

Jasper Public School Netiquette

Users of e-mail and other network services should be aware of the common expectations or network etiquette (netiquette) that users expect from one another.

- E-mail messages are not guaranteed to be private. The system operator of Jasper Net has access to all mail in order to maintain the system.
- When sending e-mail, make your "subject" as descriptive as possible.
- Do not post the personal addresses or phone numbers of students or colleagues.
- Check your e-mail frequently and delete after reading it. Pegasus users should delete messages and empty the trash on a regular basis to keep the hard drive from filling up.
- Proofread and edit messages before they are sent, but be tolerant of errors in messages from others.
- Be careful when using sarcasm and humor: without face-to-face communications, a joke may not be taken the way it was intended. ;-)
- Do not publicly criticize or inflame others.
- Protect the privacy of other people.
- Messages written in all capitals are difficult to read and are the network equivalent of shouting.

Computing and Information Services

Jasper Public School, Jasper, Arkansas

Jasper Public School Student Internet Privacy Guidelines

Internet Privacy Protections and Considerations for Students

The school district has an obligation to protect student safety and to balance this with the need for open communications when using the Internet. There are documented instances of students being inappropriately identified via the Internet and thereby becoming subjected to unhealthy situations or unwelcome communications.

The purposes of these guidelines are:

- 1) To inform school staff of the possible dangers of allowing students to publish identifying information on the Internet;
- 2) To recognize that there are potential advantages of allowing students to publish identifying information on the Internet; and

- 3) To provide to schools a recommended set of Guidelines governing how student identifying information should be allowed in publishing on the Internet.

For Elementary and Middle School Students

It is clear that there are significant risks, as well as significant advantages, involved with allowing students to be identified on the Internet. Therefore students should not be easily identifiable from materials they might publish on the Internet. No directory information should be posted on the web for students whose parents have returned the form asking that such information not be released.

Guidelines:

- Only first names be used in published student work
- Pictures that are a part of student publishing should not include identifying information
- Under no circumstances should a student's home address or phone number be included.
- If replies to published student work are appropriate, the sponsoring teacher's address should be the e-mail address displayed, not the student's.
- In special circumstances with parent-signed release, identifying information can be added.

For High School Students

While the five bulleted guidelines above apply to K-12, there are circumstances where it might be appropriate for these older students to provide identifying information along with work published on the Internet. The Jasper Public School Internet Guidelines Committee recognizes that high school student publications on the Internet may allow more identifying information where it is considered appropriate by both the student and the supervising staff member. One example might be college entrance or employment opportunities that would be enhanced by viewing a student's work on the Internet.

Guidelines: To make this determination the submitting high school student and the supervising staff member must carefully weigh the potential for risk against the perceived advantage of posting this identifying information. Students are required to seek guidance and approval from school staff and are encouraged to involve parents in instances where there is uncertainty before posting identifying information.

JASPER PUBLIC SCHOOL DISTRICT 1 BOARD POLICY

STUDENT ACCESS TO NETWORKED INFORMATION RESOURCES

The Board recognizes that as telecommunications and other new technologies shift the ways that information may be accessed, communicated and transferred by members of society, those changes may also alter instruction and student learning. The Board generally supports access by students to such information resources along with the development by staff of appropriate skills to analyze and evaluate such resources. In a free and democratic society, access to information is a fundamental right of citizenship.

Telecommunications, electronic information sources and networked services significantly alter the

information landscape for schools by opening classrooms to a broader array of resources. In the past, instructional and library media materials could usually be screened--prior to use--by committees of educators and community members intent on subjecting all such materials to reasonable selection criteria. Board Policy requires that all such materials be consistent with district-adopted guides, supporting and enriching the curriculum while taking into account the varied instructional needs, learning styles, abilities and developmental levels of the students. Telecommunications, because they may lead to any publicly available fileservers in the world, will open classrooms to electronic information resources which have not been screened by educators for use by students of various ages.

