

**Fayette County Area Vocational
Technical School**

2009-2010



**Acceptable Use And
Internet Safety Policy**

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ACCEPTABLE USE AND INTERNET SAFETY POLICY INTRODUCTION

It is the policy of the Fayette County Area Vocational Technical School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

1. The School District is providing access to its computer networks and the Internet for educational purposes only.
2. The Internet will be used to support the functions of the Fayette County Area Vocational Technical School, its curriculum, the educational community, projects between schools, communication and research for school district administrators, teachers, and students.
3. The Internet and computer technology will not be used for illegal activity, transmitting offensive materials, hate mail, and discriminatory remarks, or obtaining, transmitting or otherwise communicating indecent, obscene, or pornographic material.
4. The Internet and computer technology will not be used for profit purposes, lobbying and/or advertising on behalf of any individual, employee or relatives of employees of the Fayette County Area Vocational Technical School.
5. Use of Fayette County Area Vocational Technical School's computer technology or the Internet for fraudulent or illegal copying, communicating, taking or modifying of material or any other activity in violation of the laws is prohibited and will be referred to the proper authorities.
6. In no event shall the Fayette County Area Vocational Technical School be liable for any damage, whether direct, indirect, special or consequential, arising out of the use of the Internet, accuracy or correctness of databases or information contained therein or related directly or indirectly, to any failure or delay of access to the Internet.
7. The Fayette County Area Vocational Technical School may end the availability of the Internet and Network accessibility at its sole discretion.
8. From time to time, the Fayette County Area Vocational Technical School will make determination on whether specific uses of the Internet and Network are consistent with this policy and notify users of the same.
9. To protect students and staff from illegal or inappropriate sites, the Fayette County Area Vocational Technical School will randomly inspect the hard drives of computers on a regular, random basis.
10. The Fayette County Area Vocational Technical School, in its discretion, reserves the right to log Internet use in terms of time and content and to monitor file disk space utilization by users.
11. The Fayette County Area Vocational Technical School reserves the right to remove a user account on the Internet and Network to prevent further unauthorized activity as specified in this document.
12. The Network shall not be used to disrupt the work of others; hardware or software shall not be destroyed, modified or abused in any way.

13. Network accounts are to be used by authorized owner of the account for the authorized purpose.
14. Diligent effort must be made by the user to delete mail daily from personal mail directories to avoid unnecessary use of file server disk space.
15. Diligent effort must be made by the user to delete obsolete files from the Network file server periodically.
16. Users shall not intentionally seek information, obtain copies of, modify files, other data, or passwords belonging to others, or misrepresent other users in the Network.
17. The illegal use of copyrighted software is prohibited. Uploading, downloading, installation, or use of unauthorized games, programs, files or electronics media is prohibited.
18. The Fayette County Area Vocational Technical School shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.
19. In order to maintain a high level of security on the Local Area Network, all Network users' passwords will be updated at least every six months.
20. The user shall be responsible for damages to the Fayette County Area Vocational Technical School's equipment, systems and software resulting from deliberate or willful acts.
21. The Internet, Network, and email are not guaranteed to be private. People who operate the systems do have access to all email files. Messages relating to or in support of illegal activities will be reported to authorities.
22. Users shall not engage in or access chat rooms or instant messaging without the permission and direct supervision of the supervising teacher.
23. The Fayette County Area Vocational Technical School has software and systems in place that can monitor and record all Internet usage. We want you to be aware that our security systems are capable of recording (for each and every user) each World Wide Web site visit, each chat, newsgroup or email message, and each file transfer into and out of our internal networks, and we reserve the right to do so at any time. No user should have any expectation of privacy as to his or her Internet usage. We will review Internet activity and analyze usage patterns, and may choose to publicize this data to assure that Fayette County Area Vocational Technical School Internet resources are devoted to maintaining the highest levels of productivity.
24. Users may not use the Fayette County Area Vocational Technical School Internet facilities to deliberately propagate any virus, worm, Trojan horse, or trap-door program code.
25. Users may not use the Fayette County Area Vocational Technical School Internet facilities knowingly to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.
26. It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violated state or federal law relating to copyright, trade secrets, the distribution of obscene or

