



West University Elementary School



THE USE OF COMPUTERS, THE INTERNET AND ELECTRONIC MAIL

ACCEPTABLE USE POLICY AND PERMISSION FORM 2008-2009

West University Elementary is pleased to offer students access to our computer network for electronic mail and the Internet. In order to gain access to e-mail and the Internet all students must obtain parent permission as verified by the signatures on the form below. If a parent does not wish for their child to have e-mail and Internet access, the student may still utilize the computer for more traditional purposes such as word processing. A MEMBER OF THE SCHOOL STAFF WILL SUPERVISE ANY USE OF COMPUTERS CONNECTED TO THE WIDE AREA NETWORK AND THE INTERNET.

What is possible?

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to communicate with other Internet users from around the world. Parents and students should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources, therefore we support and respect each parent's right to decide whether or not to apply for access.

What is expected?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and as such, may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. In addition, HISD's *Code of Student Conduct* lists infractions and consequences relating to the misuse of school computers, the Wide Area Network, and the Internet. As a general rule of thumb, students are advised to never access, keep, or send anything they would not want their parents or teachers to see.

What are the rules?

Privacy - Network storage areas are treated like school lockers, and as such, are considered to be the property of the school. Student files, e-mail, etc. may be accessed by authorized school personnel at any time. Network administrators may review communications to maintain system integrity to ensure those students are using the system responsibly.

Storage Capacity – Users are expected to remain within allocated disk space and delete files, e-mail, or other material which take up excessive storage space.

Illegal Copying – Students must never download or install any commercial software, shareware, or freeware onto Network drives or disks unless they have written permission from the Network Administrator, nor may students copy other person's work or intrude into other person's files.

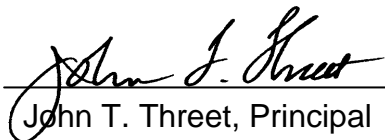
Inappropriate materials or language – No profane, abusive, or impolite language may be used to communicate nor should any materials be accessed which are not within the rules set forth in the HISD Code of Student Conduct. If students should access such materials accidentally, they should close the site where the material is found and immediately notify the supervising teacher.

Additional Guidelines

Following these additional guidelines will prevent the loss of network privileges at West University Elementary School and possible disciplinary action.

1. Do not use a computer to harm other people or their work.
2. Do not damage the computer or network in any way.
3. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
4. Do not violate copyright laws.
5. Do not view, send, or display offensive messages, pictures, or other materials.
6. Do not share your password with another person.
7. Do not waste limited resources such as disk space or printing capacity.
8. Do not trespass in another person's folders, work, or files.
9. Notify the supervising school personnel immediately if you accidentally access materials which violate the rules of appropriate use.
10. **BE PREPARED TO BE HELD ACCOUNTABLE FOR YOUR ACTIONS IF THE RULES OF APPROPRIATE USE ARE VIOLATED.**

APPROVED:



John T. Threet, Principal



West University Elementary School



PARENT PERMISSION FORM AND USER AGREEMENT 2008-2009

As the parent or guardian of a student at West University elementary School, I have read the school's computer guidelines contained in *THE USE OF COMPUTERS, THE INTERNET AND ELECTRONIC MAIL, ACCEPTABLE USE POLICY* regarding the appropriate use of computers at the school. I understand this agreement will be kept on file at the school. I further understand that violation of the school's Acceptable Use Policy may result in the loss of network and computer privileges for my child as well as disciplinary action in accordance with HISD's *Code of Student Conduct*.

() My child may use e-mail and the Internet while at school in accordance with the guidelines of the school's Acceptable Use Policy.

() I would prefer that my child not use e-mail and the Internet while at school.

PARENT NAME (print): _____

PARENT SIGNATURE: _____

DATE: _____

As a user of the West University Elementary School computer network, I agree to comply with the rules of the Acceptable Use Policy and to use the network in a constructive manner.

STUDENT NAME (print): _____

STUDENT SIGNATURE: _____

DATE: _____ GRADE: _____

TEACHER'S NAME: _____