

Lancaster Community School District

Instruction

GUIDELINES FOR STUDENT INTERNET/EMAIL USE

User Expectations

1. If students are provided with individual email accounts, a signed Student Internet/Email Use Contract shall be required.
2. Email should primarily be used to complete assignments. Students may communicate with friends and family outside the school if the computers are available. However, priority is given to those doing schoolwork on the school's classroom, lab, and media center computers.
3. Restrictions against inappropriate language apply to public messages, private messages, and material posted on visited web pages.
4. Students will promptly disclose to the District technology staff or school administration any messages they receive that are inappropriate or make them feel uncomfortable.
5. Authorized District staff will have access to email accounts for maintenance and monitoring.
6. Students will check their email frequently and delete unwanted messages promptly to conserve the email server's resources.

User Responsibilities

Students are responsible for:

1. Their own actions while using the Internet and other telecommunications networks.
2. Using the Internet and other telecommunications networks in a way consistent with the District educational goals and utilizing educationally suitable resources.
3. Using time wisely to ensure maximum access for all users and logging-off when asked to do so.
4. Any financial obligations incurred while using the Internet or email.

Internet Safety Guidelines

Students are expected to adhere to the following Internet safety guidelines:

1. **Avoid material that is inappropriate or harmful to minors.** By definition this includes any text, audio segment, picture, image, graphic image file, or other visual depiction that:
 - a. Taken as a whole appeals to a prurient interest in nudity, sex or excretion;

- b. Depicts, describes or represents in a patently offensive way, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - c. Taken as a whole, lacks serious literary, artistic, political or scientific value.
2. **Establish personal safety measures when using Internet and email.**
 - a. Do not give our your (or anyone else's) name, address, phone number, or other personal information.
 - b. Do not arrange a meeting with anyone you "met" on the Internet or through Email.
 - c. General school rules for behavior and communication apply just as they do in the classroom hallways.
 - d. Be polite. That which is harmful, vulgar, or profane is not permissible. School rules regarding harassment apply to electronic communication.
 - e. Be aware there is no privacy on the Internet, including email.
 3. **Refrain from "hacking" and other unlawful activities.** Using the District's computer network and Internet access to gain or to attempt to gain unauthorized access to other computers or computer systems is prohibited. Also prohibited is any use that violates a municipal ordinance, state or federal law relating to copyright, trade secrets, or the distribution of obscene or pornographic materials.
 4. **Refrain from the dissemination of personal identification information regarding students.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of the adult student or a minor student's parent or guardian.

Prohibited Activities

1. Using the Internet or email in ways that violate school policies and behavior standards.
2. Using the Internet or email for any illegal activity including violation of copyright or other laws.
3. Using the Internet or email for personal, financial or commercial gain, unless approved by building Principal.
4. Gaining unauthorized access to resources or entities (hacking).
5. Sending or displaying offensive, threatening, obscene, or other inappropriate messages or pictures in violation of federal, state, or local laws, or school code.
6. Downloading programs from the Internet.
7. Saving email attachments to local hard drives.
8. Chatting.
9. Using personal Internet-based email accounts.
10. Using other student or faculty email accounts.
11. Giving out email password.
12. Posting chain letters or engaging in "spamming." (Spamming is sending an annoying or unnecessary message to a large number of people.)
13. Subscribing to listservs or newsgroups unless it is an assignment related to school and with the permission of the instructor.

14. Posting messages sent to them privately without permission of the person who sent the message.
15. Posting inappropriate information about another person.
16. Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, racist, sexist, abusive, or disrespectful language while on the Internet or email.
17. Posting information that, if acted upon, could cause damage or a danger of disruption.
18. Engaging in personal attacks, including prejudicial or discriminatory attacks.
19. Harassing another person through the Internet or email. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.
20. Knowingly or recklessly posting false or defamatory information about a person or organization.

Penalties

Penalties for violation of these guidelines may include but are not restricted to:

1. Loss of Internet/email access
2. Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws.
3. May be subject to suspension or expulsion.
4. Students and parents must sign another Student Internet/Email Use Contract before having Internet/email privileges reinstated.

APPROVED: May 10, 2000

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