



## **Internet Policy**

Anchor Bay Schools is devoted to using the best technology can offer, in its effort to help students become lifelong learners. To that end, the Internet and other telecommunications networks are vital tools.

Students and teachers have the conditional right to access telecommunications networks to facilitate their growth in skills and their research. Users of telecommunications networks have the responsibility to follow all Board-adopted guidelines when using school facilities or school district passwords.

### **General Responsibilities:**

- All Internet or other network passwords will be issued to faculty and staff only.
- Faculty and staff are responsible for all use of their passwords on school facilities.
- Students may not use personal passwords from school facilities.
- Access to toll numbers may be made only within the limitations of reauthorized school accounts. The holder of the password is responsible for all charges made while accessing with that password.
- Faculty and staff will supervise all student use of telecommunications networks authorized by their passwords.

### **Responsibilities while using telecommunications networks:**

- Users have the responsibility to respect the privacy of all users; They shall not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users.
- Users have the responsibility to respect all copyright laws; copyrighted materials shall not be uploaded. School programs may not be downloaded for use at home.
- Users shall not incur charges for downloading materials without prior authorization.
- Users shall not develop or use programs that harass, infiltrate or other wise interfere with the use of others.
- Users shall not access, download or bounce materials which would be otherwise prohibited in the schools, including but not limited to pornography, material which incites or encourages violations of laws, substance abuse or harassment on the basis of gender, race, ethnicity or condition of disability.
- It is the user's responsibility to keep virus programs off school equipment. Disks from outside the school may not be loaded on school computers.



- It is the user's responsibility to maintain the integrity of the system, by using appropriate logon and logoff procedures, reporting all malfunctions immediately, and powering off all equipment after use.

Users of telecommunications networks in the schools shall:

- Use the Internet for the support of education, research and information only.
- Obey all copyright laws.
- Report any misuse, illegal access, tampering or malfunction immediately.
- Accept responsibility for care of equipment.
- Keep all passwords confidential
- Report security problems immediately.
- Use passwords only for authorized access, and not at other times.

Users shall not:

- Access inappropriate files.
- Access or modify accounts or files.
- Use the Internet in any way, which would violate the Code of Conduct.
- Incur charges without prior authorization.
- Reveal personal or confidential information.
- Use passwords other than those authorized for school use, or at times other than authorized.

The school district reserves the right to access, read, delete any information on district files or charged to district passwords.

Failure to follow these guidelines and procedures will result in loss of access and/or disciplinary action.

Adopted: April 1996



**I, \_\_\_\_\_, have read the**  
(please print)

**Anchor Bay School District Internet Access**

**Usage policy and agree to conduct myself**

**according to this policy #3890.**

School: \_\_\_\_\_

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

Date: \_\_\_\_\_