

## THE USE OF COMPUTERS AND THE INTERNET AT SCHOOL

Eaton Rapids Public Schools is pleased to offer students access to a computer network for the Internet. To gain access to the Internet, all minor students must obtain parental permission as verified by the signatures on the form attached after which students will be issued a network account. Should a parent prefer that a student not have Internet access, computer usage is still possible for more traditional purposes such as word processing.

**What is possible?** Access to the Internet will enable students to explore thousands of libraries, databases, museums and other repositories of information and to exchange personal communication with other Internet users around the world. While the purposes of school use are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet exceed the disadvantages. Students are expected to use only appropriate educational Internet sites and will be so instructed. To help ensure the use of appropriate educational Internet sites; Eaton Rapids Public Schools utilize network-wide site blocking software designed to block pornographic and adult entertainment sites. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

**What is expected?** Students are responsible for appropriate behavior on the district computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules and student handbooks apply. It is expected that users will comply with rules as outlined in their student handbook, and the specific rules set forth below. The use of computer resources is a privilege, not a right, and may be revoked. Additional disciplinary actions may be applied in accordance with student handbooks. The user is personally responsible for his/her actions when utilizing the school's computer resources both in school and when accessing computer resources outside the school networks. Items located on network drives in the account holder's file space will be regarded as being in the possession of that account holder's file space.

### **What are the rules?**

**Privacy** – Computer storage space will be treated like school lockers. Administrators and technical support personnel may review computer content to insure that students are using the system responsibly.

**Storage Capacity** – Users are expected to remain within allocated disk space and delete e-mail or other material which does not pertain to school and takes up excess storage space. Users are expected to delete old information that is no longer in use.

**Software** – Students are not allowed to download, load or install any software onto network or workstation drives or disks, or load any such software from floppy disks, unless they have written permission from the Network Administrator. Students may not copy other people's work or intrude into other people's files. Only school disks may be used to save or load information or files.

**Inappropriate Materials or Language** – No profane, abusive or impolite language will be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials that you would not want your teachers or parents to see. Should students encounter such materials, they should immediately report it to the adult in charge. Staff will monitor network use to include sites visited.

**Security** – Students must not engage in activities designed for the specific purpose of bypassing the security systems. Anything that disrupts the function of the computer system(s) will result in disciplinary action. Students may not have in their possession any item that can be used for the purpose of bypassing computer security.

**The Law** – The U.S. Government and the State of Michigan have established laws governing the use of computers. Students must never use the computers to engage in activities that are in violation of either federal or state law.

**Advice** – **Any use of Eaton Rapids Public Schools' computers must be for school purposes only.** These are guidelines to prevent the loss of privileges at Eaton Rapids Public Schools:

1. **Do not** use a computer to harm other people or their work.
2. **Do not** damage/deface the computer system or the network in any way.
3. **Do not** interfere with the operation of the network or any workstation by installing or loading software, shareware, or freeware.
4. **Do not** violate copyright laws or license agreements. Do not bring or use disks from home.
5. **Do not** view, send, or display offensive materials.
6. **Do not** share your password with another person. If the security of your password is in question, contact your teacher or school office who will contact the technology office and change your password if necessary.
7. **Do not** waste limited resources such as disk space or printing capacity.
8. **Do not** trespass in another user's folders, work, or files.
9. **Do not** trespass in another user's folders, work, or files.
10. **Do** notify the staff member in charge immediately if you encounter materials that violate the rules of appropriate use.
11. **Students must use school disks only!**
12. **BE PREPARED** to be accountable for your actions and for the loss of privileges and/or other disciplinary action(s) if the Rules of Appropriate Use are violated. This may include suspension or expulsion from Eaton Rapids Public Schools, and/or referral to appropriate local, state, or federal authorities.

**Because of the ever-changing nature of technology, not all-possible violations can be covered in this policy. Nevertheless, Eaton Rapids Public Schools are ready to take immediate action when individuals violate system integrity, the Student Code of Conduct, or the rights of members of the community.**

## Parent Permission Form and User Agreement

As a **parent or guardian** of a minor student at Eaton Rapids Public Schools, I have read the “The Use of Computers and the Internet at School” information about the appropriate use of computers at the school, and I understand this agreement will be kept on file at the school. (Questions should be directed to the Principal for clarification.)

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

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

Parent Phone Number \_\_\_\_\_

Date Signed \_\_\_\_\_

As a **user** of Eaton Rapids Public Schools’ computer network, I agree to comply with the “The Use of Computers and the Internet at School” stated rules and those of the Code of Student Conduct. My signature verifies that I will be classified as an account holder.

Student Name (print) \_\_\_\_\_

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

Grade \_\_\_\_\_

Date Signed \_\_\_\_\_

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Eaton Rapids Public Schools  
<http://www.erps.k12.mi.us>

**Please have a parent/guardian sign this form (if under 18) and return it to your school office**  
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