Electronic information research skills are now fundamental to preparation of citizens and future employees during an Age of Information. The Board expects that staff will blend thoughtful use of such information throughout the curriculum and that the staff will provide guidance and instruction to students in the appropriate use of such resources. Staff will consult the guidelines for instructional materials contained in Board Policy and will honor the goals for selection of instructional materials contained therein.

Filtering software is now in use on all computers with access to the Internet. This blocks or filters access to visual depictions that are obscene, contain child pornography, or are harmful to minors. Educational staff will, to the best of their ability, monitor minors' use of the Internet in school, and will take reasonable measures to prevent access by minors to inappropriate material on the Internet and World Wide Web, and restrict their access to materials harmful to minors.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply (see Board Policy). The network is provided for students to conduct research, complete assignments, and communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner.

Personal information such as complete names, addresses, telephone numbers and identifiable photos should remain confidential when communicating on the system. No user may disclose, use, or disseminate personal identification information regarding minors without authorization. Students encountering information or messages they deem dangerous or inappropriate on the web or when using electronic mail or direct communications should notify their teacher or other adult staff. Chat rooms and direct electronic communications (Instant Message services) are not permitted on school networks unless expressly authorized.

Independent student use of telecommunications and electronic information resources will be permitted upon submission of permission forms and agreement forms by parents of minor students (under 18 years of age) and by students themselves. Regional networks require agreement by users to acceptable use policies outlining standards for behavior and communication.

Use of the network resources must be in support of educational goals. The district reserves the right to prioritize use and access to the system. No use of the system shall serve to disrupt the use of the system by others; system components including hardware or software shall not be destroyed, modified, or abused in any way. Malicious use of the system to develop programs or institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited. Such acts constitute a violation and will lead to discipline as provided therein.

Access to telecommunications will enable students to explore thousands of libraries, databases, and

electronic resources while exchanging messages with people throughout the world. The Board believes that the benefits to students from access in the form of information resources and opportunities for collaboration, exceed the disadvantages. 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. To that end, the Jasper Public Schools support and respect each family's right to decide whether or not to apply for independent access.

The Board authorizes the Superintendent to prepare appropriate procedures for implementing this policy and for reviewing and evaluating its effect on instruction and student achievement.

Adopted: 04/08/03

JASPER PUBLIC DISTRICT 1

ADMINISTRATIVE PROCEDURES

STUDENT ACCESS TO NETWORKED INFORMATION RESOURCES PROCEDURES

A. PROGRAM DEVELOPMENT

In order to match electronic resources as closely as possible to the approved district curriculum, district personnel will continue to review and evaluate resources in order to organize and create web pages and menus of materials which comply with Board guidelines listed in Board Policy governing the selection of instructional materials. In this manner, staff will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the district curriculum. All students will be informed by staff of their rights and responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group.

All students and their parents will be required to review and agree to the rules governing access to Internet resources. The review will be required:

- for all first time users (typically the beginning of grade 3), and
- all students at the beginning of grade 6 and 9.

Individual buildings may, at their discretion, require more frequent review.

As much as possible, access to district information resources will be designed in ways which point students to those which have been reviewed and evaluated prior to use. While students may be able to move beyond those resources to others which have not been evaluated by staff, they shall be provided with guidelines and lists of resources particularly suited to the learning objectives. Filtering software is in use to block access to visual depictions that are obscene, contain child pornography, or are harmful to minors. However, no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. Students may pursue electronic research independent of staff supervision only if they have been granted parental

permission and have submitted all required forms. Permission is not transferable and may not be shared

B. INTERNET RULES

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research, complete assignments, and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for minors. Access is a privilege, not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will be always be private.

During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Giving personal information when using the system, such as complete name, address, phone number and identifiable photo without permission from teacher and parent or guardian.
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work or files

- Intentionally wasting limited resources
- Employing the network for commercial purposes, financial gain, or fraud.

C. SANCTIONS

Violations may result in a loss of access.

Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior.

