

CADDO PUBLIC SCHOOLS

THE USE OF COMPUTERS, THE CADDO PUBLIC SCHOOLS NETWORK AND THE INTERNET AGREEMENT FOR STUDENTS

The Caddo Parish School Board is pleased to offer students access to a computer network for electronic educational resources and the Internet. To gain access to these electronic services and the Internet, all students must obtain parental permission as verified by the signatures on the form below. Should a parent prefer that a student not have such access, use of the computers is still possible for more traditional purposes such as educational software or word processing.

What is possible?

Access to networked electronic resources on the Caddo Public School Intranet or the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange class communication with other Internet users around the world. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use all networked electronic resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

What is expected?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. Caddo Parish School Board Policies for student behavior and discipline as well as general school rules for behavior and communications apply. It is expected that users will comply with district policies and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the district's computer resources. Students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

What are the rules?

Privacy—Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity will insure that students are using the system responsibly. Students should never disclose any personal or contact information about themselves or any other person.

Storage capacity—Students are expected to remain within allocated disk space and delete other material that take up excessive storage space.

Illegal copying—Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the Network Administrator. Nor should students copy other people's work or intrude into other people's files.

Inappropriate materials or language—No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send or access materials that you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

Succinct Advice for Students

These are guidelines to follow to prevent the loss of network privileges at school.

1. Do not use a computer to harm other people or their work.
2. Do not damage the computer or the network in any way.
3. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
4. Do not violate copyright laws.
5. Do not view, send, or display offensive messages or pictures.
6. Do not share your password with another person.
7. Do not waste limited resources such as disk space or printing capacity.
8. Do not attempt unauthorized access into others folders, work or files, including so-called "hacking".
9. Do notify an adult immediately, if by accident, you encounter materials which violate the rules of appropriate use.
10. Do not agree to meet with anyone you may have met online without parent/guardian approval. Any contact of this nature or the receipt of any message that makes you feel uncomfortable is inappropriate and should be reported to the teacher/administration immediately.
11. Do not disclose, use, and disseminate any personal information regarding yourself or any other person via the Caddo Public Schools Network (CPSN).
12. Do not post contact information (e.g. address, phone number) about yourself or any other person via the Caddo Public Schools Network (CPSN).
13. **BE PREPARED** to be held accountable for your actions and for the loss of privileges if the policies of acceptable use or Internet safety are violated.

**CADDO PUBLIC SCHOOLS
PARENT/GUARDIAN PERMISSION FORM**

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Student name _____
(please print)

School name _____

As a parent or guardian of a student at a public school in Caddo parish, I have read the above information about the appropriate use of computers at the school and I understand this agreement will be kept on file at the school. (Questions should be directed to the principal for clarification.)

My child may use e-mail (class) and the Internet while at school according to the rules outlined. _____

I would prefer that my child not use e-mail (class) and the Internet while at school. _____

Parent Name (print) _____

Parent Signature _____

DATE: _____

PARENT PERMISSION FOR THE PUBLICATION OF STUDENT WORK/PICTURES

I understand that from time-to-time the school may wish to publish examples of students' projects, photographs of students, and other work on an internet accessible World Wide Web server.

My child's work can be published on the Internet and photographs of my child can be published.

I would prefer that my child's work and picture not be published on the Internet.

Parent Name (print) _____

Parent Signature _____

DATE: _____

As a user of the school computer network, I agree to comply with the above stated rules and to use the network in a constructive manner.

Student Name (print) _____

Student Signature _____

DATE: _____

Copies of this form are available for download from the district's website – www.caddo.k12.la.us