



# Acceptable Use Agreement for Electronic Information, Internet, and Network Resources

## ***Introduction***

International College of Broadcasting provides network and telecommunication technologies in support of instructional and educational objectives of the school system. These networks and telecommunications technologies include the Internet and are intended for educational purposes only.

The ability to use computers to gather information, communicate and collaborate with others has become a fundamental skill for every citizen. To this end, International College of Broadcasting systems provide access to local networks, electronic mail, and the Internet. Internet access enables students, teachers, and administrators to explore libraries, databases, discussion groups, websites, and other resources while exchanging a variety of information with others.

With access to this vast amount of information comes the availability of some material that may be considered to be of little or no educational value within the context of the school setting. The International College of Broadcasting have taken precautions to regulate and filter (where appropriate) student access to the Internet. However, it recognizes that it is not possible to guarantee that students will not be able to find Internet resources, which are offensive, profane, or otherwise objectionable in an educational setting.

The International College of Broadcasting do not make any guarantee that the functions or services provided by or through the network, e-mail, or the Internet provider will be error free or without defect. Further, the International College of Broadcasting are not responsible for the accuracy or quality of the information obtained through or stored on the network, e-mail, or Internet.

***The ultimate responsibility for appropriate use lies with the user.***

## ***Educational Use***

The International College of Broadcasting will expect teachers to use school networks and computer resources to support the instructional objectives and to provide guidance and supervision for all Internet activities. All computers connected to the school's network including classrooms, labs, and media centers are to be used exclusively for educational purposes.

## ***Privileges***

The use of the International College of Broadcasting computer network, e-mail, and Internet provider is a privilege, not a right, and inappropriate usage will result in the cancellation of privileges and/or disciplinary or legal action by school officials. Student activities while using the computer network must be in support of education or research.

## ***Unacceptable Use***

The following actions constitute unacceptable use of the International College of Broadcasting network, e-mail, and the Internet:

- Using impolite, abusive, threatening, or otherwise objectionable language;
- Using the network, e-mail, or Internet for harassment, intimidation, or bullying;
- Placing unlawful information on the network, e-mail, or Internet;
- Using the network, e-mail, or Internet illegally, violating federal, state, or local laws or statutes;
- Using the network, e-mail, or Internet at school for non-school related activities;
- Sending messages that are likely to result in the loss of the recipient's work or system;
- Using the network, e-mail, or Internet for commercial or personal gain;
- Using the network, e-mail, or Internet for political lobbying;
- Changing any computer file that does not belong to the user;
- Sending or receiving copyrighted materials without permission;
- Knowingly giving one's password to others;



- Using another user's password;
- Using the network, e-mail, or Internet access for sending, viewing, or retrieving pornographic material, inappropriate files or otherwise offensive materials, including files dangerous to the integrity of the schools' computer network;
- Circumventing or attempting to circumnavigate security measures on the schools' computer network;
- Attempting to gain access to another user's resources, programs, or data;
- Vandalizing, defined as any malicious intent to harm or destroy school equipment or data on the network or Internet. This includes the uploading of or creation of computer viruses;
- Falsifying one's identity to others while using the network, e-mail, or Internet;
- Student users revealing the personal information of themselves or others on the network or Internet.
- Downloading software or large files without receiving prior approval from an authorized school employee.

### ***Privacy***

All communication and information accessible via the school's computer network is considered public property. Users should not expect that files stored on the school's computer network will be private. Authorized administrators and teachers may review files and data at any time, without prior notice, to maintain system integrity and determine that users are acting responsibly or otherwise consistent with this policy. Messages relating to, or in support of, illegal activities will be reported to the appropriate authorities.

Prior to posting any public Internet web page content that contains the name, identifiable image, or work of a student, the school must obtain the written permission of the child's parents/guardian. Local Intranet web pages that contain the above information may be used in the same manner as any other local student display of information.

### ***Copyright***

All software placed on the school's computer network must have a valid license for each copy used. Copying the school's software or duplication of software for which there is no valid license violates the school's system policy and is deemed illegal.

### ***Personal Safety***

Individuals may not post personal contact information about themselves or other people. Personal contact information includes one's full name, address, telephone number, school address, work address, etc.

Any student must promptly disclose to an authorized school employee any message received that is inappropriate or makes the student feel uncomfortable.