

**STUDENT GUIDELINES FOR ACCEPTABLE USE OF TECHNOLOGY RESOURCES**

These guidelines are provided her so that students and parents are aware of the responsibilities students accept when they use Crescent School District owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, CD-ROMs, digitized information, communication technologies, and Internet access. In general, this requires efficient, ethical, and legal utilization of all technology resources.

**1. EXPECTATIONS:**

- a. Students are allowed use of computers, other technology hardware, software, and computer networks, including the Internet, only when supervised or granted permission by a staff member.
- b. All users are expected to follow existing copyright laws. Copyright guidelines are posted and/or available in the media center of each campus as well as posted on the District's website.
- c. Although the District has an Internet safety plan in place, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- d. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.

**2. UNACCEPTABLE CONDUCT INCLUDES, BUT IS NOT LIMITED TO THE FOLLOWING:**

- a. Using the network for illegal activities, including copyright, license, or contract violations or downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file sharing software.
- b. Using the network for financial or commercial gain, advertising, or political lobbying.
- c. Accessing or exploring on-line locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites.
- d. Vandalizing and/or tampering with equipment, programs, files, software, system performance, or other components of the network.
- e. Use or possession of hacking software is strictly prohibited.
- f. Causing congestion on the network or interfering with the work of others, i.e., chain letters of broadcast messages to lists or individuals.

- g. Intentionally wasting finite resources, i.e., on-line time, real-time music.
- h. Gaining unauthorized access anywhere on the network.
- I. Revealing the home address or phone number of one's self for another person.
- j. Invading the privacy of other individuals.
- k. Using another user's account, password, or ID or allowing another user to access your account, password, or ID.
- l. Coaching, helping, observing, or joining any unauthorized activity on te network.
- m. Forwarding/distributing e-mail messages without permission from the author.
- n. Posting anonymous messages or unlawful information on the system.
- o. Engaging in sexual harassment or using objectionable language in public or private messages, i.e., racist, abusive, sexually explicit, threatening, demeaning, stalking, or slanderous.
- p. Falsifying permission, authorization, or identification documents.
- q. Obtain copies of or modify files, data, or passwords belonging to other users on the network.
- r. Knowingly placing a computer virus on a computer or network.

**3. ACCEPTABLE USE GENERAL GUIDELINES:**

- a. Students will have access to all available forms of electronic media and communication, which is in support of education and research and in support of the educational goals, and objectives of the Crescent Public Schools District.
- b. Students are responsible for their ethical and educational use of the computer on-line services at the Crescent Public School District.
- c. All policies and restrictions of the Crescent Public Schools's network and computer resources must be met.
- d. Access to the Crescent Public School's network is a privilege and not a right.
- e. Each employee, student, and/or parent will be required to sign the Acceptable Use Policy Agreement and adhere to the Acceptable Use Guidelines in order to be granted access to Crescent Public School's network and computers.
- f. The use of any Crescent Public School District computer must be in support of education and research, and in support of the educational goals and objectives of the Crescent Public School District.
- g. When placing, removing, or restricting access to specific databases or other computer on-line services school officials shall apply the same criteria of educational suitability used for other education resources.
- h. Transmission of any material, which is in violation of any federal or state law, is prohibited. This includes, but is not limited to: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- I. Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of the individual campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary

action in accordance with Board Policy.

- j. Any parent wishing to restrict their children's access to any computer or on-line services will provide this restriction request in writing. Parents will assume responsibility for imposing restrictions only on their own children.

**4. NETWORK ETIQUETTE:**

- a. Be polite.
- b. Use appropriate language.
- c. Do not reveal personal data (home address, phone number, and phone numbers of other people).
- d. Remember that the other users of Crescent Public School's network and computer resource are human beings whose culture, language, and humor have different points of reference from your own.

**5. E-MAIL:**

- a. E-Mail should be used for educational or administrative purposes only.
- b. E-mail transmissions, stored data, transmitted data, or any other use of the Crescent Public School's network and computer resources by students, employees, or any other user shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
- c. All e-mail and all contents are property of the District.

**6. CONSEQUENCES:**

- a. The student, in whose name a system account and/or computer hardware is issued, will be responsible at all times for its appropriate use.
- b. Noncompliance with the guidelines published here in the Student Acceptable Use Guidelines and in Board policy may result in suspension or termination of technology privileges and disciplinary actions.
- c. Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action.
- d. Violations of applicable state and federal law will result in criminal prosecution, as well as disciplinary actions by the District.
- e. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use.
- f. The District cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.
- g. The Oklahoma Open Records Act governs contents of e-mail and network communications; proper authorities will be given access to their content.

**Student Section**

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Student Name (Print)

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Grade

I have read the Student Acceptable Use Guidelines. I agree to follow the rules contained in this policy. If I violate the rules I will lose my access privilege to the Crescent Public School's network and computer resources and may face other disciplinary action.

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Student Signature

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Date

**Parent Section**

I have read the Student Acceptable Use Guidelines. I understand if my child violates the Acceptable Use Guidelines, his or her access privilege to Crescent Public School's network and computer resources will be revoked and he or she may be subject to disciplinary action.

I also grant permission for examples of my child's schoolwork to be published on the World Wide Web as an extension of classroom studies, provided that the home address, home phone number, or student's last name are not disclosed.

**Note:** Parents, who do not want their child to have Internet access and/or have their schoolwork published on the web, should submit this request in writing annually to their child's principal.

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Parent or Guardian Signature

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Date

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Parent Name (Print)