

Marshall Area Adult Learning Center

Acceptable Use Policy for the Internet 2003

The Marshall Area Adult Learning Center is pleased to be able to provide internet services for its students. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources. Access to the internet will be provided to students who agree to act in a considerate and responsible manner.

Making the internet available to students carries with it the potential that some students might encounter information teachers or administrators have identified as controversial or potentially harmful. The Marshall Area Adult Learning Center staff will make every effort to guide and supervise students in the appropriate selection and use of electronic resources.

The following details the terms and conditions which pertain to the use of the internet at the Marshall Area Adult Learning Center.

1. ACCEPTABLE USE

- a. The purpose of the internet at Marshall Area Adult Learning Center is to support research and education for our students. Students will have access to the World Wide Web information resources. Students should make every effort not to access inappropriate areas which includes profane or obscene materials, as well as areas that advocate illegal acts, violence or discrimination toward other people (hate literature).
- b. If a student mistakenly accesses inappropriate information, they should immediately exit the area.
- c. Students must obey copyright laws and never copy other peoples' work as if it were their own (plagiarism).
- d. Students may not download any files which are not pertinent to the research which they are conducting. In addition, students should not download very large files relevant to their research during peak hours of heavy student usage.
- e. Students may not use instant messaging programs such as AOL Instant Messenger or MSN Instant Messenger.
- f. Students may not download programs to be installed on the computers in the lab without the explicit approval and direction of the Learning Center staff.

2. PRIVILEGE

The use of the internet at the Marshall Area Adult Learning Center School is a privilege, not a right. Inappropriate use will result in a cancellation of this privilege.

3. PROCEDURES FOR USE.

- a. Student users must always have permission from their instructors before logging onto the internet.

b. The reason for using the internet should be for the purpose of finding information related to a school assignment or project. The student should state that purpose clearly to the teacher who will allow that student the use of the internet.

5. E-MAIL

Student may use free email service such as Yahoo or Hotmail. Use of such e-mail accounts are subject to the same rules and guidelines as outlined in the Acceptable Use section of this policy.

6. PENALTIES FOR IMPROPER USE

Any user violating these rules, or other posted Learning Center rules are subject to loss of the use of the internet.

7. CONCLUSION

The Marshall Area Adult Learning Center is pleased to make internet access available in order to further educational goals and objectives. The Adult Learning Center believes that the benefits to students of access to the internet exceed any disadvantages, namely the possibility of accessing material that may contain items that are illegal, defamatory, inaccurate or offensive. Caution must be used when using the internet so as to minimize the Together, we can make the internet a rewarding and worthwhile experience.

The Adult Learning Center maintains an Internet Policy which more fully details the following subjects:

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| A. Purpose | G. Due Process |
| B. District Responsibilities | H. Search and Seizure |
| C. Technical Services Provided through the District System | I. Copyright and Plagiarism |
| D. Access to the System | J. Academic Freedom and Selection of Material |
| E. Parental Notification and Responsibility | K. District Web Policy |
| F. District Limitation of Liability | L. District Acceptable Use Policy |

The above stated policy is available on request.

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

Student Access Agreement

Student Name (Print) _____

I have read the Marshall Area Adult Learning Center Acceptable Use Policy. I agree to follow the rules contained in this Policy. I understand that if I violate the rules my internet access can be terminated.

Student Signature _____ **Date** _____