When applicable, law enforcement agencies may be involved.

Adopted: 04-08-03

JASPER PUBLIC SCHOOL DISTRICT 1

BOARD POLICY

Staff ACCESS TO NETWORKED INFORMATION RESOURCES

With the spread of telecommunications throughout the modern work place, the Board recognizes that employees will shift the ways they share ideas, transmit information, and contact others. As staff members are connected to the global community, their use of new tools and systems brings new responsibilities as well as opportunities.

The Board expects that all employees will use electronic mail and telecommunications tools and apply them daily in appropriate ways to the performance of tasks associated with their positions and assignments. Toward that end, the Board directs the Superintendent to provide staff with training in the proper and effective use of telecommunications and electronic mail.

Communication over networks should not be considered private. Network supervision and maintenance may require review and inspection of directories or messages. Messages may sometimes be diverted accidentally to a destination other than the one intended. Privacy in these communications is not guaranteed. The district reserves the right to access stored records in cases where there is reasonable cause to expect wrong-doing or misuse of the system. Courts have ruled that old messages may be subpoenaed, and network supervisors may examine communications in order to ascertain compliance with network guidelines for acceptable use.

The Board directs the Superintendent to specify those behaviors which are permitted and those which are not permitted, as well as appropriate procedures to guide employee use. In general, employees are expected to communicate in a professional manner consistent with state laws governing the behavior of school employees and with federal laws governing copyrights. Electronic mail and telecommunications are not to be utilized to share confidential information about students or other employees. No user may disclose, use, or disseminate personal identification information regarding minors without authorization.

The Board encourages staff to make use of telecommunications to explore educational topics, conduct research, and contact others in the educational world. The Board anticipates that the new systems will expedite the sharing of effective practices and lessons across the district and will help staff stay on the leading edge of practice by forming partnerships with others across the nation and around the world.

Adopted: 04-08-03

Jasper Public School Staff E-mail Account Application

- All Jasper Public School employees may be issued an e-mail account.

Return to Jasper Public School Computing and Information Services (CIS)

Person Requesting Account _____

Position _____

School/Department _____

Staff: All staff requesting a Jasper Public School Net account should send a copy of this application to CIS. The account will usually be established within 24 hours of its arrival in CIS. CIS will send written confirmation of the account to the staff person's school/department. The notification will include the USERNAME and temporary PASSWORD. Included with the notification will be brief instructions for logging on and changing the password.

This space reserved for System Administrator

Assigned Username: _____

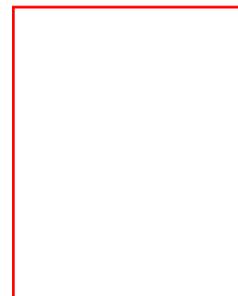
Assigned Password: _____

Date _____

Jasper Public Schools

Elementary School Student Network/Internet User
Agreement

and Parent Permission Form



Introduction

We are pleased to offer students of the Jasper Public Schools access to the district computer network resources, electronic mail and the Internet. To use these resources, all students must sign and return this form, and those under age 18 must obtain parental permission. Parents, please read and complete this document carefully, review its contents with your son/daughter, and sign and initial where appropriate. Any questions or concerns about this permission form or any aspect of the computer network should be referred to your school's Library Media Specialist. A copy of Board policy regarding student access to networked information resources and this document are available on the Jasper School District web site, www.jhsirates.k12.ar.us.

General Network Use

The network is provided for students to conduct research, complete assignments, and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege - not a right. As such, general school rules for behavior and communications apply and users must comply with district standards and honor the agreements they have signed (see over). Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Internet / World Wide Web / E-mail Access

Access to the Internet and e-mail will enable students to use thousands of libraries and databases. Within reason, freedom of speech and access to information will be honored. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. 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. To that end, the Jasper Public Schools support and respect each family's right to decide whether or not to apply for access (see over).

