

Compass Public Charter School
Intranet (CPCSNet)
And
World Wide Web/ Internet
Acceptable Use Agreement
For Students

Student Name: _____
(Please print)

Student ID: _____

Grade: _____

Student E-mail address: _____

The contents of this packet and form represent a synopsis of the CPCS *Information Technology Policy and Roles & Responsibilities* documents. Both are available at your school Administration office.

If you wish to review the referenced publications, call the administrator of the school.

General Information

The Compass Public Charter School Network (CPCSNet), and computer systems are for use by authorized individuals only. Any unauthorized access to these systems is prohibited and is subject to criminal and civil penalties under State and Federal Laws. Access to CPCSNet and the gateway to the World Wide Internet, hereafter referred to as CPCSNet, is provided for educational purpose only and is to be used only for activities that support the curriculum, the professional role of staff, and approved school activities. **Permission from parents (or guardian) is required for all students to access the CPCSNet and Internet.**

While on campus, students and staff will have cost-free access to the Internet via the CPCSNet dedicated Internet server. Students and staff will also have access to the CPCSNet (Intranet) via the Internet and the CPCS Web Site when off-campus. Network access is regulated by the use of personal ID's and passwords. The aforementioned access does not include. Not will the School pay for, certain fee-based on or off-campus services or off-campus connections.

Reasonable steps will be taken to ensure that CPCSNet and Internet access are used for intended purposes, and users may be monitored at any time. Anyone using the school's Network expressly consents to monitoring and adherence to school rules and/or codes of conduct. Even one incidence of unacceptable conduct can result in revocation of privileges for a time period to be determined by the nature of the misconduct and subject the user to other disciplinary and legal consequences.

Total security on such a far-reaching system is imperfect and impossible to achieve. Malicious users can make use of school computers for inappropriate reasons. This Agreement seeks to protect the School, staff, and students from intentional and unintentional damage.

The school reserves the right, from time to time, to establish such rules and regulations as may be necessary for the efficient operation of the system.

1. Acceptable Use

The network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students

who agree to act in a considerate and responsible manner. **Parental (or guardian) permission is required for all students.**

Individual users of the schools computer network are responsible for their behavior and communications over the network. It is a condition of use that users will comply with school policies and behavioral standards, and will honor the agreements they have signed. By signing the agreement, the student and student's parent (or guardian) make an affirmative representation that the student understands and will comply with the procedural and behavioral expectations expressed in this document and any others incorporated by reference.

The use of each student account must be in support of and consistent with the educational objectives of the school. The school staff and all users of the Internet must comply with existing rules (available at the office) and the Acceptable Use Policy incorporated into this document.

The CPCSNet and all of its components, both hardware and software, are the sole property of the School and any misuse, vandalism or theft shall be grounds for disciplinary action, loss of log-on privileges, and may be grounds for prosecution for violation of State and Federal Laws.

Use of the CPCSNet for the transmission or reception of any material in violation of any United States or State statute or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

2. Privilege

The use of CPCSNet is a privilege, not a right. Access entails responsibility. Under this agreement, inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege and subject the violator to other disciplinary and legal consequences. The school has the authority to determine appropriate use and may deny, revoke, suspend or close any user account at any time, based upon a determination of inappropriate use by account holder or user.

3. Monitoring

The school reserves the right to review any material on user accounts and to monitor file server space in order for Network Administration staff to determine whether specific uses of the network are inappropriate.

Network files may be accessed by authorized staff in the same manner, as is the case with school lockers. Network administrators may review files and communications to maintain system integrity and ensure that students are using the system responsibly. Users should not expect that files stored on the schools servers would be private.

4. Network Etiquette

All users are expected to abide by the general accepted rules of network etiquette. These include, but are not limited to, the following:

- (a) Be polite. Do not be abusive in your messages to others.
- (b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language or depictions. Do not engage in activities that are prohibited under the RSPS Student Code of Conduct, School Policies and Federal Law.
- (c) Do not reveal your personal address or phone numbers, or those of other students, teachers or staff.
- (d) Remember that electronic mail (E-mail) is not private! People who operate the system have access to all mail. Messages relating to or supporting illegal activities will be reported to the authorities and will result in loss of user privileges, as well as subject the violator to other disciplinary and legal consequences.
- (e) Do not use the CPCSNet in such a way that you would disrupt the use of the network by other users.
- (f) All communications and information accessible via CPCSNet should be assumed to be copyrighted and /or the private property of those who put it on the network.