27. pornographic materials, or which violates any other applicable law or municipal ordinances, is strictly prohibited.
28. The Fayette County Area Vocational Technical School retains the copy write to the Fayette County Area Vocational Technical School web page.
29. Posting inappropriate information on the web page will not be tolerated and may result in suspension or loss of the right to access the Internet, to use the Fayette County Area Vocational Technical School's computer technology, and be subjected to other disciplinary actions, including, but not limited to expulsion.
30. Intentional attempts to "crash" Network systems or programs are punishable disciplinary offenses.
31. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers.
32. The Fayette County Area Vocational Technical School, either by itself or in combination with its Internet Service Provider, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material that is inappropriate.
33. Internet filtering software or other technology-based protection systems may be disabled by the technology coordinator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 or older. Users are strictly prohibited from changing any computer screen savers and/or user preferences.
34. Failure to follow the procedures listed above by students of the Fayette County Area Vocational Technical School may result in suspension or loss of the right to access the Internet, to use the Fayette County Area Vocational Technical School's computer technology, and be subjected to other disciplinary actions, including, but not limited to expulsion.
35. Violations of this policy and procedures by employees of the Fayette County Area Vocational Technical School may result in discipline, including, but not limited to dismissal.
36. All students and employees who wish to use the Internet, Network, and computer technology must sign an Internet Agreement, which will be kept on file at the school. If the user is under the age of 18, the signature of the student's parent or guardian will also be required on the Internet Agreement.

ELECTRONIC MAIL POLICY (NETIQUETTE)

1. Be polite. Do not get abusive in messages to others. This includes messages that might harass individuals or groups because of their age, race, sex, religious beliefs, physical attributes, etc. Any attempt at sending harassing, obscene and/or other threatening email to another person is prohibited.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
3. Include a subject line in each mail posting.
4. Do not reveal your or anyone else's personal information such as address or phone number.
5. To signal humorous intent, use some sort of "smiley", such as :-). Facetiousness and sarcasm can be misunderstood easily in electronic communication.
6. Forgery (or attempted forgery) of electronic mail messages is prohibited.
7. Attempts to read, delete, copy, or modify the electronic mail of other users are prohibited.
8. Any attempt at sending unsolicited junk mail, "for-profit" messages or chain letters is prohibited.

PERSONAL SAFETY

Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission. If someone attempts to arrange a meeting with you as a result of an internet contact you must report the communication, immediately, to your supervising teacher.

1. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
2. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
3. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
4. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

**NETWORK AND INTERNET USERS
FACULTY/STAFF AGREEMENT TO TERMS OF
ESTABLISHED POLICY
FACULTY/STAFF & ADMINISTRATION AGREE THAT:**

We understand that the Internet service of the Fayette County Area Vocational Technical School is provided for educational purposes only. We agree that we will use the Network, Internet, and related computer technology for educational purposes, and we will not misuse it by accessing areas that are explicitly non-educational. Misuse can come in many forms, including, but not limited to, actions including pornography, racism, sexism, illegal solicitation or other illegal actions, inappropriate and vulgar language, as well as other use that in the opinion of the Fayette County Area Vocational Technical School does not further an educational purpose. We understand that if we have any questions as to whether a particular use of the Internet is inappropriate, we should consult with an official of the Fayette County Area Vocational Technical School before proceeding with the questionable use. I understand that I am solely responsible for my conduct, and the appropriate use of the Internet.

We have been informed by the Fayette County Area Vocational Technical School and understand that the school in its discretion may use software or other devices to block out unacceptable Internet sites. The Fayette County Area Vocational Technical School, in its discretion, may also monitor my use of the Internet both in terms of time and subject matter. We fully understand that this is not a representation or guarantee by the Fayette County Area Vocational Technical School that all unacceptable sites will be eliminated. We understand that the use of such methods by the Fayette County Area Vocational Technical School will in no way relieve me of my responsibility as set forth in this agreement and that I am responsible for my own conduct and will not misuse the Internet.

We understand and will abide by the provisions of this Agreement. We further understand that the use of the Internet is a privilege, and that any inappropriate use of the Internet or of violation of rules and regulations listed in the Acceptable Use and Internet Safety Policy may result in disciplinary action in accordance with the Fayette County Area Vocational Technical School's Operating Committee Policy. The violation of terms of this policy will result in the revoking of access privileges and/or user's account, and any other appropriate actions that the Fayette County Area Vocational Technical School deems advisable. We will not hold the Fayette County Area Vocational Technical School responsible for or legally liable for materials distributed or acquired through the Internet. We also agree to report any misuse of the Internet to the school administration.

