

## **BESSEMER ACADEMY STUDENT COMPUTER AND INTERNET USE**

The BA School unit provides computers, networks, and Internet access to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and school staff. The School Committee believes that the resources available through the Internet are of significant value in the learning process and preparing students for future success. At the same time, the unregulated availability of information and communication on the Internet requires that schools establish reasonable controls for lawful, efficient, and appropriate use of this technology.

Student use of school computers, networks, and Internet services is a privilege, not a right. Students are required to comply with this policy and the accompanying rules. Students who violate the policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action.

All computers remain under the control, custody, and supervision of the school unit. The school unit reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers.

While reasonable precaution will be taken to supervise student use of the Internet, Bessemer Academy cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of the school in violation of School Committee policies/procedures and school rules. The school unit is not responsible for the accuracy or quality of information that students obtain through the Internet.

Before a student is allowed to use school computers and Internet services, the student and the student's parent or guardian must sign and return the Computer / Internet Access Agreement. The signed agreement will be retained by the school.

The Headmaster shall be responsible for overseeing the implementation of this policy and the accompanying rules, and for advising the School Committee of the need for any future amendments or revisions to the policy. The Headmaster may develop additional administrative procedures / rules governing the day-to-day management and operations of the school unit's computer system as long as they are consistent with the Board's policies and/or rules. The Headmaster may delegate specific responsibilities to building administrators and others as he / she deems appropriate.

## STUDENT COMPUTER AND INTERNET USE RULES

These rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Failure to comply with these rules may result in loss of computer and Internet access privileges, disciplinary action and/or legal action.

### A. Computer Use is a Privilege, Not a Right.

Student use of the school unit's computers, networks and Internet services is a privilege, not a right. Unacceptable use / activity may result in suspension or cancellation of privileges as well as possible additional disciplinary and / or legal action.

The Headmaster shall have final authority to decide whether a student's privileges will be denied or revoked.

### B. Acceptable Use

Student access to the school unit's computers, networks, and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum, and instructional goals.

The same rules and expectations govern student use of computers as apply to other student conduct and communication.

Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member / volunteer when accessing the school unit's computers, networks, and Internet services.

### C. Prohibited Use

The user is responsible for his / her actions and activities involving school unit computers, network, and Internet services and for his / her computer files, passwords, and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to the following:

1. Accessing Inappropriate Materials – Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and / or illegal;
2. Illegal Activities – Using the school unit's computers, networks, and Internet services for any illegal activity or activity that violates other School Committee policies, procedures and / or school rules;
3. Violating Copyrights – Copying or downloading copyrighted materials without the owner's permission.
4. Plagiarism – Representing as one's own work any materials obtained on the school unit's computers or Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher, and website must be identified;
5. Copying Software – Copying or downloading software without the express authorization of the system administrator;
6. Non-School Related Uses – Using the school unit's computers, networks, and Internet services for non-school related purposes such as private financial gain, commercial, advertising or solicitation purposes, or for any other personal use;

7. Misuse of Passwords / Unauthorized Access – Sharing passwords, using other users' passwords without permission and / or accessing other users' accounts;
8. Malicious Use / Vandalism – Any malicious use, disruption or harm to the school unit's computers, networks, and internet services, including but not limited to hacking activities and creation / uploading of computer viruses;
9. Unauthorized Access to Chat Rooms / News Groups – Accessing chat rooms or news groups without specific authorization from the supervising teacher. No use of Facebook is allowed.

**D. No Expectation of Privacy**

The school unit retains control, custody, and supervision of all computers, networks, and Internet services owned or leased by the school unit. The school unit reserves the right to monitor all computer and Internet activity by students. Students have no expectations of privacy in their use of school computers, including e-mail and stored files.

**E. Compensation for Losses, Costs and / or Damages**

The student and / or the student's parent / guardian shall be responsible for compensating the school unit for any losses, costs, or damages incurred by the school unit related to violations of policy and / or these rules, including investigation of violations.

**F. School Unit Assumes No Responsibility for Unauthorized Charges, Costs, or Illegal Use**

The school unit assumes no responsibility for any unauthorized charges made by students including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

**G. Student Security**

A student shall not reveal his / her full name, address or telephone number on the Internet without prior permission from a supervising teacher. Students should never meet people they have contacted through the Internet without parental permission. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate, or make them uncomfortable in any way.

**H. System Security**

The security of the school unit's computers, networks, and Internet services is a high priority. Any user who identifies a security problem must notify the system administrator. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his / her privileges revoked and may be subject to additional disciplinary and / or legal action.

**I. Parental Permission Required**

Students and their parent / guardian are required to sign and return the Computer / Internet Access Agreement Form before being allowed to use school computers.

## **SIGNATURE PAGE**

**I hereby acknowledge by our signatures that we have received and read Bessemer Academy's handbook. We understand that these policies apply to all students and parents at Bessemer Academy.**

**Student's Signature**

**Grade**

**Parent's Signature**

**Date**

**THIS FORM MUST BE SIGNED AND RETURNED  
TO THE SCHOOL**