5. No Warranties

The school makes no warranties of any kind, whether express or implied, for the service it is providing. The school will not be responsible for any

damages a user suffers. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the RSPSNet or the School's negligence or by the user's errors or omissions. Use of an information obtained via the Intranet or the Internet is at the user's own risk. All users need to consider the source of any information they obtain in evaluating the validity of that information or whether the content is of an undesirable nature.

6. Security

Security is important. For the protection of the School, staff, students and CPCSNet, all users are expected to abide by the specific and commonsense rules of security. These include, but are not limited to, the following:

- (a) A user must never allow others to use his/her ID and/or password. Users should not reveal their passwords to ensue system security, as well as their own privileges and ability to use the system.
- (b) If you feel you have identified a security problem on the CPCSNet, you must notify the supervising teacher. Do **not** demonstrate the problem to other users.
- (c) Attempts to log on to the CPCSNet as a system administrator will result in cancellation of user privileges and severe disciplinary action.

The administration, faculty and staff of Compass Public Charter School may, for cause, deny specific user accounts.

7. Vandalism and Harassment

- (a) Vandalism or harassment will result in cancellation of user privileges.
- (b) Vandalism is defined as any malicious attempt to harm, modify, and/or destroy data of another user, CPCSNet, or other networks that are connected to the CPCSNet backbone. This includes, but is not limited to, uploading or creating computer viruses, or any actions that could corrupt the CPCSNet.
- (c) Harassment is defined as a threat --- implied or direct---and/or the persistent annoyance of another user, or interfering with another user's work. Harassment includes, but is not limited to, sending unwanted E-mail.

8. Violations

Students will be considered in violation of the approved code of conduct if they are involved in:

- (a) Unauthorized entry into the school network from a remote location.
- (b) Unauthorized use, destruction, or tampering with another individual's company's or school's computer account or work.
- (c) Nondisclosure of improper events, such as accidentally viewing passwords and not reporting it to the appropriate authority.
- (d) Use of computers or computer facilities to send, receive or create obscene, abusive, or threatening messages.
- (e) Attempting to break into a system, discover a security code, number, or password, or circumventing a security or copyright scheme.
- (f) Malicious or irresponsible use, willful destruction negligent action, or disabling any computer facilities, equipment, or software.
- (g) Theft of equipment, time services, copyrighted material or software belonging to the school, faculty, community, a business or corporation, or another student.
- (h) Passing security information onto another.
- (i) Attempting to undermine or thwart any computer-related rules, procedure, security measure, or commonsense courtesy.
- (j) Improper authorization to use a computer workstation.
- (k) Unauthorized use of school equipment or software for private financial gain or political purpose.

9. Procedures for Use

During school, teachers will guide students in accessing appropriate materials. Outside of school, families must bear responsibly for such guidance—as they also must with information sources such as television, telephones, movies, radio, and other potentially offensive media.

- (a) Student users must always get permission from their instructors before using the Internet or accessing any specific file or application. FOLLOW ALL WRITTEN AND ORAL INSTRUCTIONS.
- (b) Students shall not play any unauthorized games or use the computer resources for other non-academic activities.

10. Encounter with Controversial Material

Users may encounter material that is controversial because it is impossible to control the content of data on either the Intranet (CPCSNet) or the Internet. Users, parents, teachers or administrators may consider such material inappropriate or offensive. It is every user's personal responsibility not to initiate access to such inappropriate material and to sue his/her best effort to preclude access to these materials by colleagues or students.

11. Email Policy

“Acceptable” e-mail activities are those that conform to the purpose, goals, and mission of CPCS. Students shall have no right to privacy while using CPCS's internet or e-mail system. E-mail may not be used for personal purposes during School hours.

“Unacceptable” use is defined generally as activities using CPCS's hardware, software, or networks at any time that does not conform to the purpose, goals, and mission of the school. The following list, although not inclusive, provides some examples of unacceptable uses:

1. Opening unknown e-mail attachments or introducing computer worms or viruses. .
2. Using your school e-mail address to subscribe to websites or other internet services unless authorized by the IT Department.
3. Transmitting threatening, offensive harassing information (messages or images) containing defamatory, abusive, obscene, racially offensive, or otherwise biased, discriminatory, or illegal material.
4. Attempting to subvert network security, impair functionality of the network, or bypass restrictions set by the network administrators. Assisting others in violating these rules by sharing information or passwords.