**THE FAYETTE COUNTY AREA VOCTIONAL TECHNICAL SCHOOL
NETWORK AND INTERNET USERS
STUDENT AGREEMENT TO TERMS OF ESTABLISHED POLICY**

I understand that the Internet service of the Fayette County Area Vocational Technical School is provided for educational purposes only. I agree that I will use the Network, Internet, and related computer technology for educational purposes, and I will not misuse it by accessing areas that are explicitly non-educational. Misuse can come in many forms, including, but not limited to, actions including pornography, racism, sexism, illegal solicitation or other illegal actions, inappropriate and vulgar language, as well as other use that in the opinion of the Fayette County Area Vocational Technical School does not further an educational purpose. I understand that if I have any questions as to whether a particular use of the Internet is inappropriate, I should consult with an official of the Fayette County Area Vocational Technical School before proceeding with the questionable use. I understand that I am solely responsible for my conduct, and the appropriate use of the Internet.

I have been informed by the Fayette County Area Vocational Technical School and understand that the school in its discretion, may use software or other devices to block out unacceptable Internet sites. The Fayette County Area Vocational Technical School, in its discretion, may also monitor my use of the Internet both in terms of time and subject matter. I fully understand that this is not a representation or guarantee by the Fayette County Area Vocational Technical School that all unacceptable sties will be eliminated. I understand that the use of such methods by the Fayette County Area Vocational Technical School will in no way relieve me of my responsibility as set forth in this Agreement, and that I am responsible for my own conduct and will not misuse the Internet.

I understand and will abide by the provisions of this Agreement. I further understand that the use of the Internet is a privilege, and that any inappropriate use of the Internet or of violation of rules and regulations listed in the Acceptable Use and Internet Safety Policy may result in disciplinary action in accordance with the Fayette County Area Vocational Technical School's Operating Committee Policy. The revoking of my access privileges and/or user's account, and any other appropriate actions, that the Fayette County Area Vocational Technical School deems advisable. I will not hold the Fayette County Area Vocational Technical School responsible for or legally liable for materials distributed or acquired through the Internet. I also agree to report any misuse of the Internet to the school administration.

This agreement must be signed and returned to the shop instructor before a student is permitted to use/operate computers in the shop or lab areas.

Student: Date: _____

Name(printed)_____

Signature _____

**THE FAYETTE COUNTY AREA VOCTIONAL TECHNICAL SCHOOL
NETWORK AND INTERNET USERS
PARENT/GUARDIAN AGREEMENT TO TERMS OF
ESTABLISHED POLICY**

As the parent/guardian of _____
I have read the Acceptable Use and Internet Safety Policy and this Agreement and understand that the Internet services of the Fayette County Area Vocational Technical School is provided for educational purposes only. I also understand that it is impossible for Fayette County Area Vocational Technical School to restrict access to all controversial materials. I am fully aware that the Fayette County Area Vocational Technical School in its discretion may use software or other devices to block out unacceptable Internet sites. The Fayette County Area Vocational Technical School, may also, in its discretion, monitory my child's use of the Internet both in terms of time and subject matter. I understand, acknowledge, and agree that the use by the Fayette County Area Vocational Technical School of such software or blocking devices is no representation or guarantee on the Fayette County Area Vocational Technical School's part that this will prevent my child from gaining access to an unacceptable Internet site. I will not hold Fayette County Area Vocational Technical School responsible for or legally liable for materials distributed or acquired from the Network or as a result of my child accessing an unacceptable Internet site.

I understand that any violation of the above provisions may result in all or any of the following disciplinary actions. Discipline in accordance with the Fayette County Area Vocational Technical School's Disciplinary Code. The revoking of my child's access privileges and/or user account and/or taking appropriate legal action when necessary.

I accept full responsibility for the actions made by my child in accessing the Internet and using the Network and computer technology available through the Fayette County Area Vocational Technical School either in or out of the Fayette County Area Vocational Technical School setting.

This agreement must be signed and returned to the shop instructor before a student is permitted to use/operate computers in the shop or lab areas.

Parent/Guardian: Date: _____

Name(printed) _____

Signature _____