

Kimball Elementary School

Independent School District #739

P. O. Box 368

Kimball, MN 55353

Students at Kimball Elementary School will be working on the Internet most often with their classmates in computer lab sessions supervised by their teacher. Occasionally students will have time to explore and research the Internet individually in their classroom, supervised by their teacher, or in the computer lab supervised by our media assistant or another adult.

Our upper elementary students have been issued personal passwords that will allow them to access the Internet. If they are found to be willfully accessing inappropriate material their password privileges will be revoked according to the attached guidelines and they will not have Internet privileges.

Before any student has individual access to the Internet he/she will receive training on the proper use of the Internet. Even then a student will not be able to access the Internet without your approval.

The Internet holds a treasure of wonderful materials and information for kids. We at Kimball Elementary School want our students to benefit from one of this century's great educational innovations. Please take some time to review the attached material and complete the last page and return it to school with your child.

Internet Permission

We have read, understand, and will abide by the Internet policy statement and guidelines. We also understand that every student will be trained on correct use of the Internet before they will be allowed to use it.

Today's date: _____

Student's grade: _____

Student's signature: _____

Parent's signature: _____

This approval form will be in effect through Sixth Grade.
Students: **Return this form to your homeroom teacher.**

Policy Statement on Computers, Networks, and Internet Rights and Responsibilities

All students in District #739 can have supervised access to the Internet. The Internet, a global electronic information infrastructure, is a network of networks used by educators, businesses, the government, the military, and organizations. In schools and libraries, the Internet can be used to educate, to inform, and to entertain. As a learning resource, the Internet is similar to books, magazines, video, CD-ROM and other information sources.

Students use the Internet to participate in distance learning activities, to ask questions of and consult with experts, to communicate with other students and individuals, and to locate material to meet their educational and personal information needs. All educators have a professional responsibility to work together to help students develop the skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their education goals.

Making Internet access available to students carries with it the potential that some students might encounter information that some have identified as controversial and of potential harm to students. Because information on the Internet appears, disappears, and changes, it is not possible to predict or control what students may locate. While it is possible to select some resources that will be more easily available to students, school officials cannot promise to completely control the Internet environment for students. District 739 educators will take an active role in ensuring that students and their parents are aware of the individual student's responsibility to use Internet resources in an ethical and educational manner. Our focus is less in controlling the environment, but more in providing individual users with the understanding and skills needed to use the Internet in ways appropriate to their individual educational needs. Concerns about Internet information will be handled the same way concerns about other educational resources are now handled, and policies now dealing with other educational resources also pertain to Internet resources.

The district has guidelines for student use of Internet accounts. To protect the due process rights of students, these guidelines define appropriate educational and ethical uses of the Internet, identify individual student responsibilities, and outline procedures for enforcing behavior on the Internet and handling violations. Students, staff and parents are advised that some systems may contain inappropriate material. School administrators and staff do not condone the use of such materials and do not permit usage of such materials in the school environment. Students who knowingly bring such materials into the school environment, regardless of format, will be dealt with according to the discipline policies of the individual school building. The building network administrators, at their sole discretion, reserve the right to terminate immediately the account of any student who misuses the account.

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Students will be taught appropriate use of e-mail and other general uses of the Internet.

The Kimball Policy JFCA, Internet Use, governs this policy. For the full text, contact the District Office.

District 739 Guidelines for use of Computer Networks and the Internet

The computer resources and capabilities at Kimball Area Public Schools must be used in an ethical and lawful manner. Violations of the district's computer policies, Internet etiquette, or willful violations of the laws of Minnesota and the United States will result in disciplinary action by Kimball Schools and/or prosecution by legal authorities. Access to computer systems, e-mail and the Internet is a privilege. All network users are expected to abide by the generally accepted rules of computer and network etiquette. The following guidelines are the minimum that will be taught to students and be expected of them.

1. Be polite on the Internet. Do not be abusive in e-mail messages to others. This includes messages that might harass individuals or groups because of their age, race, sex, religious beliefs, sexual orientation, physical attributes, etc. School rules regarding harassment also apply to electronic communication.
2. Do not permit others to use your personal account. You are responsible for maintaining the secrecy of all passwords you may have. Under no circumstances should you share your passwords with other students.
3. Do not give out personal or family information such as phone numbers or addresses. Never arrange for a face-to-face meeting without parental supervision, and never respond to abusive or suggestive messages. Report all such instances immediately to an adult in the building.
4. The purpose of e-mail is to be an effective and efficient educational tool within the framework of the Minnesota Government Data Practice Act. Therefore e-mail messages are government data. There should be no expectations of privacy regarding such data, and rules regarding such data are covered in the Data Privacy and Students Records Policy. The District will access the mail should it need to see it. Messages relating to or in support of illegal activities will be reported to legal authorities.
5. There are some unacceptable uses of the networks. These include, but are not limited to:
 - a. Using the network for any illegal activity, including violation of copyright or other laws.
 - b. Making or distributing unauthorized and illegal copies of licensed software is against the law and can result in disciplinary action by Kimball Schools and/or prosecution with severe legal penalties.
 - c. Using the network in ways that violate school policies and behavior standards. In other words in you cannot say it, read it, wear it or view it in school, then such use of Internet or e-mail is prohibited.
 - d. Using the networks for financial or commercial gain.
 - e. Degrading or disrupting equipment or system performance.
 - f. Invading the privacy of other individuals by accessing and/or vandalizing their computerized data.
 - g. Wasting technology resources, including bandwidth, file space, and printers. Only text can be printed.
 - h. Gaining unauthorized access to resources or entities.
 - i. Using an account owned by another user, with or without the owner's permission.
 - j. Posting personal communications without the author's consent. Any items produced by students will not be posted to the Internet without the permission of the student. If permission is granted, items will be considered fair use and available to the public.
 - k. Chat Rooms are not allowed.
6. The consequences for the intentional failure to abide by these guidelines are the following:
 - i. First Offense: Loss of lab and Internet/e-mail privileges for **30** school days
 - ii. Subsequent offense: Loss of lab and Internet/e-mail privileges for the school year or one semester, whichever is greater, and must reapply for Internet/e-mail privileges.
7. Failure to abide by these losses of privilege will be considered insubordination consequenced by suspension..
8. School officials will be the final authority for all computer use in the district's facilities.