

**West Central School District 49-7**  
**Acceptable Use Agreement Concerning Information Technology**  
**Internet Safety Policy**  
**Last Updated January 9th, 2006**

Purpose of this Document:

The West Central School District provides Information Technology for the student body and faculty. State law requires each district to have a written policy in place concerning the proper use of Information Technology within the classroom, which this document outlines.

All staff and high school students are provided individualized network logins and password for network and email access. Elementary and middle school students are provided a generic network login and password that have a restricted set of network rights.

The West Central School District provides content filtering in each logical building location: HS/K2, MS, and K5. The following is a list of all categories that can be currently blocked. Those with checkmarks are the categories that are actively being blocked.

<input checked="" type="checkbox"/> 1. Violence/Hate/Racism	<input type="checkbox"/> 19. Online Banking	<input type="checkbox"/> 37. Shopping
<input checked="" type="checkbox"/> 2. Intimate Apparel/Swimsuit	<input type="checkbox"/> 20. Online Brokerage and Trading	<input type="checkbox"/> 38. Internet Auctions
<input checked="" type="checkbox"/> 3. Nudism	<input type="checkbox"/> 21. Games	<input type="checkbox"/> 39. Real Estate
<input checked="" type="checkbox"/> 4. Pornography	<input type="checkbox"/> 22. Government	<input type="checkbox"/> 40. Society and Lifestyle
<input checked="" type="checkbox"/> 5. Weapons	<input type="checkbox"/> 23. Military	<input type="checkbox"/> 41. Gay and Lesbian Issues
<input checked="" type="checkbox"/> 6. Adult/Mature Content	<input type="checkbox"/> 24. Political/Advocacy Groups	<input type="checkbox"/> 42. Restaurants and Dining
<input checked="" type="checkbox"/> 7. Cult/Occult	<input type="checkbox"/> 25. Health	<input type="checkbox"/> 43. Sports/Recreation
<input checked="" type="checkbox"/> 8. Drugs/Illegal Drugs	<input type="checkbox"/> 26. Information Technology	<input type="checkbox"/> 44. Travel
<input checked="" type="checkbox"/> 9. Illegal/Questionable Skills	<input type="checkbox"/> 27. Hacking/Proxy Avoidance	<input type="checkbox"/> 45. Vehicles
<input checked="" type="checkbox"/> 10. Sex Education	<input type="checkbox"/> 28. Search Engines and Portals	<input type="checkbox"/> 46. Humor/Jokes
<input checked="" type="checkbox"/> 11. Gambling	<input type="checkbox"/> 29. E-Mail	<input type="checkbox"/> 47. MP3/Streaming
<input checked="" type="checkbox"/> 12. Alcohol/Tobacco	<input type="checkbox"/> 30. Web Communications	<input type="checkbox"/> 48. Freeware Downloads
<input type="checkbox"/> 13. Chat/Instant Messaging	<input type="checkbox"/> 31. Job Search	<input type="checkbox"/> 49. Pay to Surf sites
<input type="checkbox"/> 14. Arts/Entertainment	<input type="checkbox"/> 32. News and Media	<input type="checkbox"/> 50. Kid Friendly
<input type="checkbox"/> 15. Business and Economy	<input checked="" type="checkbox"/> 33. Personals and Dating	<input type="checkbox"/> 51. Advertisement
<input type="checkbox"/> 16. Abortion/Advocacy Group	<input type="checkbox"/> 34. Usenet News Groups	<input type="checkbox"/> 52. Web Hosting
<input type="checkbox"/> 17. Education	<input type="checkbox"/> 35. Reference	<input type="checkbox"/> 53. Other
<input type="checkbox"/> 18. Cultural Institutions	<input type="checkbox"/> 36. Religion	<input type="checkbox"/> 54. Not Rated

With access to the Internet also comes the availability of material that may not be considered to be of educational value in the context of the school setting. However, it is the school district's belief that the valuable information and interaction on the Internet far outweigh the possibility that the user may locate material that is not consistent with the educational goals of the district. Internet users, like traditional library users, are responsible for their actions in accessing online resources.

