

**Descriptor Term:**

Use of Electronic Media

**Code:**

ECHA (also IFBGA)

**Amended:****Adopted:**

3/97

**Amended:**

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The board of education recognizes that electronic media such as the school system network, including school system e-mail, and the Internet are useful tools for both staff and students. The use of electronic media facilitates opportunities for education and communication. Users shall adhere to all applicable ethical and legal rules and regulations. See Rule ECHA-R: Use of Electronic Media/Employees.

**Descriptor Term:**

Use of Electronic Media  
Students

**Code:**

IFBGA-R

**Amended:****Adopted:**

3/97

**Amended:**

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Students may have access to the Internet for purposes directly related to the instructional program. Any student using the Internet without direct teacher supervision shall sign the Use Authorization Form, and his/her parent/guardian shall sign the Parent or Guardian Authorization Form. See Exhibit IFBGA-E for authorization forms.

The school system shall make no warranties of any kind, whether express or implied, for the service it is providing nor shall it assume responsibility for any damages suffered. Situations for which the school system is not responsible shall include, but are not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions.

All Internet users shall be subject to the following rules and regulations:

1. Use of any information obtained via the Internet shall be at the user's own risk, and the school system shall not assume responsibility for the accuracy or quality of any such information. All communications and information accessible via the Internet shall be assumed to be subject to copyright law.
2. Illegal activities are prohibited. Transmission of material in violation of any federal or state statute or local policy or procedure shall be prohibited. Examples of unacceptable use shall include, but are not limited to, copyrighted material, threatening or obscene material, material protected by trade secret, material for commercial activities and/or personal gain, or material for political lobbying.
3. The user shall abide by generally accepted rules of network etiquette and general school rules for behavior and communication. Student users are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway.
4. Inappropriate use of the Internet may result in cancellation of those privileges or disciplinary action. The principal may approve the recommendation to close an individual account at any time for actions that violate this policy and rule.
5. Personal information such as home addresses or phone numbers of staff and students shall not be published except in approved locations.
6. Electronic mail is not private, and illegal messages shall be reported to the authorities. The use of profanity or vulgarities shall be prohibited.
7. Security shall be a high priority. Using Internet to disrupt the use of the network by other users is prohibited. A user shall notify the appropriate staff member if any problem occurs. A user shall not circumvent established procedures. A student user shall not use another person's account or allow another person to use his/her account. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
8. Network storage areas are school property, and files stored on school system servers are not necessarily private. Network administrators or anyone else designated by the superintendent may review files and communications to maintain system integrity and to ensure that users are using the system responsibly.
9. Vandalism shall result in revocation of access and disciplinary action. Vandalism shall be defined as any malicious attempt to harm or destroy equipment or data of another user, the Internet, or any other networks. Such vandalism shall include, but not be limited to, the intentional up-loading or creation of computer viruses.

Board of Education of City of Decatur

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Use of Electronic Media  
Internet Use

**Code:**  
IFBGA-E  
**Amended:**

**Adopted:**  
3/97  
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**City Schools of Decatur  
Internet Use Authorization Form**

**User Authorization:**

I hereby certify that I have read and understand Policy IFBGA and Rule IFBGA-R and agree to abide by their terms and conditions. I understand that if I violate their terms and conditions, my network/Internet access privilege will be revoked, and I will be subject to disciplinary action. I further understand that a violation of Policy IFBGA and/or Rule IFBGA-R may subject me to criminal and/or civil liability.

User Name (Please print):

User Signature: \_\_\_\_\_

Date:

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**Parent or Guardian Authorization:**  
(Must be completed if user is a student)

As the parent or guardian of the above-named user, I hereby certify that I have read and understand Policy IFBGA and Rule IFBGA-R1. I further understand that some materials accessible to Internet users may be offensive, illegal, defamatory, or inaccurate, and that although the City Schools of Decatur has taken reasonable precautions to restrict access to such materials, such exposure may nevertheless occur. With that understanding, I hereby give permission to the City Schools of Decatur to set up an Internet account for my child. I further agree to indemnify and hold harmless the City Schools of Decatur, its servants and agents, from any and all claims related to my child's use of the Internet. Furthermore, I waive any and all claims I may have against the school system for such use.

Parent or Guardian's Name (Please print):

Signature: \_\_\_\_\_

Date:

**Descriptor Term:**

Use of Electronic Media  
Employees

**Code:**

ECHA-R

**Amended:****Adopted:**

3/97

**Amended:**

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Employees may have access to the school system network and the Internet (hereafter referred to as network/Internet). Access to the Internet shall be for purposes directly related to the instructional program.

The school system shall make no warranties of any kind, whether express or implied, for the service it is providing nor shall it assume responsibility for any damages suffered. Situations for which the school system is not responsible shall include, but are not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions.

All Internet users shall be subject to the following rules and regulations:

1. Use of any information obtained via the network/Internet shall be at the user's own risk, and the school system shall not assume responsibility for the accuracy or quality of any such information. All communications and information accessible via the Internet shall be assumed to be subject to copyright law.
2. Illegal activities shall be prohibited. Transmission of material in violation of any federal or state statute or local policy or procedure shall be prohibited. Examples of unacceptable use shall include, but are not limited to, copyrighted material, threatening or obscene material, material protected by trade secret, material for commercial activities and/or personal gain, or material for political lobbying.
3. The user shall abide by generally accepted rules of network etiquette and general school rules for behavior and communication.
4. Inappropriate use of the network/Internet may result in cancellation of those privileges or disciplinary action. A supervisor may close an employee's account at any time for actions that violate this policy and rule.
5. Personal information such as home addresses or phone numbers of staff and students shall not be published except in approved locations.
6. Electronic mail is not private, and illegal messages shall be reported to the authorities. The use of profanity and vulgarities shall be prohibited.
7. Security shall be a high priority. Using the network/Internet to disrupt the use of the network by other users is prohibited. A user shall notify the appropriate staff member if any problem occurs. A user shall not circumvent established procedures. Without prior approval a user shall not use another person's account or allow another person to use his/her account. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network/Internet.
8. Network storage areas are school property, and files stored on school system servers are not necessarily private. Network administrators or anyone else designated by the superintendent may review files and communications to maintain system integrity and to ensure that users are using the system responsibly.
9. Vandalism shall result in revocation of access and disciplinary action. Vandalism shall be defined as any malicious attempt to harm or destroy equipment or data of another user, the Internet, or any other networks. Such vandalism shall include, but not be limited to, the intentional up-loading or creation of computer viruses.
10. Any product created or developed through use of the network/Internet may not be used for personal gain and shall become the property of the school system.

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