Publishing to the World Wide Web

Parents, your daughter or son's work may be considered for publication on the World Wide Web, specifically on his/her school's web site. Such publishing requires parent/guardian permission (see over). 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 the student's parent/guardian.

Jasper Public Schools

Elementary School Student Network/Internet User Agreement and

Parent Permission Form

To use networked resources, all students must sign and return this form, and those under age 18 must obtain parental permission. The activities listed below are not permitted:

Sending or displaying offensive messages or pictures

Using obscene language

Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian

Harassing, insulting or attacking others

Damaging or modifying computers, computer systems or computer networks

Violating copyright laws

Using others' passwords

Trespassing in others' folders, work or files

Intentionally wasting limited resources

Employing the network for commercial purposes, financial gain, or fraud.

Violations may result in a loss of access as well as other disciplinary or legal action (Board policy and procedures on student rights and responsibilities.)

___ Check here if new account

___ Check here if renewing account

Current USERNAME _____

Student User Agreement:

As a user of the Jasper Public Schools computer network, I hereby agree to comply with the statements and expectations outlined in this document and to honor all relevant laws and restrictions.

(Initial appropriate items)

agree to use the network responsibly

grant permission to have my materials published to the World Wide Web

Student Signature Date

Parent/Guardian Permission:

All students are provided with access to district computer resources. In addition to accessing our district computer network, as the parent or legal guardian, I grant permission for the above named student to:

(Initial appropriate items)

access the Internet and e-mail systems

have his/her materials published to the World Wide Web

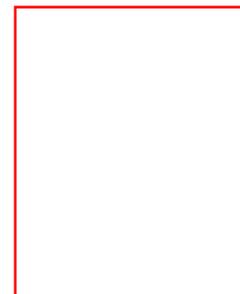
These permissions are granted for an indefinite period of time, unless otherwise requested. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use - setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

Parent Signature Date

Jasper Public Schools

Middle School Student Network/Internet User Agreement

and Parent Permission Form



Introduction

We are pleased to offer students of the Jasper Public Schools access to the district computer network resources, electronic mail and the Internet. To use these resources, all students must sign and return this form, and those under age 18 must obtain parental permission. Parents, please read and complete this document carefully, review its contents with your son/daughter, and sign and initial where appropriate. Any questions or concerns about this permission form or any aspect of the computer network should be referred to your school's Library Media Specialist. A copy of Board policy regarding student access to networked information resources and this document are available on the Jasper School District web site, www.jasper.k12.or.us.

General Network Use

The network is provided for students to conduct research, complete assignments, and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege - not a right. As such, general school rules for behavior and communications apply and users must comply with district standards and honor the agreements they

have signed (see over). Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Internet / World Wide Web / E-mail Access

Access to the Internet and e-mail will enable students to use thousands of libraries and databases. Within reason, freedom of speech and access to information will be honored. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. 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. To that end, the Jasper Public Schools support and respect each family's right to decide whether or not to apply for access (see over).

Publishing to the World Wide Web

Parents, your daughter or son's work may be considered for publication on the World Wide Web, specifically on his/her school's web site. Such publishing requires parent/guardian permission (see over). 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 the student's parent/guardian.

Jasper Public Schools

Middle School Student Network/Internet User Agreement

and Parent Permission Form

To use networked resources, all students must sign and return this form, and those under age 18 must obtain parental permission. The activities listed below are not permitted:

Sending or displaying offensive messages or pictures

Using obscene language

Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian

Harassing, insulting or attacking others

Damaging or modifying computers, computer systems or computer networks

Violating copyright laws

Using others' passwords

Trespassing in others' folders, work or files

Intentionally wasting limited resources

Employing the network for commercial purposes, financial gain, or fraud.

Violations may result in a loss of access as well as other disciplinary or legal action (Board policy and procedures on student rights and responsibilities.)

___ Check here if new account

___ Check here if renewing account

Current USERNAME _____

Student User Agreement:

As a user of the Jasper Public Schools computer network, I hereby agree to comply with the statements and expectations outlined in this document and to honor all relevant laws and restrictions.