In addition, the smooth operation of the network relies upon the proper conduct of the end users. The guidelines provided here so that you are aware of the responsibilities you as an end user are about to acquire. In general this requires efficient, ethical, and legal utilization of the network. If a user violates any of these provisions, he/she will be subject to the penalties listed in this document. The signature(s) at the end of this document is (are) binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Rules of Use and Consequences for Failure to Abide by these Rules of Use

The West Central High School Discipline/Consequence Chart was used as a reference point for the following category rankings:

Class 1 Offenses (per qtr)	First Offense	Second Offense	Third Offense	Habitual
Non School Sanctioned Email use. (Hotmail, etc)  Non Educational use of Chat or IM.  Unsupervised use of games during school hours.	Record	Record (parent contact)	Saturday School	Saturday School
Class 2 Offenses (per year)				
Inappropriate language or gestures directed at another person via e-mail, chat, or web page.  Transmitting or viewing pornographic material.  Gambling.  Downloading and /or installing unapproved software on school systems.	Saturday School (parent contact)	2 Saturday Schools	OSS (5 day)	OSS (10 days) and referral to alternative educational setting
Class 3 Offenses (per year)				
Harassment  Vandalism of Computers, either physically or via "hacking".  Identity Theft.	3 Saturday Schools and parent contact. Counselor referral. Restitution and police referral when appropriate.	OSS (7 days) and parent conference. Restitution and police referral when appropriate	Long term suspension. Student must appear before the school board before being admitted back into school.	Expulsion from school.
Class 4 Offenses (per career)				
Life threatening remarks via e-mail, chat or IM.	Long term suspension and referral to school board for expulsion. Referral to law enforcement.			

### Additional Guidelines for Personal Use

Use of E-mail services that are not hosted by the district via the state shall not be used on computer systems within the district. Examples of such services are Yahoo & Hotmail accounts.

E-mail accounts and web space provided by the district via the state will be considered property of said entities and hence will be monitored in the event that problems are reported. Server backups will keep a permanent record of e-mail history; therefore, deleting messages off the server regularly will not hide inappropriate activity.

All real time communications between two or more persons is strictly limited to educational purposes in a structured classroom setting. Use of such services outside a faculty-moderated situation is forbidden

No student should divulge his/her first and last name, home address, login passwords, or any phone numbers via the Internet to people outside the district.

No impersonating other people on the LAN or the Internet. Using another person's login to gain Internet and/or LAN access will be treated as Identify Theft.

All copyrights are to be respected and used only with the owner's permission.

The school network is not to be used for private financial gain. That includes but is not limited to: no selling of goods or services across the DDN network. Any auction or online sales sites visited by a user is at his/her discretion, and it is solely that user's responsibility to pay for any debts incurred. No gambling is allowed.

Student web pages will be hosted by the district via the state for educational purposes. West Central is not responsible for material hosted at other locations, but will assist authorities in every way possible should that material threaten the well being of members in or outside of the district.

All software installed on school computers is to be provided for and licensed by the district. Any software that isn't owned by the district must first be approved by the District Network Administrator prior to installation.

#### Disclaimer:

The West Central School District is not responsible for loss of information, nor the accuracy or quality of information obtained through the Internet. The West Central School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The West Central School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays in Internet service, non-deliveries or mis-deliveries of e-mail, or service interruptions of any kind. The school district policy regarding use of the Internet and related services will be posted in all computer labs and is available in each school library.

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**Student:**

I have read the rules of conduct laid out in the Acceptable Use Agreement and understand that any violation is unethical and may be a crime. Should I commit any violation, I recognize that school disciplinary action or legal action will be taken.

Student Name ( please print ): \_\_\_\_\_

I am in the \_\_\_\_ grade.

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

Date \_\_/\_\_/\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

**Parent or Guardian:**

As the parent or guardian of this student, I have read the Acceptable Use Agreement. I understand that the West Central School District is following the requirements laid out by state and federal law and is providing these services for educational purposes only. I recognize that there is no Internet or E-mail content filter that is perfect and I will not hold the district legally liable for materials my children may acquire through the use of the services provided. I hereby give permission to allow my child full access to the Information Services provided by the West Central School District.

Parent or Guardian ( please print ): \_\_\_\_\_

Signature: \_\_\_\_\_

Date \_\_/\_\_/\_\_\_\_