

Student Computer/Network/Internet Acceptable Use Policy

As an integral part of the educational process, computer and technology access are available to all teachers and students at the Blanchard Memorial School. Our goal in providing this resource to teachers and students is to strive for educational excellence by using technology to gain information and communicate with the outside world. The Internet is an electronic communications network that connects computer networks and organizational computer facilities around the world. Access to the Internet can provide students with boundless opportunities. Along with these opportunities, there are risks too.

The purpose of this policy is to inform you of acceptable ethical and legally appropriate use of computers and the Internet at the Blanchard Memorial School. The Blanchard network obtains Internet access via a T-1 line through an Internet provider that employs content filtering which meets CIPA (Children's Internet Protection Act) guidelines. As no filter is 100% effective we follow some other guidelines based on grade level. Students in third grade and younger never do Internet searches. They will be directed to a particular educational web page and may be allowed and encouraged to search that site, but not the whole Internet. Students in fourth grade and older are given lists of good sites that they should use for their research and may do some teacher directed Internet searching.

The Boxborough School District supports and respects each family's right to decide whether or not to allow their child to utilize the Internet connections available in the school building. During the school day other resources will be provided for those students who are not allowed to use the Internet (i.e. encyclopedias, etc.). Parents and/or guardians of students are encouraged to provide guidance and support for their child in the proper use of the Internet both at home and at school.

All students must sign the Student Acceptable Use Policy every year. The Student Acceptable Use Policy must be reviewed and signed by both the parent/guardian and the student before a student is allowed to use the computers and access the Internet at school. All students will be given proper instruction on the use of the Internet as part of our educational program incorporating technology into our curriculum.

Students and teachers have access to such resources as:

1. Computers, printers and scanners.
2. Educational software.
3. Digital/video cameras.
4. Curriculum related activities on the World Wide Web.
5. Lists of Internet sites for research purposes.



Approved by the Boxborough School Committee: 5-9-07

Rules for Acceptable Use of the Computers and Other Technology Equipment

1. **I understand that the use of the school technology resources is a privilege**, not a right, and inappropriate use will result in loss of that privilege.
First offense: one week loss of privileges
Second offense: one month loss of privileges
Third offense: loss of privileges for the remainder of the school year.
2. **I will** follow the computer rules as explained to me by my teacher.
3. **I will** only use software that has been loaded on the computer by my teacher or the Blanchard Technology Department.
4. **I will** only open and use my own files. I will not alter or delete files that belong to someone else. And if I accidentally do this I will stop working immediately and tell a staff member so that those files can be recovered.
5. **I will** report problems with any technology equipment to my teacher right away.
6. **I will not** cause damage to any computers or peripheral technology equipment.
7. **I will not** change how any computer is set up (screen savers, desktop background, icons, or audio settings).
8. **I understand that if I do not have permission to use the Internet, I am on the honor system to stay off the Internet. If caught on the Internet it will count as an offense.**

Rules for Acceptable Use of the Internet

1. **I understand that the use of the Internet is a privilege**, not a right, and inappropriate use will result in loss of that privilege. First offense: one week loss of privileges, second offense: one month loss of privileges, third offense: loss of privileges for the remainder of the school year.
2. **I will** only use the Internet for school projects.
3. **I will** only access appropriate material, which is consistent with expressed educational goals.
4. **I will** not click on advertisements.
5. **I will** obey copyright laws when using materials obtained from the Internet. I will not copy material and say that I wrote it myself. I must identify where I got materials.
6. **I will not** download or save any material from the Internet unless instructed to do so by my teacher.
7. **I will not** use personal email, Instant Messaging, or Chat Rooms from any school computer.
8. **I will NOT** provide my name, phone number, or any other personal information (or anyone else's) over the Internet.
9. **I will** notify my teacher if I notice any suspicious or unusual activity while using the Internet. If a teacher tells me to leave a site I will do so immediately.
10. If I find myself at a site that is inappropriate for a school setting **I will** click the "back" button at the top of the window and notify the teacher immediately.
11. **I will not** use the Blanchard network to perform any act that may be construed as illegal or unethical.
12. **I understand** that the Boxborough School District is not responsible for the truth or the quality of information that I find on the Internet.

Contact the Blanchard Technology Department if you have any questions.