5. Distributing "junk" mail, such as chain letters, advertisements and unauthorized messaging to other students during school hours.

PENALTIES FOR IMPROPER USE

Any user violating these rules, applicable State and Federal laws, School Policies or posted classroom rules is subject to loss of CPCSNet privileges and other school disciplinary options.

- (a) Violations may result in a loss of access.
- (b) Violators may be subject to disciplinary action.
- (c) When applicable, law enforcement agencies may be involved.

A REMINDER OF MY/OUR AGREEMENT

Student

I understand, know and will abide by the provisions and conditions of this contract and the behavioral expectations expressed in the Acceptable Use provisions and incorporated herein by this reference. I understand that any violations of the above provisions may result in disciplinary action. I also agree to report any misuse of the Information Technology system to the appropriate authorities of Compass Public Charter School. Misuse can come in many forms, but can be construed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and any of the other issues described above. I understand that I have no expectations of privacy in my files and communications.

I will strive to act in all situations with honesty, integrity, and respect for the rights of others. I agree to follow three basic rules: no derogatory statements, no damage to property, and no interference with the work of others. I will make a conscious effort to be of service to others and to the community. I understand that I am making an affirmative representation that I will comply with the policies, rules, regulations and behavioral expectations governing the use of the Network and that the school has relied upon this representation in allowing me access to and use of the Network.

Parent or Guardian

*Permission to use the Compass Public Charter School Network
(On-Campus Only)*

I/We have read the CPCSNet Acceptable Use Agreement and agree to adhere to the conditions and policies detailed therein. I/We understand and accept the conditions stated in the Agreement and agree to release from any liability Compass Public Charter School.

I/We understand that my son/daughter is expected to act in a responsible manner and follow all guidelines for use of the school's Network and that all privileges on the Network can be canceled for violations of the CPCSNet Acceptable Use Agreement.

As the parent or guardian of this student, I/We have read this Agreement. I/We understand that access to CPCSNet is intended for educational purposes only and that students are required to refrain from sending or receiving illegal or offensive material. I/We have given permission for my student to use the CPCSNet. I/We understand that I am/we are making an affirmative representation that my student will comply with the policies, rule, regulations and behavioral expectations governing the use of the Network, and that the school has relied upon this representation in allowing my student access to and use of the Network.

Permission to use the World Wide Web (Internet)

I/We understand that the staff of Compass Public Charter School will use their best efforts to control – via computer filtering software and faculty oversight- the quality of information provided by the CPCSNet. Their best efforts will attempt to limit content to that which is considered by the school to be both acceptable and appropriate for student use. Nevertheless, none of these screening efforts are considered to be infallible, or even nearly so. Students and parents must assume full and sole responsibility for the use of the Internet and the content provided thereon.

I/We have given permission for our student to have full access to the Internet, limited only by CPCS access control protocols.

I/We accept full responsibility for supervision if and when my student's use of the Internet is not in a school setting.

NETWORK USE AUTHORIZATION FORM

Instructions

- ♣ Read this Agreement carefully before signing.
- ♣ Sign and date where indicated.
- ♣ Detach these two pages only and return to your teacher.
- ♣ Keep the packet for reference.

Student Name: _____

(Please print)

Student ID: _____

Grade: _____ Date of birth: _____

Student E-mail address: _____

Please read this document carefully. When signed by you and your parent(s) or guardian, it becomes an agreement between you and the School. Your signature indicates that you fully understand and agree to abide by the conditions and behavioral expectations established herein. If you have any questions, refer to the CPCS Information Technology Acceptable Use Policy.

Students Declaration and Signature

I understand, know and will abide by the provisions and conditions of this contract and the behavioral expectations expressed in the Acceptable Use provisions and incorporated herein by this reference. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user account, and appropriate legal action. I also agree to report any misuse of the information system to the appropriate authorities of Compass Public Charter School. Misuse can come in many forms, but can be construed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and any of the other issues described above. I understand that I have no expectations of privacy in my files and communications.

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Student Signature: _____ Date: _____

Parent or Guardian Declaration and Signature

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Parent/Guardian Name: _____
(Please print)

Signature: _____ Date: _____