

Columbus Public Schools Internet Users Handbook

Our goal in providing access to the Internet is to promote educational opportunities to students for research that we are unable to provide within the school setting. The Internet also provides teachers the opportunity to access educational materials, methods, practices, and collaboration with teachers outside of our district.

The use of the Internet in Columbus Public Schools is a privilege not a right. Users are required to comply with all rules and regulations set forth in this handbook. Violations of these terms may include termination of a student's Internet privileges as well as other disciplinary action. Columbus Public Schools is not able to control all information retrieved from the Internet. It has placed barriers to help prevent access to sites that are deemed inappropriate for our users. Students may encounter material that is inappropriate or offensive. It is the student's responsibility not to access this type of information.

Parental Permission: Students and parents will sign the internet users consent form each year beginning in Elementary School. Parents may choose to withdraw permission for their child to use the internet at any time by contacting the school in writing.

E-mail: Private student email accounts and chats are not allowed access in the school district. Email for student's school work will be provided through Google Apps under the supervision of staff for educational purposes only.

Chat and User Groups: Independent student use of chat and user groups is not allowed, unless it is being used under the direct supervision of a teacher for educational purposes.

Copyright and Citations: Any copyrighted materials are subject to the Fair Use provision of copyrighted materials as it is related to education. Internet materials used in reports or other documents must be cited. If there is no direct citation, the Uniform Resource Location (URL) must be cited.

Undesirable Materials: Columbus Public Schools will take all possible precautions to restrict access to undesirable materials. However, students and teachers must also accept responsibility for restricting access to these materials. Students who gain access to undesirable Internet materials must report this material to their teacher. Teachers who gain knowledge of undesirable Internet materials must report this material to an administrator and the tech department.

Network Etiquette: You are expected to abide by the generally accepted rules of network etiquette.

These include, but are not limited to, the following:

- Do not send offensive messages to other users (i.e. pornography, vulgar or racist material, etc.)
- Do not swear, use vulgarities, cyber-bullying or any inappropriate language.
- Illegal activities are strictly forbidden.
- Do not reveal your or anyone else's personal address or phone number or passwords. Please note that e-mail is not guaranteed to be private.
- Do not access anyone else's personal files or disturb anyone else's work.

Do not send messages anonymously.
Do not send messages using encryption technology to conduct activities deemed inappropriate.
Do not post images of others without their written permission.
Do not use any means to defeat security/content filtering systems on any computer network or knowingly transmit viruses.
All disks should be scanned for viruses and malware prior to use.
Use of USB devices is restricted to memory sticks and/or external drives (no I-pods, MP3 players, phones, wireless access devices, etc.)
No Internet Streaming.
No P2P (Peer to Peer) file sharing, i.e., *Limewire*, *Bearshare*, etc., or online games.
It is inappropriate to use the school network to download movies, i.e., *Netflix*, games, music or other file content intended for use at home.
No software installation without permission.
Only computers owned by the school or appropriately authorized by the school are to be used on the school network.
Follow all rules set forth by your teachers.

Misuse/abuse of Internet access via personal technologies and/or bypass mechanisms will be considered inappropriate circumvention of the district's security system and a violation of the acceptable use policy. Loss of computer privileges will result in legal actions that may be required by law.

Responsible use of the network includes:

Using the network access as a research tool for classroom projects.
Using the network to access College/University options.
Using the network to access scholarship information.
Using the network to access other computer systems in the pursuit of educational goals.

Internet Ethics...Computer Technology Usage

Consent and waiver form

Please sign and return this permission slip to the school office.

This is to certify that I have read and understand the Columbus Public Schools Internet Policy. I accept all policies contained within.

Parent/Guardian Signature

Date

I, _____ have read the Internet Policy and agree to abide by all rules. I understand that a violation of these policies may constitute suspension or revocation of Internet privileges and/or other disciplinary action.

Student Signature

Date