

The Bush School Acceptable Computer Network Guidelines and User Agreement

September, 2005

Introduction

The Bush School's networked computer resources, including electronic mail and Internet, are an integral part of the school's administrative, teaching and learning resources. Use of these resources is not differentiated from the use of non-computer resources, that is, it is expected to be appropriate, legal, and in keeping with the educational goals and mission of The Bush School. Because the use of computer resources often reaches beyond the confines of the school facility and into the wider world, a User Agreement is used to inform Bush network users of their rights and responsibilities in regard to the use of these resources and to insure compliance with the policy. So that we can inform parents of our expectations with regard to use of our computer resources, and so that parents are clear about their responsibilities, students under the age of 18 must have a parent/guardian co-sign the User Agreement.

The Bush School Network

A network is provided for students and staff to carry out their assigned work, conduct research and communicate with others. Access is given with the understanding that use will be appropriate, legal and considerate of others. Users are expected to exhibit responsible behavior on the network, just as they are in face-to-face encounters, and to honor the User Agreement they have signed. School conduct codes apply to network use, and students are held accountable for unacceptable network use using these codes as guidelines.

Network storage and e-mail areas should not be considered entirely private, although every effort will be made to insure privacy. Network administrators may review files and communications to maintain system security and integrity, and school officials may examine users' files and communications when situations warrant.

Internet and E-mail

Access to the Internet and e-mail are increasingly essential to complete research and other assignments and for effective communication. In addition to the free web, the school offers access to numerous subscription databases through the library, which comprise a significant portion of reference materials. Users should be aware that some materials accessible via the Internet and e-mail might contain items that are inaccurate, illegal, or offensive to some people. For this reason, students in grades K-5 are allowed to use the Internet only under the direct supervision of a staff member. Parents/guardians are ultimately responsible for conveying values and standards that they expect students to follow when using the Internet, and all members of The Bush School community should exercise good judgment and adhere to the guidelines in the User Agreement when using the Internet. Teachers should thoroughly discuss appropriate methods of researching controversial topics with their students in order to avoid accidental retrieval of unacceptable materials.

Staff and students are given storage space (folders) on the computer network and an e-mail account to be used for school business. Storage for both files and e-mail may be limited at the discretion of The Bush School administration.

Web Publishing

The Bush School website is a public face to the world and a significant educational tool. Materials posted to the website are published under the direction and at the discretion of the school's Director of Communications and Content Manager. Student work may be published with the permission of the student and a parent/guardian. Full student names are not used, nor are students identified in any photos on the website. Permission for web publishing does not include permission to share any other student information.

User Agreement

All users of the school's computer network resources must agree to abide by the guidelines outlined above and must refrain from the specifically prohibited activities named on the User Agreement and Permission Form. All students must sign and return the User Agreement and Permission Form. Submitting a signed User Agreement notifies the school that the signer has read, understands and agrees to abide by the conditions of use of the school's computer network resources.

**The Bush School
Computer Network User Agreement & Parent Permission Form**

All Bush School students must sign and return this form, and students under the age of 18 must additionally obtain parent permission. This agreement is to remain in effect until the user leaves the school, or until the User Agreement is revised.

The following activities are prohibited:

- Unauthorized use of others' passwords, or allowing others to use yours,
- Unauthorized access of others' folders or files,
- Damage or modification to computers (including installation of unauthorized software), computer systems or computer networks,
- Display or sending of illegal or offensive text or graphics,
- Use of obscene or offensive language,
- Harassment, insult or attack of others,
- Provision of personal information about yourself or others without permission from a parent/guardian if you are under the age of 18,
- Violation of copyright laws,
- Waste of limited resources, e.g. unnecessary printing,
- Employment of the network for commercial purposes, financial gain, or fraud.

Violations may result in disciplinary action according to school conduct codes or legal action.

Return one copy to Division Office.

User Agreement & Parent Permission Form

As a member of The Bush School community, I hereby agree to comply with the following expectations, and to honor all prohibitions named above:

- Agree to use the Bush computer network responsibly,
- Agree to use the Internet appropriately,
- Agree to use electronic communications (e-mail) appropriately,

I have read the Acceptable Computer Network Policy and User Agreement and agree to abide by its terms.

_____ Do not publish any of my materials on the school website (initial if permission is denied).

_____ Please limit my Bush School e-mail account to receive e-mail from other Bush School accounts exclusively (initial if e-mail limitation desired).

Signature of User

Date

Signature of Parent/Guardian

Date