

To: Milford High School Parents/Guardians  
From: Michele Lindenmeyer, Superintendent  
Date: July 2023  
Re: Student Use of Electronic Networks

Electronic networks, including the Internet, are a part of the District's instructional program. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Your authorization is needed before your child may use these resources.

The Internet electronically connects thousands of computers throughout the world and millions of individual subscribers. Students and teachers may have access to:

- Limited electronic mail communications with people all over the world.
- Information from government sources, research institutions, and other sources.
- Discussion groups.
- Many libraries, including the catalog to the Library of Congress, and the Educational Resources Information Clearinghouse (ERIC).

With this educational opportunity also comes responsibility. You and your child should read the enclosed *Authorization for Electronic Network Access* and discuss it together. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions.

The District prohibits the access of materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. However, on an unregulated network, it is impossible to control all material and a user may discover inappropriate material. Ultimately, parent(s)/guardian(s) are responsible for setting and conveying the standards that their child or ward should follow. To that end, the school District supports and respects each family's right to decide whether or not to authorize electronic network access.

Please read and discuss the *Authorization for Electronic Network Access* with your child. If you agree to allow your child to have an Internet account, sign and return the Authorization Form to the school office. If you have any questions, please contact the school.

## **Authorization for Electronic Network Access**

Each student must sign this Authorization as a condition for using the District's electronic network connection. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted access. School Board members and administrators are treated like teachers for purposes of this Authorization. Please read this document carefully before signing.

All use of the electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the *Authorization for Electronic Network Access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action. Users should not expect that files, disks, flash drives, or other equipment that can commonly be connected to computer use or stored on school-based computers will always be private. Administrators and the network administrator may review files and messages and take all due diligence to maintain system integrity and insure that users are acting responsibly. The signature(s) at the end of this document is/are legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

### **Terms and Conditions**

1. **Acceptable Use** - Access to the District's electronic networks must be for the purpose of education or research, and be consistent with the educational objectives of the District.
2. **Privileges** - The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Building Principal will make all decisions regarding whether or not a user has violated this Authorization and deny, revoke, or suspend access at any time.
3. **Unacceptable Use** - You are responsible for your actions and activities involving the networks. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-licensed;
  - c. Downloading copyrighted material for other than personal use;
  - d. Using the network for private financial or commercial gain;
  - e. Wastefully using resources, such as file space;
  - f. Gaining unauthorized access to resources or entities;
  - g. Invading the privacy of individuals;
  - h. Using another user's account or password.
  - i. Posting material authored or created by another without his/her consent;
  - j. Posting anonymous messages;
  - k. Using the network for commercial or private advertising;
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - m. Using the network while access privileges are suspended or revoked.
  - n. Any uploads without proper authorization are prohibited.
  - o. Using an instant messaging or "chat" service is prohibited.
  - p. To block all sites is impossible. To block all sites would deprive the students access to valuable information. If a student chooses to visit inappropriate sites it is the student's choice and is a bad choice. If a student/ faculty has gained access to an inappropriate site they are to report

- immediately to their supervisor.
4. Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette.  
These include, but are not limited to, the following:
    - a. Be polite. Do not become abusive in your messages to others.
    - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
    - c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
    - d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Students are not allowed to use any type of e-mail at school.
    - e. Do not use the network in any way that would disrupt its use by other users.
    - f. Consider all communications and information accessible via the network to be private property.
  5. No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This Includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the electronic networks is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
  6. Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this Authorization.
  7. Security - Network security is a high priority. if you can identify a security problem on the Internet or other electronic network, you must notify the Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet or other electronic network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.
  8. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of Computer viruses.
  9. Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
  10. The AUP is an extension of the student handbook/ employee manual.
  11. This AUP is not all inclusive. Administration reserves the right to make additions to these guidelines.

Each student and his/her parent/guardian must sign the "Authorization for Internet Access" before being granted use or access to the Internet. This Authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the "Authorization for Internet Access" will result in the loss of privileges, disciplinary action, and/or appropriate legal action. *Consequences for failure to adhere to these guidelines: first offense is loss of computer privileges for 2 weeks, second offense is loss of computer privileges for 4 school months and a student's third offense is loss of privileges for the remainder of his/her high school years. These infractions carry over from year to year.*

## Authorization Form

I have received, understand and will abide by the *Authorization for Electronic Network Access*. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's Internet connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use, or inability to use the internet or other electronic networks.

DATE: \_\_\_\_\_

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**USER/STUDENT SIGNATURE**

**(REQUIRED, IF THE USER IS A STUDENT)**

I have received and read the *Authorization for Electronic Network Access*. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this Authorization with my child. I hereby request that my child be allowed access to the District's electronic networks including the Internet.

DATE: \_\_\_\_\_

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**PARENT/GUARDIAN NAME (Please print)**

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**SIGNATURE:**