STUDENT INTERNET HANDBOOK

GRADES K-5

A Guide to the Internet and
District Electronic Information Systems

Terms and Conditions
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STUDENT HANDBOOK

A Guide to the Internet and District Electronic Information Systems for Grades K - 5

I. INTRODUCTION

All Palo Alto Unified School District (PAUSD) schools provide access to the Internet, the worldwide network that permits computers around the world to communicate with one another. Our students are able to access hundreds of local, national and international electronic resources including universities, libraries, schools, businesses and individuals.

This handbook is intended to provide information, guidelines and rules for safety and courtesy that PAUSD considers important for Internet use.

Use of PAUSD’s electronic information systems is a privilege that the District extends to students in order to support and enrich their learning experiences. The handbook contains Terms and Conditions that both students and their parents/guardians must agree to, sign the Acknowledgements and Permissions form and return the form to the school before the student may use the District electronic resources. The school will keep this Agreement on file as assurance that each student and his/her parents/guardians have read and agreed to abide by the PAUSD rules and guidelines for network use. Students who do not have an Acknowledgements and Permissions form on file granting permission of Internet use through the PAUSD resources will not be allowed to use the Internet.

PAUSD will train each student who returns an Acknowledgements and Permissions form on the appropriate use of the Internet.

II. PAUSD AND THE INTERNET

Palo Alto Unified School District's intent is that students will use Internet connections for purposes consistent with the curriculum, much the same way that students use library materials. The Internet's resources are considered an extension of our libraries, and use is a privilege that the District hopes to extend to students in order to support and enrich their learning resources. PAUSD restricts access to Internet sites deemed pornographic in nature according to local network access policies, with the understanding that there is no fail-safe software that will guarantee total blockage. PAUSD believes that the benefits to students from Internet access in the form of information resources, technological skill development, and opportunities for international communication and collaboration far exceed the possible disadvantages.

The Internet, a global network, is made of many smaller contributing networks that support the open exchange of information among different kinds of institutions and individuals all over the world. It provides immediate access to a wide variety of national and international electronic resources. It also contains some material that is illegal, defamatory, inaccurate or potentially offensive or objectionable to some people and may not be appropriate for student use. On the Internet students can view and access articles, documents, pictures, current facts, news, weather, sports and many other topics and resources. Since the Internet is a public place, anyone using it is always sharing the space with other users, which means that any place a user stops can be tracked by other users, and any information sent or received can also be monitored by other network users.

PAUSD makes no warranties of any kind, either expressed or implied, for the electronic information services it provides or the information students may access using those systems. PAUSD is not responsible for any damages users suffer while using PAUSD electronic information systems, including damages resulting from loss of data as a result of delays, non-deliveries, misdeliveries, or service interruptions caused by the system, user errors or omissions, or by power failures. Users utilize information obtained from PAUSD electronic information systems at their own risk. PAUSD specifically denies any responsibility for the accuracy of information students may obtain from sources outside the District.

III. INTERNET CONDUCT CODES AND SAFETY RULES

Before using the Internet, it is important to learn the rules for safe and appropriate network use:

- Private or personal information (about oneself or others) must NEVER be given out on the Internet.
- Appropriate language must be used when sending messages on the Internet.
• Information retrieved from the Internet must be properly cited, giving credit to the author.
• Copyrighted information may not be used or sold unless the right to do so has been purchased from the owner of the data.
• Permission of the teacher or adult in charge is needed before downloading large files.
• Consideration of others who need to use Internet resources for school assignments and projects must be observed.
• Site rules regarding use of computers must be followed.

**CAUTION:** The Internet is a public place and privacy is not possible. Every message sent or received can be read by others and every "stop" made while one is exploring can be tracked by other users.

IV. **CONSEQUENCES OF VIOLATIONS**

Unacceptable and/or unethical use of the Internet will be cause for revoking network privileges and/or disciplinary action and for possible legal action when an individual uses the network for:

• Illegal activities that violate local, state and/or federal laws;
• Inappropriate use that violates the intended use of the network;
• Obscene activities that violate generally accepted social standards.

If a student is accused of any violation, s/he has all of the rights and privileges that exist with other kinds of school infractions. The school has the right to restrict or terminate Internet access for violators. The school also has the right to monitor network activity in whatever form necessary to maintain the integrity of the system. After a fair hearing, students who are found to have violated the rules for network behavior may be subject to the following:

• Suspension and/or revocation of Internet access;
• Suspension and/or revocation of computer access;
• School suspension;
• School expulsion;
• Legal action and prosecution by authorities.

V. **PAUSD STUDENT INTERNET USE AND WAIVER**

The Internet is now available to students who have parental/guardian approval on file with their school. PAUSD supports and respects each family's right to decide whether or not to apply for Internet access.

PAUSD believes in the educational value of the Internet and recognizes its potential in supporting and enriching student learning and enhancing curriculum. PAUSD's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication. PAUSD will make every effort to protect its students from any misuses or abuses as a result of their experiences with the Internet. However, PAUSD does not control information found on the Internet and cannot guarantee that students will not access inappropriate material. Ultimately, parent(s)/guardian(s) of minors are responsible for setting and conveying the standards that their children should follow.

**Student Work Displayed on the Internet**

Teachers may be creating Web pages to display samples of student work on the Internet (such as essays, poetry, projects, etc). This is an exciting opportunity for students worldwide to share and view each other's classwork.

Students will always be asked first if it is permissible to display a particular piece of work on the Internet. If the student agrees, and parents/guardians have signed the Acknowledgements and Permissions form giving permission, then the teacher can display the student's work on the Internet.

The work will be accessible to anyone who is connected to the Internet with a Web browser. Student work on the Internet will not contain student last names or photographs.
VI. TERMS AND CONDITIONS

Please read and discuss the provisions of the Terms and Conditions with your child. When you and your child have signed the Acknowledgements and Permissions form, the form becomes a legally binding document. If a user violates any provisions, s/he may be subject to disciplinary action, revocation of the user account or legal action.

1. Use of the Internet is a privilege granted for school and classroom-related projects. The student will use it for educational use only.

2. Violation of the PAUSD guidelines could be unethical and could constitute a criminal offense. Should a student commit any violation, disciplinary action, revocation of the user account or legal action may be taken.

3. A student and his/her parents/guardians waive all privacy rights to information that the student publishes on the Internet.

4. PAUSD makes no warranties with respect to the Internet and specifically assumes no responsibilities for:
   • The content of any advice or information received by a student from a source outside PAUSD or any costs or charges incurred as a result of accessing or accepting such advice;
   • Any costs, liability or damages caused by the way the student chooses to use his/her Internet access;
   • Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of PAUSD;
   • Any guarantees of confidentiality, even though PAUSD supports the privacy of electronic resources;
   • Guaranteeing that a student without parental/guardian consent for Internet use will never gain access to the network.

5. I understand and agree to abide by the guidelines for Internet Use as explained in the Student Handbook – A Guide to the Internet and District Electronic Information Systems for Grades K-5 and the Terms and Conditions of this Agreement.