

# Provo City School District

## Acceptable Computer System Use Policy

Provo City School District provides Network Services to its students and employees. Network services includes all computer hardware, network and Internet services and associated software.

The Internet is a very effective tool to introduce students to the global nature of information and to share information in a variety of ways. With increased access to computers and people all over the world, there is also increased access to controversial material that may not be of educational value in the context of the school setting. Provo School District reserves the right to:

- ∟ monitor and track the use of Network Services,
- ∟ suspend or revoke privileges and take appropriate disciplinary action for unacceptable use of the Network Services, and
- ∟ implement filtering software on the network to monitor Internet use and access.

The District firmly believes that the valuable information and interaction available on the Internet far outweighs the risks of users obtaining material that is not consistent with the educational goals of the district.

Access to Network Services will be provided to students and staff who agree to act in a considerate and responsible manner. General school rules for behavior and communications apply as does Provo School District's Character Development statement.

The use of Network Services is a privilege, not a right. Inappropriate use will result in cancellation of those privileges and possibly other disciplinary or legal actions including criminal prosecution, suspension, expulsion or termination of employment. The following activities are not permitted:

- ∟ Sending, displaying, or accessing offensive messages or graphics
- ∟ Using obscene or vulgar language
- ∟ Harassing, insulting or attacking others
- ∟ Damaging computers, computer systems or computer networks
- ∟ Violating copyright laws
- ∟ Using another person's password
- ∟ Trespassing in others' folders, work or files (School officials may monitor student or staff folders, work or files without permission or notice.)
- ∟ Intentionally disrupting the system or wasting resources in any way (such as disk space or printing capacity)
- ∟ Using the Network Services for illegal or commercial purposes (business transactions)
- ∟ Using the equipment in any way that is inconsistent with individual school policies
- ∟ Students using the equipment without staff permission and supervision.

Individual schools may add an attachment to the district's Acceptable Computer System Use Policy which supports the terms of this policy but also meets a school's unique needs.

# Provo City School District

## Acceptable Computer System Use Policy

### General Guidelines for Network Services Users

Communications on computer networks are usually public in nature and privacy cannot be guaranteed, even for personal messages. Therefore users should:

- C not include personal addresses, pictures of self, phone numbers, location of school, and personal financial information in network communications.
- C give notice immediately to a parent, teacher or system administrator if they encounter materials which violate the rules of appropriate use, or if the messages or files sent to them contain threats, sexual references, or if they make them feel uncomfortable.
- C never agree to get together with someone they meet "online" without first getting permission from their parent or guardian.
- C not divulge their password to another person.

# Provo City School District

## Acceptable Computer System Use Policy

I understand that using Network Services within the Provo City School District is a privilege and not a right. My use of this privilege may be suspended or revoked by the school at any time if I do not follow the terms of the district and individual school Acceptable Computer System Use policies. I agree to keep my password confidential and to properly log off the computer before leaving my workstation. I will never let anyone else use my account.

As a condition of my use of the Network Services, I have read and will comply with the terms and conditions stated in the Acceptable Computer System Use Policy for Provo City School District. I understand disciplinary action will be taken if I violate this agreement.

Users Full Name\*(Please Print)\_\_\_\_\_

**\* Student users must have permission from a parent or guardian - see below**

User Signature\_\_\_\_\_Date\_\_\_\_/\_\_\_\_/\_\_\_\_\_

School/Location\_\_\_\_\_

Social Security Number:\_\_\_\_--\_\_\_\_--\_\_\_\_Grade Level/Title\_\_\_\_\_

***Employees: Please return this page to the Personnel Office.***

---

***PARENT OR GUARDIAN*** - Please sign below giving permission for your student to use Provo City School District Network Services.

As the parent or guardian of this student I have read the terms and conditions of this agreement. I understand access to the Network Services is a privilege and not a right, and is provided for educational purposes. However I also recognize it is impossible for Provo City School District to restrict access to all controversial materials. Therefore I will not hold the school, the school district, or any member of the school district responsible for inappropriate communication on the Network Services or for any objectionable material viewed or used by my student.

I hereby give my permission for my student whose name and signature appear above to use the Network Services in the Provo City School District and, where appropriate, to be issued a password and/or an account that will give them that access.

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_\_