

Harvard Elementary School

RULES OF APPROPRIATE INTERNET USE AND PERMISSION FORM

Harvard Elementary School is pleased to offer students access to a computer network for research and school projects on the Internet. To gain access to the Internet, all students must obtain parental permission as verified by the signatures on the form on the next page. Should a parent prefer that a student not have Internet access, use of the computers is still possible for word processing, Type to Learn, and a limited number of software applications.

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 communications with other classrooms around the world. Although Harvard Public Schools employ a firewall to limit Internet access, parents and students should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While school activities that use Internet resources are specifically developed 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. Nevertheless, 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 grant permission for access.

What is expected?

Students are responsible for appropriate behavior on the school's computer network, just as they are in a classroom or on the playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. Students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

What are the rules?

Privacy – Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and will ensure that students are using the system responsibly.

Illegal copying – Students should never download or install any commercial software, shareware, or freeware onto network drives or disks unless they have written permission from the network administrator. Nor should students copy other people's work or intrude into others' files.

Inappropriate materials or language – Profane, abusive, or impolite language should not be used, 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 and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

Guidelines to follow:

- Do not damage the computer or network in any way.
- Do not view, send, or display offensive messages or pictures.
- Do not waste limited resources such as disk space or printing capacity.
- Do not trespass in another’s folders, work, or files.
- Notify an adult immediately if you encounter materials that violate appropriate use.

Consequences for violation of the rules of appropriate use shall be the loss of Internet privileges.

PARENT PERMISSION AND USER AGREEMENT

As a parent or guardian of a Harvard Elementary School student, I have read the above information about the appropriate use of computers at HES and understand this agreement will be kept on file at the school.

_____ My child may use the Internet while at school according to the rules outlined.

_____ I prefer that my child not use the Internet while at school.

Parent Name (print) _____ Signature _____

As a user of the school computer network, I agree to comply with the above rules and to use the network in a constructive manner.

Student Name (print) _____ Signature _____

Homeroom Teacher _____ Date _____