

Burriss Laboratory School

Acceptable Use Policy on School Provided Access to Electronic Information, Services, and Networks

Burriss Laboratory School and Ball State University provide a data and communications network to facilitate communication within the school community and between the school community and the global community.

Ready access to information resources inside and outside the school provides academic support and promotes innovation. Resource sharing and communication both within the school and also with other educational institutions and enriches the learning environment for students and staff.

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, the Burriss Laboratory School considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. Burriss expects that the faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives. Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

Students utilizing Burriss provided Internet access must first have the permission of and must be supervised by the Burriss Laboratory School's professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of Burriss providing Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the Burriss Laboratory School. Access is a privilege, not a right. Access entails responsibility.

Computer Use

Our school network is provided for the benefit of students and staff for academic purpose. The following guidelines have been established so that it can be used freely, safely, and efficiently.

- Assistance and Security

Every student is responsible for appropriate use of all computer labs, carts, hardware and software. If a student suspects there is a problem with hardware or software, the student must not attempt to correct the problem. Students must notify a teacher so that the problem may be reported. Students may be held financially responsible for any repair or replacement costs due to misuse of computer equipment.

Students using computers inappropriately will lose their privileges to the labs, carts and library computers. Student losing computer privileges may **not** access the computer for class assignments even under supervision of a teacher.

- File Safety

All student files need to be saved to a flash drive, iLocker account or to other internet based storage services such as Google Docs. Every student at Burriss has access to an iLocker account. Files stored on a flash drive can be lost if the drive gets damaged. Therefore, students should create a backup (or duplicate) copy of all personal files. Hardware and/or software problems can sometimes cause a loss of important data. It is highly recommended (required by some teachers) that each student purchase a flash drive. These are available in computer or department stores that carry computer supplies and are relatively inexpensive. The recommended place to store class files is the student's personal iLocker account.

The school cannot be responsible for student data. It is the student's responsibility to safeguard important data!

- General Lab Use

Students may use the computer lab/carts as a member of a class. Individual lab/cart use must be supervised. Class use of the lab/carts must be scheduled and supervised by a Burriss faculty member. Lab/cart use after school hours must be under the direct supervision of a faculty member.

- Loss of Student Privileges

As with all privileges, misuse of the computer hardware and/or software as well as inappropriate behavior in any computer-related area can result in restricted access to the network while logged into the Burriss LAN, will also lose all individual and class LAN privileges.

Sharing Network Resources

Mutual respect when sharing resources and responsibility for one's actions apply to shared technology resources as they would anywhere else in the school. Priority should always be given to school assignments; and arrangements for sharing time on equipment should be negotiated fairly.

Guidelines:

Because school computers interact with our network and Ball State University networks in invisible but carefully designed way, it is possible to make destructive changes without realizing it. No alterations should be made to the hard drives of any school computers: don't change settings, add or delete programs; and don't run programs from disks without permission of the school system administrator. It is improper and illegal to copy programs, to tamper with hardware, to alter files, or to enter certain areas of the Burriss or Ball State University network without authorization.

Burriss and Ball State University's networks and the Internet, both within and beyond the school, are rich forums for debate. Their value lies in the meeting of many different minds. Harsh disagreement and personal attacks are not an acceptable use of the computer resources at any time.

Passwords

Respect the confidentiality of passwords. Passwords are never to be shared. Change your password when you think someone else may know it and notify the school administrator if you suspect passwords are being abused.

Email

The same rules of civility for speaking or writing apply to email. Language inappropriate in the school community is not permitted. Before sending an email message, be sure the email accurately communicates the content and tone as intended.

Privacy

Privacy is valued and respected in our school community. Users should not expect that files stored on school-based computers will always be private. Computer storage areas are like school lockers in that the school has the right to examine the contents of the file server and any email to maintain system integrity and ensure responsible use of the system.

In order to foster independent thought, creativity, and intellectual development, the school will only examine files when there is reason to suspect any activity or material that violates the school's code of conduct or the law. This includes criminal activity, material that is obscene, material that is violent or actively encourages violent behavior, plagiarism or violation of intellectual rights or copyright laws, activity that endangers, demeans, threatens, or libels a person or persons, and material that denigrates people based on gender, race, ethnicity, disability, religious beliefs, or sexual identity.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

- a. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- b. to transmit obscene, abusive, sexually explicit, or threatening language;
- c. to violate any local, state, or federal statute;
- d. to vandalize, damage, or disable the property of another individual or organization;
- e. to access another individual's materials, information, or files without permission; and,

- f. to violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of Burris policy and rules may result in loss of school provided access to the Internet. Additional disciplinary action may be determined at grade level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved. Burris reserves the right to discipline students for actions taken off-campus if they are intended to have an effect on a student or they adversely affect the safety and well being of student and/or faculty while in school. This makes it a contractual, not a constitutional, issue.

Burris Laboratory School makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. Burris will not be responsible for any damages users suffer, including--but not limited to--loss of data resulting from delays or interruptions in service. Burris will not be responsible for the accuracy, nature, or quality of information stored on diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through Burris provided Internet access. Burris will not be responsible for personal property used to access Burris computers or networks or for Burris provided Internet access. Burris will not be responsible for unauthorized financial obligations resulting from Burris provided access to the Internet.

Parents of students in the Burris Laboratory School shall be provided with the following information:

- The Burris Laboratory School is pleased to offer its students access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.
- Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet, which could result in unwanted financial obligations for which a student's parent or guardian would be liable.
- While Burris' intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should Burris institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with Burris' acceptable use policy. That notwithstanding, Burris believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Copyright and Plagiarism

- Responsible users of information always acknowledge their sources, both in formal and informal communications. Use information from the Internet in the same way you use information from any other public, published source: tell users where the information came from to show that it's reliable. Email messages are private and may not be quoted or sent on to anyone else without the permission of the original sender. Using someone else's words or ideas as if they are your own is never acceptable and can be illegal.

NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.