

# **Northwest Arctic Borough School District**

## **Acceptable Use Policy for District Students**

**(Intermediate/Secondary)**  
**(grades 4-12)**

### **Introduction**

On the school network and on the Internet you may participate in a variety of activities that support learning. With access to other networks and people around the world, you may have access to information that may not be appropriate. The Northwest Arctic Borough School District has taken measures to prevent access to inappropriate information. However, we cannot control all the information available on the Internet. The district is not responsible for other people's actions or the quality or content of information available through this service. We trust our students to know what is appropriate and what is inappropriate.

The following guidelines are intended to help you use the network appropriately. If you do not follow our use policies listed here, your privilege of using the network may be withdrawn. Failure to follow these rules may also result in other forms of discipline.

### **Your Use is Not Private**

School computers are the property of the district. You should not expect that your use is private or that files stored on the system are private. Your teacher or other authorized school employees, may, at any time, review the subject, content, and appropriateness of electronic access, communications, or other computer files, and remove them if warranted, reporting any violations of rules to the school administrator or law enforcement officials.

### **User Agreement**

The use of school and district networks must be in support of education, research, and the educational goals of the Northwest Arctic Borough School District. You are personally responsible for this provision at all times when using building or district networks.

- The use of another organization's networks or computing resources must comply with these rules as well as rules appropriate to that network;
- Transmission of any material in violation of School Board policies and federal, state, or local laws is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
- All sites containing sexually explicit materials—materials showing male or female nudity—are off-limits to students.
- The school district will not be responsible for any unauthorized charges or fees resulting from access to computer networks.

Be familiar with these rules and how to use the Internet before getting on-line. If you have any questions about these rules, please ask your teacher. Be aware that the inappropriate use of electronic information resources can be a violation of school rules, local, state, and federal laws and that you can be prosecuted for violating those laws.

(Over)

### **Network Etiquette and Privacy**

You are expected to abide by the generally accepted rules of network etiquette. These rules include but are not limited to:

- **BE POLITE:** Never send, or encourage others to send, inappropriate or abusive messages.
- **USE APPROPRIATE LANGUAGE:** You are a representative of your school and your district on a public system. Never swear, use vulgarities, or any other inappropriate language.
- **PRIVACY:** Do not reveal the addresses or phone numbers of friends or colleagues without written permission.
- **DISRUPTIONS:** Do not use the network in any way that would disrupt the use of the network by others. Do not damage hardware or software.
- **REPRESENTATIONS:** Do not originate anonymous messages or represent a message to have been authored by another. All correspondence should be clearly identifiable as to its originator. Any transmission or use which has the purpose or effect of promoting hatred or harassment is prohibited.

### **Security**

If you identify a security problem in the building or district network, notify the system administrator at once. Never demonstrate a problem to other users. Never use another individual's account. Never tell anyone your password. Any user identified as a security risk will be denied access to the network, and may be liable for disciplinary action or prosecution.

### **Vandalism**

Vandalism is defined as any malicious attempt to physically deface, disable, or destroy computers, peripherals, or other network hardware or to harm or destroy data of another user or any other agencies or networks that are connected to the system. Any vandalism will result in loss of network privileges, disciplinary action, or possible legal referral.

**Name:** \_\_\_\_\_

### **Acceptance**

I have read the Northwest Arctic Borough School District Acceptable Use Policy for Building and District Networks for Students. I agree to follow these rules and use school and district networks in an appropriate manner.

\_\_\_\_\_/\_\_\_\_\_  
(Student Signature / date)

I have read the Northwest Arctic Borough School District Acceptable Use Policy for Building and District Networks for Students. I understand that determined users may be able to access services and communicate with people on the Internet that the district has not authorized for educational purposes. I also acknowledge that students may intentionally or unintentionally gain access to information and communications that they or I find inappropriate, offensive, controversial, or otherwise objectionable. I understand that by authorizing my student's use of the Internet, I assume these risks. I approve of my child's participation in network activities.

\_\_\_\_\_/\_\_\_\_\_  
(Parent Signature / date)

# Northwest Arctic Borough School District

## Acceptable Use Policy for District Students

(Grades K - 3)

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**Student's Name:**

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**Dear Parents;**

Your child's teacher has read this document to his/her class and explained the importance of using the Internet and other computer resources appropriately. We want to make you familiar with these rules as well. Please review these rules with your child, sign and date the form, and return it to your child's teacher. If you have any questions, ask your child's teacher.