(initial appropriate items)

agree to use the network responsibly

grant permission to have my materials published to the World Wide Web

Student Signature Date

Parent/Guardian Permission:

All students are provided with access to district computer resources. In addition to accessing our district computer network, as the parent or legal guardian, I grant permission for the above named student to:

(Initial appropriate items)

access the Internet and e-mail systems

have his/her materials published to the World Wide Web

These permissions are granted for an indefinite period of time, unless otherwise requested. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use - setting and

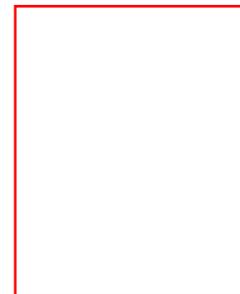
conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

Parent Signature Date

Jasper Public Schools

High School Student Network/Internet User Agreement

and Parent Permission Form



Introduction

We are pleased to offer students of the Jasper Public Schools access to the district computer network resources, electronic mail and the Internet. To use these resources, all students must sign and return this form, and those under age 18 must obtain parental permission. Parents, please read and complete this document carefully, review its contents with your son/daughter, and sign and initial where appropriate. Any questions or concerns about this permission form or any aspect of the computer network should be referred to your school's Library Media Specialist. A copy of Board policy regarding student access to networked information resources and this document are available on the Jasper School District web site, www.jhspirate.k12.ar.us.

General Network Use

The network is provided for students to conduct research, complete assignments, and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege - not a right. As such, general school rules for behavior and communications apply and users must comply with district standards and honor the agreements they have signed (see over). Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Internet / World Wide Web / E-mail Access

Access to the Internet and e-mail will enable students to use thousands of libraries and databases. Within reason, freedom of speech and access to information will be honored. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. 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. To that end, the Jasper Public Schools support and respect each family's right to decide whether or not to apply for access (see over).

Publishing to the World Wide Web

Parents, your daughter or son's work may be considered for publication on the World Wide Web, specifically on his/her school's web site. Such publishing requires parent/guardian permission (see over). 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 the student's parent/guardian.

Your daughter or son's full name may be considered for publication on the World Wide Web, specifically on his/her school's web site. Such publishing requires parent/guardian permission (see over). If published, his/her name will appear on pages with a clear school related purpose and will be included to further instructional and/or co-curricular activities. Permission for such publishing does not grant permission to share any other information about your son/daughter, beyond that implied by their inclusion on the web page(s).

Jasper Public Schools

High School Student Network/Internet User Agreement

and Parent Permission Form

To use networked resources, all students must sign and return this form, and those under age 18 must obtain parental permission. The activities listed below are not permitted:

Sending or displaying offensive messages or pictures

Using obscene language

Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian

Harassing, insulting or attacking others

Damaging or modifying computers, computer systems or computer networks

Violating copyright laws

Using others' passwords

Trespassing in others' folders, work or files

Intentionally wasting limited resources

Employing the network for commercial purposes, financial gain, or fraud.

Violations may result in a loss of access as well as other disciplinary or legal action (Board policy and procedures on student rights and responsibilities.)

____ Check here if new account

____ Check here if renewing account

Current USERNAME_____

Student User Agreement:

As a user of the Jasper Public Schools computer network, I hereby agree to comply with the statements and expectations outlined in this document and to honor all relevant laws and restrictions.

(initial appropriate items)

agree to use the network responsibly

grant permission to have my materials published to the World Wide Web

grant permission to have my full name published to the World Wide Web

Student Signature Date

Parent/Guardian Permission:

All students are provided with access to district computer resources. In addition to accessing our district computer network, as the parent or legal guardian, I grant permission for the above named student to:

(Initial appropriate items)

access the Internet and e-mail systems

have his/her materials published to the World Wide Web

have his/her full name published to the World Wide Web

These permissions are granted for an indefinite period of time, unless otherwise requested. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use - setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

Parent Signature Date

[HOME](#)