantee that the functions or the services provided by or through AWSNet will be error-free or without defect. A. W. Spalding

Elementary School will not be responsible for any damage you may suffer, including but not limited to loss of data or interruptions of service. A. W. Spalding Elementary School is not responsible for the accuracy or quality of the information obtained through or stored on the system. A. W. Spalding Elementary School will not be responsible for financial obligations arising through the unauthorized use of the system.

#### **F. Personal Responsibility**

Remember that you represent A. W. Spalding Elementary School – at school, on trips, and on the Internet. A. W. Spalding Elementary School expects its students to be good ambassadors in all these situations.

When you are using the AWSNet, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave little “electronic footprints,” so the odds of getting caught are really about the same as they are in the real world.

**The fact that you can do something or think you can do something without being caught does not make it right to do so.** Even if you don't get caught, there are always two persons who will know whether you have done wrong. The first is God, and the second person is you. Your use of the Internet can be a mirror that will show you what kind of a person you are.

#### **G. Consequences of Violation**

Consequences of violations of the AWSNet Acceptable Use Policy may include but are not limited to:

1. Suspension of Internet access
2. Revocation of Internet access
3. Suspension of all network privileges
4. Revocation of all network privileges
5. School suspension
6. School Expulsion
7. Legal action and prosecution by local, state, or federal authorities.

This policy is subject to be reviewed and updated at the discretion of the administration of A. W. Spalding Elementary School.

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# **AWSNet Student Account Agreement**

## **Student Section**

Student Name \_\_\_\_\_ Year of Graduation \_\_\_\_\_

I have read A. W. Spalding Elementary School's AWSNet Acceptable Use Policy. I agree to follow the rules contained in this Policy. I understand that if I violate any of these rules, my account can be terminated and I may face other disciplinary measures.

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

## **Parent or Guardian Section**

I have read the A. W. Spalding Elementary School AWSNet Acceptable Use Policy.

I hereby release A. W. Spalding Elementary School, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use AWSNet, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in A. W. Spalding Elementary School's AWSNet Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

I give permission for A. W. Spalding Elementary School to issue an:

E-mail account \_\_\_\_\_ (initial to approve)

Internet (World Wide Web) account \_\_\_\_\_ (initial to approve)

For my child and certify that the information contained in this form is correct.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name (Please print) \_\_\_\_\_

**PLEASE NOTE THAT THERE ARE NO FEES FOR INTERNET OR EMAIL ACCESS.**  
(This is covered by the regular entrance and tuition fees)

This policy is subject to be reviewed and updated at the discretion of the administration of A. W. Spalding Elementary School.