

## INTERNET SAFETY GUIDELINES

The Internet is one of the most valuable tools which staff and students can use to share resources, communicate ideas, and explore new information. The following guidelines and conditions have been developed to ensure appropriate use of the Internet by students and staff:

1. Keep personal information (name, address, personal phone number, and password) private and off line.
2. Refrain from participating in "chat" rooms or subscribing to listservs without permission.
3. Be polite in language and demeanor and refrain from publishing libelous statements about any group or individual.
4. Refrain from using profanity, obscene or defamatory language, and accessing messages or pictures deemed inappropriate, obscene, or pornographic.
5. Observe all school rules with regard to proper written and oral communication and appropriate behavior.
6. Respect the electronic property of others.
7. Refrain from damaging and/or altering computer hardware and software, computer systems, files, and networks, including the introduction of viruses.
8. Observe all school rules and local, state, and federal laws and guidelines (including copyright) while using district resources.
9. Refrain from using the network for commercial purposes, including the purchase or sale of personal goods and services.
10. Be aware that network storage areas, like other school storage areas (e.g., lockers), and files or communications (e.g., e-mail messages) stored in these areas, may be reviewed by network administrators to ensure system integrity and responsible use.

**Failure to adhere to the guidelines and conditions set forth in this document may result in suspension of network access and/or appropriate disciplinary/legal action, including criminal prosecution.**

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