



## Examples of Computer and Internet Usage Policies

Before using the Internet in your classroom, it is imperative that both students and parents understand your school's usage policy. This will make your students responsible for their actions and will educate your community about the guidelines you have established. Before you begin to use the Internet in instruction, ask your students and parents to read and sign the usage policy.

To assist you in creating a usage policy for your school, BASCOM has included some samples. These samples can be used as they are or they can be modified to suit your individual needs.

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## Internet Usage Permission Form

Student Name (Please Print)

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Student I.D. Number

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Dear Parent or Guardian:

With your permission your child will be able to access the Internet at school as part of their class instruction. Below are the rules for Internet use at the school. Please read them over before you consider granting permission.

**Guidelines for Internet Usage:**

1. All students must have a signed permission slip from their parent or guardian that authorizes them access to the Internet.
2. Respect for the computer equipment and its network is a condition for use of the computers.
3. Students are to notify the teacher/librarian immediately of any disturbing material they may encounter on the Web or in e-mail.
4. For safety reasons, students are not to give out personal information such as telephone number, full name, address, etc. to anyone on the Internet.
5. Students must never give anyone their password or allow another student to use their account to access the Internet or the school's network.
6. Students must get permission from the teacher/librarian before downloading any programs from the Internet.
7. If a student wants to use a floppy disk for the computer, it must be scanned for viruses by the teacher/librarian before being used.

Violation of any of these rules may result in forfeiture of permission to use the Internet and school network and/or appropriate disciplinary action. Please sign below if granting permission and please return this form to the school.

I \_\_\_\_\_ (*Parent Signature*) give permission for my son/daughter to access the Internet and to publish class-related information on it in accordance with the above guidelines.

I \_\_\_\_\_ (*Student Signature*) have also read the above and will honor the guidelines established for Internet Usage.

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## Computer Usage and Internet Policy

Acceptable uses of the Internet are activities which support learning and teaching.

**Students must not:**

- a. Violate the rights to privacy of other students.
- b. Use profanity, obscenity, or other language which may be offensive to another user.
- c. Copy materials in violation of copyright laws.
- d. Plagiarize.
- e. Reveal phone numbers, addresses or other personal information.
- f. Access, download, store, or print files or messages that are obscene or degrade others.
- g. Download or copy information on to floppy disks or hard drives without prior teacher approval.

Please sign below to acknowledge that you have read and explained these rules to your child and give them permission to use the computer.

I \_\_\_\_\_ (*Parent/Guardian Name*) give permission to my child

\_\_\_\_\_ (*Print Child's Name*) to use the computers and Internet at school.

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(*Parent/ Guardian Signature*)

(*Date*)

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## Computer Usage and Internet Policy

Internet access has been established for a limited educational purpose that shall be consistent with the schools' curriculum and the State Standards. The term "educational purpose" includes academic activities, career development, and approved limited, high-quality activities.

All students and parent/guardians must sign a copy of this policy and return it to their teacher prior to being allowed to use a computer.

- Under no circumstances should a student provide passwords to other students or allow anyone to use their login and password.
- Students are not authorized to load any software on a computer system.
- Students are not allowed to play CDs or DVDs on the school's computers.
- Students are restricted from using obscene, profane, lewd, vulgar, rude, threatening, or disrespectful language while using the school's computers.
- Students are not allowed to plagiarize works found on the Internet. Copy and pasting work from the Internet into your work is a form of plagiarizing.
- Students are restricted from changing the set-ups of the computers and removing or adding programs to any of the school's computers.
- There is no food or beverage allowed around the computers.
- Students may not unplug any keyboards or mice without prior permission from a teacher.
- Students are responsible to report any problems they see with the computers immediately to a teacher.

Failure to follow these rules and standards can result in the suspension of the student's computer account and/or other disciplinary action.

Please sign that you have read and understand the Computer Usage and Internet Policy and that you discussed it with your child.

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(Parent/ Guardian Signature)

(Date)

I \_\_\_\_\_ (print name) have read and understand the above policy and agree to follow all the rules as stated. I understand if I do not follow these policies, I will have to face the consequences explained to me.

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(Student Signature)

(Date)

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## Student Computer and Internet Usage Agreement

We are very pleased to be able to offer Internet access to our students. The Internet offers vast, diverse, and unique resources from which everyone can benefit. Our goal as a school is to provide Internet service to promote educational excellence. All students that wish to use the school's computers and Internet must have a signed Student Computer and Internet Usage Agreement on file with their teacher.

With access to computers and people all over the world also comes the availability of material that might be undesirable or not of educational value. As a school, we have taken precautions to restrict access to many controversial materials by installing the Global Chalkboard, a filtering product developed by BASCOM.

### Internet - Terms and Conditions

1. **Acceptable Use** - The purpose of Internet access is to support research and education providing access to unique resources. The use of your account must be for educational purposes only.
2. **Privileges** - The use of computers and the Internet is a privilege, not a right, and inappropriate use can result in a cancellation of those privileges.
3. **Network Etiquette** - You are expected to follow the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - a. Do not make any changes to computer programs or setups on computers.
  - b. Use appropriate language.
  - c. Do not give out your or someone else's personal information such as last name, address or phone number.
4. **Security** - Security on all computers is a high priority. If you feel you can identify a security problem on the school network, you must notify a teacher immediately. Do not use other users' individual accounts or share your password with anyone.
5. **Vandalism** - Vandalism will result in a suspension of your computer privileges. Vandalism is any attempt to break a computer or to, intentionally upload a computer virus. You do not have permission to install any software programs or download any programs from the Internet to the computers.

Please sign that you have read and understand this agreement and return it to your teacher to be kept on file. You will not be granted computer access without a signed form.

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*(Print Student Name)*

*(Student Signature)*

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*(Parent/ Guardian Signature)*

*(Date)*