I have read and understand this document.

\_\_\_\_\_/\_\_\_\_\_  
(Signature / date)

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**I understand that I may use the Internet under the direction of my teacher if I follow these rules:**

I am responsible for using the Internet in an appropriate way. I may use the Internet for research, to communicate with others, and do assignments from my teachers.

If I use someone else's networks, I must obey the rules of that network.

It's against the law to send certain things over the school networks. I will not send copyrighted, threatening or obscene material over school networks.

My teachers will set rules for using school networks, and I agree to follow them. I know that the inappropriate use of our networks can break school rules and sometimes even break the law.

I will never harm or destroy computers or harm or destroy the work of another person on our school system or any other system.

When I am using school networks, I will always:

- **BE POLITE:** Never send, or tell others to send, abusive messages.
- **USE APPROPRIATE LANGUAGE:** I will never swear or use any other inappropriate language or threaten or humiliate others.
- **RESPECT PRIVACY:** I will not tell my home address, phone number, or names or addresses of family members, or the addresses or phone numbers of other students.
- **AVOID DISRUPTIONS:** I will not use the network in any way that would disrupt the use of the network by others.
- **BE HONEST:** I will not send anonymous messages or represent a message to have been written by someone else. I will always sign all messages I send with my name and e-mail address.

# Northwest Arctic Borough School District Application for User ID Student

**Type of Request:**

- New Individual Account
- Renewal                      Current or Previous User ID \_\_\_\_\_
- Change Password              Current User ID \_\_\_\_\_

Current Grade \_\_\_\_\_ Home Phone/CB \_\_\_\_\_

User Name (First Name, Middle Initial, Last Name)

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I have read the Northwest Arctic Borough School District Acceptable Use Policy for network access and agree to abide by the provisions. I understand that violation of the provisions stated in the policy may result in suspension or revocation of network access and related privileges, or possible disciplinary or legal action.

\_\_\_\_\_/\_\_\_\_\_  
User Signature / Date

\_\_\_\_\_/\_\_\_\_\_  
PARENT or GUARDIAN Signature / Date

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**Sponsor:**

I agree to sponsor the above person and to supervise his/her responsible use of the network as defined by the Northwest Arctic Borough School District Acceptable Use Policy for Network Access.

\_\_\_\_\_/\_\_\_\_\_  
Sponsor/Teacher/Principal Signature / Date

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FOR SCHOOL COORDINATOR USE ONLY - DO NOT WRITE BELOW THIS LINE

\_\_\_\_\_/\_\_\_\_\_  
Approved by / Date

\_\_\_\_\_  
Assigned User ID                      Password                      Expiration Date

# Northwest Arctic Borough School District

## Permission to Publish

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Dear Parent/Guardians:

As part of your son's/daughter's educational program, (s)he will have the opportunity to publish documents and projects on the World Wide Web. These documents might include a personal home page, a story or poem, a graphic, a science or research project, a group photograph from an activity or club, or a collaborative project with other students locally or internationally. Individuals with Internet access around the world will be able to view and possibly respond to your child's work by electronic mail. We think this is an exciting and enriching opportunity for our students.

We will publish these documents only with your written permission. Please consider the following options, then sign and return this form to your child's teacher. To see examples of work that is already published on the World Wide Web, ask your child's teacher. Thank you for your cooperation.

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Northwest Arctic Borough School District Guidelines:

- Published documents may not include a child's phone number, street address, or box number, or names of other family members;
- Documents may not include any information which indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities;
- Documents may not contain objectionable material or point directly or indirectly to objectionable material;
- Documents must conform to school board policies and established school guidelines.

Additionally, documents must be edited and approved by a teacher and school principal before publication.

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### Parent/Guardian Permission:

I grant \_\_\_\_\_ permission to publish documents on the World Wide Web as described above, including the following: (Initial all that apply)

initials \_\_\_\_\_ First Name

initials \_\_\_\_\_ Last Name

initials \_\_\_\_\_ Photograph

initials \_\_\_\_\_ Return e-mail address

I **do not** grant \_\_\_\_\_ permission to publish documents as described above.

\_\_\_\_\_  
Parent/Guardian signature / date