

**MARSHALL AREA ADULT LEARNING CENTER**  
**Internet Policy**  
**2003**

**A. Purpose**

1. The Marshall Area Adult Learning Center is providing employees and students with access to the District's electronic communication system, which includes Internet access.
2. The District system has a limited educational purpose. The purpose of the District system is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people from throughout the world. Additionally, the system will be used to increase District intercommunication, enhance productivity, and assist District employees in upgrading their skills through greater exchange of information with their peers. The District system will also assist the District in sharing information with the local community, social service agencies, government agencies, and businesses.
3. Users may not use the District system for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use. District acquisition policies will be followed for District purchase of goods or services through the District system.
4. Users may not use the system for political lobbying. District employees and students may use the system to communicate with their elected representatives and to express their opinion on political issues.
5. The term "educational purpose" includes use of the system for classroom activities, professional or career development, and limited high-quality self-discovery activities.

**B. District Responsibilities**

1. The Learning Center Coordinator will serve as the coordinator to oversee the District system and will work with other regional or state organizations as necessary.
2. The Learning Center Coordinator will serve as the building-level coordinator for the District system, will approve building-level activities, ensure teachers receive proper training in the use of the system and the requirements of this policy, establish a system to ensure adequate supervision of students using the system, maintain executed user agreements, and be responsible for interpreting the District Acceptable Use Policy at the building level.
3. The Technology Coordinator will establish a process for setting-up individual (teacher) and class accounts, set quotas for disk usage on the system, establish a retention schedule, establish a District virus protection process, and maintain a internet filtering system.

### **C. Technical Services Provided through District System**

1. E-mail. E-mail will allow employees and students to communicate with people from throughout the world.
2. World Wide Web. The Web provides access to a wide range of information in the form of text, graphics, photographs, video, and sound, from throughout the world. The Web is a valuable research tool for students and employees.

### **D. Access to the System**

1. The District's Acceptable Use Policy, as set forth later in this document will govern all use of the District system. Student's use of the system will be governed by this Acceptable Use Policy.
2. World Wide Web. All District employees and students will have access to the Web through the District's networked computers.
3. Email. Students may use free e-mail access accounts such as Yahoo and Hotmail for the purpose of enhancing the educational process. The use of email is subject to rules and procedures as set forth in this policy.

### **E. Responsibility**

1. The District Acceptable Use Policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the students. It is not practically possible for the District to monitor and enforce a wide range of social values in student use of the Internet. The students bear primary responsibility for determining what material is and is not acceptable to access through the District system as outlined in this policy
2. The District will provide students with guidelines for student safety while using the Internet when necessary.

### **F. District Limitation of Liability**

1. The District makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the District system will be error-free or without defect.
2. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system.

3. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

### **G. Due Process**

1. The District will cooperate fully with local, state, or federal officials in any investigation concerning to or relating to any illegal activities conducted through the District system.

2. In the event there is an allegation that a student has violated the District Acceptable Use Policy, the student will be provided with a written notice of the alleged violation and an opportunity to present an explanation before the school administration.

3. Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of other provisions of the school disciplinary code, the violation will be handled in accord with the applicable provision of the disciplinary code.

4. Any District administrator may terminate the account privileges of a guest user by providing notice to the user. Guest accounts not active for more than 30 days may be removed, along with the user's files without notice to the user.

### **H. Search and Seizure**

1. System users have a limited privacy expectation in the contents of their personal files on the District system.

2. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the District Acceptable Use Policy, the school disciplinary code, or the law.

3. An individual search will be conducted if there is reasonable suspicion that a user has violated the law or the school disciplinary code. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.

4. District employees should be aware that their personal files may be discoverable under state public records laws.

### **I. Copyright and Plagiarism**

1. District policies on copyright will govern the use of material accessed through the District system. Because the extent of copyright protection of certain works found on the Internet is unclear, employees will make a standard practice of requesting permission from the holder of the work if their use of the material has the potential of being

considered an infringement. Teachers will instruct students to respect copyright and to request permission when appropriate.

2. District policies on plagiarism will govern use of material accessed through the District system. Teachers will instruct students in appropriate research and citation practices.

#### **J. Academic Freedom and Selection of Material**

1. Marshall ABE policies on Academic Freedom and Free Speech will govern the use of the Internet.

2. When using the Internet for class activities, teachers will select material that is the relevant to the course objectives. Teachers may preview the materials and sites they require or recommend students access to determine the appropriateness of the material contained on or accessed through the site. Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly. Teachers will assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

#### **K. District Web Site**

1. District Web Site. The District will establish a Web site and will develop Web pages that will present information about the District. The Technology Coordinator will be designated the Webmaster, responsible for maintaining the District Web site.

2. School or Class Web Pages. Schools and classes may establish Web pages that present information about the school or class activities. The building principal will designate an individual to be responsible for managing the school Web site. Teachers will be responsible for maintaining their class site.

3. Extracurricular Organization Web Pages. With the approval of the Learning Center Coordinator, extracurricular organizations may establish Web pages. The coordinator will establish a process and criteria for the establishment and posting of material, including pointers to other sites, on these pages. Material presented on the organization Web page must relate specifically to organization activities and will include only student produced material. Organization Web pages must include the following notice: "This is a student extracurricular organization Web page. Opinions expressed on this page shall not be attributed to the District.

# **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:

- A. Purpose
- B. District Responsibilities
- C. Technical Services Provided through the District System
- D. Access to the System
- E. Parental Notification and Responsibility
- F. District Limitation of Liability
- G. Due Process
- H. Search and Seizure
- I. Copyright and Plagiarism

- J. Academic Freedom and Selection of Material
- K. District Web Policy
- 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.

**MARSHALL AREA ADULT LEARNING CENTER**  
**Student Access Agreement**

Student Section \_\_\_\_\_

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 \_\_\_\_\_