**HARDEMAN R-X**

**Acceptable Use Policy Agreement**

The mission of the Hardeman School Network is to provide appropriate up-to-date technologies that will offer vast, diverse, and unique resources to students, teachers, and staff. We are pleased to offer access to the district computer network for project storage and the Internet. To gain individual access to the network, the district’s technology resources and the Internet, all students must obtain parental permission and must sign and return this Acceptable Use Policy Agreement to the school.

**NETWORK/INTERNET GUIDELINES**

Hardeman School District's purpose in providing access to the Internet is to support research and education by providing access to unique resources. The use of the account must be in support of education and research and consistent with the educational objectives of the school district. Sending or receiving of any material in violation of any U.S. or state regulation is prohibited.

Along with access to computers and people all over the world comes the availability of material that may not be considered of educational value in a school setting. Adult supervision is always required for computer use and Internet content filtering. However, on a global network it is impossible to control all materials.

The Hardeman School will teach students about responsible use and inform them of their rights and responsibilities as users of the district’s network prior to gaining access to the network, either as an individual user or as a member of a class or group.

**Users:** Individual users of the Hardeman School computer network are responsible for their behavior and communications over the network. It is presumed that users will comply with district standards and will honor the agreements they have signed. The following guidelines are provided so everyone is aware of the responsibilities that come with using the Network and Internet. If a Hardeman R-10 user violates any of these provisions, his or her account will be terminated, and future access could be denied.

**A. Student Users-** No student will be given “privileged” access to the district’s technology resources until the district receives an Acceptable Use Policy agreement signed by the student and the student’s parent(s), guardian(s), or person standing in the place of a parent.

**B. Employee Users**- No employee will be given “privileged” access to the district’s technology resources until the district receives an Acceptable Use Policy agreement signed by the employee.

**C. External Users-** Substitute teachers, consultants, independent contractors, and other persons having professional business with this school district may also be granted user privileges at the discretion of the Superintendent or Administration.

Damages: All damages incurred by the district due to the misuse of the district’s technology resources, including the loss of property and staff time may be charged to the user, as determined by district administrators.

**RULES FOR NETWORK AND INTERNET USE**

1. Using or sharing another person’s user ID and/or password is prohibited. You have full responsibility for the use of your account. You will be held responsible for any violations of these rules that can be traced to your account.

2. Students may not use computers unless there is adult supervision.

3. Deleting, examining, copying or modifying files and/or data belonging to other users without their prior consent is prohibited.

4. Do not print without permission, especially color.

5. No sound is allowed without the use of headphones, unless given permission.

6. Playing music using the Internet is prohibited.

7. Do not vandalize computers, software, or network devices.

8. Do not change any settings on the computer (desktop, themes, icons, etc.), without permission. All settings must be school appropriate.

9. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws.

10. Do not download software.

11. Do not use the network for any illegal activities including tampering with computer hardware or software, unauthorized entry into computers (hacking), or vandalism or destruction of computer files. In some cases, such activity is considered a crime under state and federal law.

12. Do not deliberately spread computer viruses.

13. Use appropriate language. Language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.

14. Avoid offensive or inflammatory speech.

15. Be aware that giving out personal information on the Internet can be dangerous. Users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, or other individuals.

16. Only teacher requested and supervised e-mail is permitted. Electronic mail, chat rooms and other forms of direct electronic communications are not allowed. Students may not check personal e-mail accounts at school (Hot Mail, Yahoo, etc.)

17. Users should assume that all communications and information is public when transmitted via the network and may be viewed by other users and network administrators.

18. Social networking sites, such as Facebook, Snapchat, Instagram, etc., are not allowed at school. Access these sites AT HOME, not at school.

19. Do not use a school account to post anonymous or false information.

20. Do not intentionally search for, view, and/or distribute inappropriate materials.

21. Any attempt to secure a higher level of privilege on the technology resources without authorization are prohibited.

22. Accessing proxy servers to bypass the network’s security system for any reason is prohibited. Accessing proxy servers can cause spyware and viruses to slip through the district firewall, causing severe, expensive damage to the network. Damages to the technology resources may be charged to the user.

**VIOLATIONS OF THESE RULES MAY RESULT IN RESTRICTED ACCESS, LOSING ACCESS PRIVILEGE, DISCIPLINARY OR LEGAL ACTION. ADMINISTRATORS MAY DETERMINE THE LEVEL OF ACTION FOR EACH STUDENT AS NEEDED.**

**DISCIPLINARY ACTION FOR STUDENTS IN VIOLATION OF ACCEPTABLE USE POLICY AGREEMENT:**

**FIRST OFFENSE** - Loss of access for up to two weeks

**SECOND OFFENSE** - Loss of access for up to 90 days

**THIRD OFFENSE** - Loss of access up to the remainder of the school year and a review by administration before account is reinstated.

**Students may also face disciplinary actions as outlined in the district discipline polices.**

**SIGNATURE PAGE**

**STUDENT USER**

I understand that the use of school network services, including Internet access, is a privilege, not a right.

After reading the Acceptable Use Policy and the Rules for the Network and Internet Use, I understand

and will abide by the Hardeman R- X School Network Guidelines. I also understand that my failure to

comply with the above guidelines can result in loss of my network privileges as well as more serious

disciplinary and/or legal action.

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_

**PARENT OR GUARDIAN**

**STUDENT INTERNET NON-RESTRICTION:**

As the parent or guardian of this student, I have read the Hardeman R-X School Network and Internet Policy. I understand that this access is designed for educational purposes. I also recognize it is impossible for Hardeman R-X School to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child’s use is not in a school setting. I hereby give permission for my child to access the Hardeman R-X School network, utilize the Google platform and other Internet based sites for assignments and certify that the information contained on this form is correct.

(**If you wish for your child to be able to access school internet please sign on line immediately below and disregard the remaining information)**

Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_

OR OR OR OR

**STUDENT INTERNET RESTRICTION:**

I have read and understand the Hardeman R- X School Network and Internet Policy. I also understand that this access is designed for educational purposes and that school personnel will make every effort to

properly supervise my child’s use of network services. I understand that since it is technically impossible

for the Hardeman R-X School to restrict access to ALL controversial materials, I will not hold them responsible for any materials acquired on the network and Internet. I understand that Hardeman R-X School believes that the valuable information and interaction available on the Internet far outweighs the possibility that users may procure material that is not consistent with the educational goals of Hardeman R-X School. Given this risk I would like for the above user to be restricted from access to ALL content not contained on the servers of the Hardeman R-X School Information Network.

I understand that this does NOT restrict the user from using the computers and ONLY restricts

communication with the World Wide Web, Internet and other forms of communication with entities not

contained with the Hardeman R-X School Information Network.

NOTE: signing this line will **RESTRICT ALL INTERNET ACCESS.** **If you do NOT wish for your child to be able to access the internet at school, then sign on the line below.**

Parent/Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_

**Please return this signed Agreement to the school. If unable to print a copy, contact the office at 660-837-3400 or by email at** [**rleimkuehler@hardeman.k12.mo.us**](mailto:rleimkuehler@hardeman.k12.mo.us) **and one will be sent home for each student. Return the signed forms to the office by Wed., September 8, 2021.**