



## Policies and Procedures for the Use of Technology Resources



**A Parent/Student Handbook**



Dear Parents/Guardians:

Internet access is now available to students and teachers in our district. The access is being offered as part of a collaborative project involving your child's school and a local Internet service provider. Our goal in providing this service to teachers and students is to promote education excellence in the district by facilitating resource training, innovation and communication. Our connection provides direct access to the Internet. The Internet is an "electronic highway" connecting millions of computers all over the world and millions of individual users allowing for the free exchange of ideas and data. Your child will be using it in the library, in the computer lab, and in some cases the classroom, to communicate with fellow students all over the planet.

With access to computers and people all over the world comes the availability of material that may not be considered to be of educational value in the context of the school setting. We have taken available precautions to restrict access to controversial materials. The district has installed firewalls and filters. Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to the strict guidelines. These guidelines are provided that you are aware of the responsibilities you are about to assume. These responsibilities include not violating the privacy of other users' works.

The use of our Internet connection is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Based upon the acceptable use guidelines outlined in this document, system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty and staff may request the system administrator to deny, revoke or suspend specific user accounts.

If you have any questions concerning our policy, please contact the building administrators for further explanation.

Sincerely,

A handwritten signature in black ink that reads "Timothy Trent". The signature is written in a cursive style with a large, sweeping initial "T".

Dr Timothy Trent  
Superintendent  
Globe Unified School District #1



## **Use of Technology Resources in Instruction Electronic Information Services Terms and Conditions of Use For Globe Unified School District Students**

- 1. Acceptable Use** - The purpose of the networks making up the backbone of the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Globe School District. Use of the organizations networked or computer resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to, copyrighted materials, threatening or obscene material, or materials protected by trade secrets.
- 2. Privileges** - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student or teacher who receives an account will participate in a discussion with a Globe School District staff member pertaining to the proper use of the network.) The system administrators will deem what is appropriate use and their decision is final. The system administration, faculty and staff at the Globe School District may request the system administrator to deny, revoke, or suspend specific user accounts.
- 3. Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
  - *Be polite. Do not send abusive messages to others.*
  - *Use appropriate language. Do not swear, use vulgarities or any inappropriate language. Illegal activities are strictly forbidden.*
  - *Do not reveal your personal address, school address, phone numbers or name of fellow students or colleagues.*
  - *Do not agree to meet someone you have met on-line without your parent's approval.*
  - *Promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.*
- 4. No student will be allowed to use a computer at any school unless this agreement has been signed and returned.**

**GLOBE UNIFIED SCHOOL DISTRICT #1**  
**Student Technology Acceptable Use Policy Agreement**

*Please read the following information carefully before signing this document.  
This is a legally binding document.*

**I understand that, as a computer & Internet user, I am responsible for my actions and that I am responsible to act considerately and appropriately, in accordance with the following rules.**

**I understand that these actions are not permitted while using the school network, computers, or Internet access:**

- Send, display, or download offensive communication or media.
- Use obscene language.
- Harass, insult, attack, or defame others.
- Intentionally damage computers, computer systems, or computer network.
- Attempt to enter administrative network areas not related to specific classroom.
- Violate copyright laws.
- Use other users' passwords or identifiers without authorization.
- Trespass in other users' files, folders, or work.
- Intentionally misuse resources.
- Install or download software.
- Illegally duplicate software (disk or CD) music or data.
- Attempt to bypass system protection.
- Use the network for commercial use.
- Intentionally introduce a virus to a computer or a computer network.
- Access personal email, not including accounts set up by school personnel for educational purposes.
- Access and use chat rooms.
- Perform any action which violates existing Board Policy or Public Law.
- Attach a personal computing device to the GUSD network without authorization.
- Permission must be given by the GUSD Technology Department.

**I will use technology including Internet access in an appropriate, responsible, and ethical manner.**

**I understand that any violation of this agreement and any additional school or classroom guidelines may result in disciplinary action.**

Name (Print): \_\_\_\_\_  
Student Signature: \_\_\_\_\_  
Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please return this page to your child's homeroom teacher as soon as possible.*