

APPENDIX

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CLAY COMMUNITY SCHOOLS
POLICY ON CORPORATION-
PROVIDED ACCESS TO
ELECTRONIC INFORMATION,
SERVICES, AND NETWORKS

**Clay Community Schools
Policy on Corporation-Provided
Access to Electronic Information, Services, and Networks**

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, Clay Community Schools considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The Corporation expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those resources which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines for proper use and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

Students utilizing Corporation-provided Internet access must first have the permission of and must be supervised by Clay Community Schools' professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other areas of the school. The same general rules for behavior and communications apply.

The purpose of Corporation-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of Clay Community Schools. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

- a. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- b. to transmit obscene, abusive, or sexually explicit language;
- c. to violate any local, state, or federal statute;
- d. to vandalize, damage, or disable the property of another individual or organization;
- e. to access another individual's materials, information, or files without permission;
and,
- f. to violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of Corporation policy and rules may result in student or other user loss of Corporation-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Clay Community Schools makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The Corporation will not be responsible for any damages users suffer, including--but not limited to--loss of data resulting from delays or interruptions in service. The Corporation will not be responsible for the accuracy, nature, or quality of information stored on Corporation diskettes, hard drives, or servers; nor for the accuracy, nature,

or quality of information gathered through Corporation-provided Internet access. The Corporation will not be responsible for personal property used to access Corporation computers or networks or for Corporation-provided Internet access. The Corporation will not be responsible for unauthorized financial obligations resulting from Corporation-provided access to the Internet.

Parents of students in Clay Community Schools shall be provided with the following information:

Clay Community Schools is pleased to offer its students access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.

Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

While the Corporation's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the Corporation institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the Corporation's acceptable use policy. That notwithstanding, the Corporation believes that the benefits of student access to the Internet exceed its disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Toward that end, Clay Community Schools makes the Corporation's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.

Terms and Conditions for Use of Clay Community Schools Provided Internet Access

Clay Community Schools intends to provide access to the Internet for all authorized students, faculty, and staff (hereafter referred to as users) that wish to use the Internet for educational purposes. Minors must have permission from at least one parent or guardian to access the Internet at school.

Use of the Internet will afford our students the opportunity to access valuable educational resources. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Clay Community Schools has taken available precautions, to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. Clay Community Schools believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of Clay Community Schools.

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. In general this requires efficient, ethical and legal utilization of the network resources. If a Clay Community Schools user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. Your signature (s) on the attached contract is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions and the Clay Community Schools Policy on Corporation-Provided Access to Electronic Information, Services and Networks (AUP) carefully and understand(s) their significance.

Terms and Conditions:

1.) Purpose:

The use of your school-provided account is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. A user's activities while using the Internet from a school site must be in support of education and research, and consistent with the educational objectives of the Clay Community Schools. In addition, a user accessing the Internet from a school site is responsible for all on-line activities that take place through the use of his or her account.

2.) Inappropriate Use of Internet:

You are expected to abide by the generally accepted rules of network etiquette. The following actions (which are not exhaustive) constitute unacceptable use of the Internet, whether that use is initiated from school or any other site. These include, but are not limited to the following:

- Using impolite, abusive, or otherwise objectionable language in either public or private messages;
- Placing unlawful information on the Internet;
- Using the Internet illegally in ways that violate federal, state, or local laws or statutes;
- Using the Internet at school for non-school related activities;
- Sending messages that are likely to result in the loss of the recipient's work or systems;
- Sending chain letters or pyramid schemes to lists or individuals, and any other types of use that would cause congestion of the Internet or otherwise interfere with the work of others;
- Using the Internet for commercial purposes;
- Using the Internet for political lobbying;
- Changing any computer file(s) that does not belong to the user;
- Sending or receiving copyrighted materials without permission;
- Knowingly giving one's ID and password to others;
- Using another person's ID and password;
- Using Internet access for sending or retrieving pornographic material, inappropriate text files, or files dangerous to the integrity of the network;
- Circumventing security measures on school or remote computers or networks;
 - A. Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem, you must notify the system administrator. Do not demonstrate the problem to other users.
 - B. Attempts to login to the system as any other user will result in cancellation of user privileges. Attempts to login to the server as the system administrator will result in cancellation of user privileges, as well as disciplinary actions.
 - C. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
- Attempting to gain unauthorized access to other resources, programs, or data;

- Vandalizing, which is any malicious attempt to harm or destroy data of another user on the Internet and includes the uploading, intentional use or creation of computer viruses;
- Falsifying one's identity to others while using the Internet;
- Disruptive use of the network, including, but not limited to:
 - A. Downloading huge files during prime time,
 - B. Sending mass email messages,
 - C. Annoying other users.

3.) Consequences of Violation(s):

A violation of the provisions of the AUP or Terms and Conditions of Internet Use may result in revocation of the user's Internet access privileges and/or email account, regardless of the success or failure of the attempt. In addition, school disciplinary action, including suspension or expulsion, and/or appropriate legal action may be taken.

- A. Initial determination: The school administrators with the assistance of the teacher, will make the initial determination of any policy violation.
- B. Due process: Violators will be accorded due process rights in the determination of possible violations and consequences.
- C. Denial, revocation, or suspension of Internet access: The school administration, in accordance with Clay Community Schools disciplinary procedures, may deny, revoke, or suspend any Internet access as deemed necessary.

4.) Reliability:

Clay Community Schools makes no warranties of any kind, whether expressed or implied, for the Internet. Clay Community Schools will not be responsible for any damages you suffer. This includes:

- A. Loss of data resulting from delays, non-deliveries, misdeliveries or service interruptions.
- B. Use of any information obtained via Internet. Use of such information is at your own risk. We do not assume responsibility for the accuracy or quality of information obtained through its services.

5.) Updating User Information:

We may occasionally require new registration and account information from you to continue the service. You must notify us of any changes in your account information.

6.) Email Responsibility:

The content and maintenance of a user's electronic mailbox is the users responsibility:

- Check email frequently and remain within your limited disk quota. Mail messages not received within 2 weeks may automatically be deleted.
- Delete unwanted messages immediately since they take up disk storage.
- Keep messages remaining in your electronic mailbox to a minimum.
- Mail messages can be downloaded or extracted to files, then to disks for future reference or use.
- Never assume that your email is private. Others may be able to read or access your mail or compile information you have sent across the Internet.
- Never send or keep anything that you would object to being published in the daily newspaper.

In summary, transmission of any material in violation of any U.S. or state regulation is prohibited. Use for commercial activities by for-profit institutions is not acceptable. Use for product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited.