Appendix C
Guidelines for use of Computer Networks and Internet
District 2886
2011 - 2012

The computer resources and capabilities at Glenville-Emmons Schools must be used in an ethical and lawful manner. Violations of Glenville-Emmons Schools computer policies, internet etiquette or violations of the laws of Minnesota and the United States can result in disciplinary action by Glenville-Emmons Schools teachers, administrators and School Board, and or prosecution by legal authorities. Access to computer systems and the Internet is a privilege. All network users are expected to abide by school officials and teachers instructions and the generally accepted rules of computer and network etiquette. Students who do not abide by this policy are subject to detention, suspension, and denial of Internet access at school. The following guidelines are the minimum taught to all district students:

E-mail Guidelines
1. Be polite. Do not get abusive in e-mail messages to others. This includes messages that might harass individuals or groups because of their age, race, sex, religious beliefs, sexual orientation, and physical attributes, etc. School rules regarding harassment apply to electronic communication.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. School rules regarding inappropriate language apply to communication.
3. Do not permit others to use your account. You are responsible for maintaining the secrecy of all passwords you may have. Under no circumstances should you share your passwords with other students.
4. Do not give out personal or family information such as phone numbers or addresses. Never arrange for a face-to-face meeting without parental supervision, and never respond to abusive or suggestive messages. Report all such instances immediately to a media staff member or teacher.
5. Communication that must be 100% secure or private should not be communicated via the Internet. E-mail is not guaranteed to be private. People who operate the system, school administration, and law enforcement authorities do not have access to mail if there is a probable cause to see it. Messages relating to or in support of illegal activities will be reported to the authorities.

Other Unacceptable Uses of the Networks Include, But are not limited to:
A. Using the network for any illegal activity, including violation of copyright or other laws.
B. Using the network in ways, which violate school policies and behavior standards. This includes chat rooms.
C. Using the network for financial or commercial gain.
D. Degrading or disrupting equipment or system performance.
E. Invading the privacy of other individuals by accessing and/or vandalizing their computerized data.
F. Wasting technology resources, including bandwidth, file space and printers.
G. Gaining unauthorized access to resources or entities.
H. Using an account owned by another user, with or without their permission.
I. Posting personal communications without the author's consent.

*Any items produced by students will not be posted to the Internet without their permission. If permission is granted, items will be considered fair use and available to the public.

I have read, understand, and will abide by the above policy statement and guidelines.

Student Name (please print) _____

Student signature_____Date_____

Parent or Guardian Signature_____