

## Instruction

### Network/Internet/E-Mail

The purpose of Bridgeport Public School District's Network (LAN and WAN) is to promote the exchange of information that supports learning and encourages research. This goal will be accomplished by providing users access to the software located on the District's file server, the Internet and the ability to send e-mail. This is consistent with the mission of the Bridgeport Public School District. **Note:** Interpretation, application, and modification of this Bridgeport Network Policy is within the sole discretion of Bridgeport Public School District. Any questions or issues regarding this Policy should be directed to Bridgeport Public School District Administration.

#### RULES

1. Each student requesting access to the Bridgeport Internet link must complete the Student Account Agreement Form and have it signed by a parent or guardian. Any use of the network without authorization is prohibited.
2. Neither Bridgeport's instructional network nor Internet access is to be used for commercial business use, political, religious advocacy or illegal purposes.
3. Users may not use the system in any way that is insulting, disruptive, offensive, objectionable or contrary to the educational goals of the District.
4. Use of Bridgeport's Internet to access or send obscene, pornographic, or sexually explicit messages, cartoons or jokes; unwelcome propositions or love letters, messages advocating violence or threats of any kind; racial, ethnic or religious slurs, or any other message that can be construed to be harassment or disparagement of others based upon their sex, race, sexual orientation, age, national origin, or religious or political beliefs is prohibited.
5. Sending material critical of school administration, teachers, staff, students, or anyone associated with the school district is prohibited.
6. Harassing network users, infiltrating computing systems, and/or damaging of software components is prohibited.
7. Subscriptions to listserves, news groups, bulletin boards and any other on-line promotional services will be subject to review and approval by district staff.
8. Deliberate misuse of the network and its equipment will be considered an act of vandalism and subject the user to disciplinary action. The District will hold the user financially responsible for any damage incurred.
9. No individual shall make any unauthorized entry or alteration of any document, either paper or electronic, not created by such individual(s).
10. E-mail messages should be deleted regularly by each user to conserve storage space.
11. The installation of software on District computers must be pre-approved by the Director of Educational Technology and only performed by technical support staff.

12. Profanity or obscenity will not be tolerated. All community members shall use language which is appropriate for school situations as indicated by the Bridgeport Schools' Code of Discipline.
13. Impersonation, anonymity, or pseudonyms are not permitted. Individuals shall be held responsible for their actions and words.
14. No individual shall use the District Network for the purpose of on-line shopping.

### **SECURITY**

The District assumes no responsibility or liability if documents stored on District equipment are lost or damaged, nor will the District be responsible for security violations beyond the proper punishment of those persons involved in such violations. The District employs Filtering Software in an effort to block objectionable content, however, no software is 100% foolproof. The District assumes no liability for the access of such material.

1. Users will respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data, or information of others.
2. Users will not share their account with anyone or leave the account open or unattended.
3. Users will keep all accounts and passwords confidential to other users, however all system passwords and/or encryption keys must be available to the District Administration.
4. Users are responsible for content and maintenance and backing up of their own files.
5. Users will be liable for violations occurring under their accounts.
6. If a user suspects his/her account has been violated or accessed, it is his/her responsibility to report it to District personnel.

### **PROPERTY RIGHTS**

The District has the right to specify who uses its equipment and the information contained therein, under what circumstances, and to what purpose. Use of District equipment and software for private or personal business is strictly prohibited and will subject the violator to disciplinary action.

1. The District reserves the right to limit the amount of time a file may be stored on the network system.
2. All electronic material stored on/or sent from the Bridgeport Public Schools network is the property of the district and subject to review at any time.
3. Use of the system is subject to periodic unannounced inspection and may be accessed and copied by the District for monitoring and disciplinary purposes without user's permission. Accordingly, one should not use the system to transmit personal information about oneself or others that one would not want a third party to read.

**PENALTIES FOR INAPPROPRIATE USE**

1. Any user violating these rules, applicable state and federal laws or posted classroom and district rules, is subject to loss of network privileges and any other District disciplinary options provided by State Statute, Board Policy, or Bridgeport Public Schools' Code of Discipline, including, but not limited to loss of network/Internet privileges, suspension and/or expulsion.
2. Users, who intentionally damage equipment, attempt to load or download unauthorized software, access another user's account or school accounts, or show disregard for these regulations, shall be subject to disciplinary action.
3. Damage caused to other networks accessed, will subject the user to the same disciplinary action as damage to the Bridgeport Network/Internet as well as any possible criminal charges.

**WEB GUIDELINES**

1. Web pages must comply with school rules, local, state and federal laws and regulations.
2. Building-based, instructional or informational web sites must be approved by the building principal or designee prior to posting.
3. All content, including links to other websites, must be reviewed by the classroom teacher and/or webmaster prior to posting.
4. Personal information about staff and/or students, including, personal telephone numbers addresses, and student e-mail addresses may not be posted on Web sites.
5. The publication of staff or student work on the Bridgeport Public Schools Internet Web sites will require permission of the student, parent or staff member prior to posting. If photos are used, only the first name and last initial will be included for identification.

**COPYRIGHT INFRINGEMENT AND PLAGIARISM**

1. Users will not plagiarize works that they find on the Network/Internet. Any information obtained over the network/Internet shall not be used without giving proper credit to the original author and is subject to plagiarism and copyright laws.
2. Any information posted on Web sites must be the original material or be in the public domain. In the event information is not derived from an original or public domain source, it cannot be published on the Web, on district Web sites or file servers without the explicit written permission of the author.

# Bridgeport Public Schools

Internet Account and Web Publishing Permission Form

Name of Student \_\_\_\_\_

School \_\_\_\_\_ Name of Parent \_\_\_\_\_

## 1. Student Account Agreement

Student section

I have read the Bridgeport Public Schools Network and Internet Policy. I agree to follow the rules contained in this policy. I understand that if I violate the rules my account can be terminated and I will face other disciplinary measures. I understand it is my responsibility to report any violation of the policy I see to school officials.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Parent or Guardian Section

I have read the Bridgeport Public Schools Network and Internet Policy. I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the District system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the Bridgeport Public Schools Network and Internet Policy. I will emphasize to my child the importance of following the policy for personal safety.

I give permission  I do not give permission  (check one)  
to issue an account for my child and certify that the information contained in this form is correct.

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## 2. Parent Permission Form for Web Page Publishing of Student Work

I understand that during the school year our daughter or son's photo, art work or writing may be under consideration for publication on the school's web site. This web site is a part of and viewable to all on the Internet. I further understand that the work will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event anyone requests such permission, those requests will be forwarded to us as parents.

Concerning the conditions of this use I also understand

- ◆ student photos will only be identified with a first name, last initial
- ◆ no home address or telephone number will appear with such work.

I grant permission for the Web Page publishing as described above.

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

I, the student, also give permission for such publishing

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_