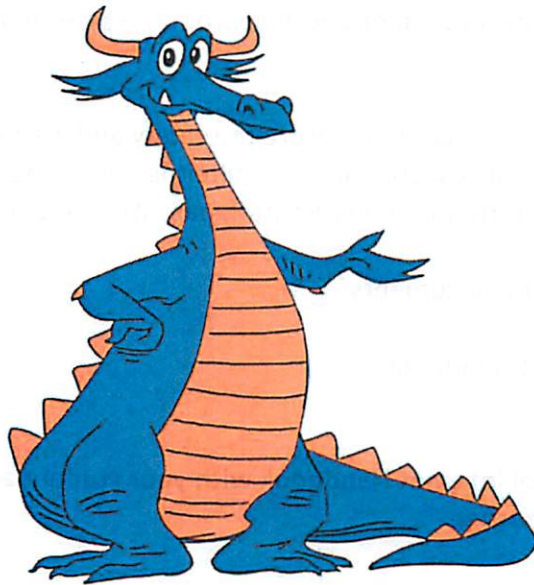


# Monroe Grade School Internet Handbook





## Monroe Grade School

600 Dragon Dr., Monroe,  
Oregon, 97456  
(541) 847-5139

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Dear Monroe Grade School Parents,

Monroe Grade School students have access to the internet and other electronic information systems/networks for educational purposes only.

With this educational opportunity also comes responsibility. It is important that you and your student read the enclosed Monroe Grade School Internet Handbook. Inappropriate system use may result in discipline, such as loss of privilege and/or suspension.

Although the district is committed to practices that ensure the safety and welfare of system users, including the use of technology protection measures such as internet filtering, please be aware that there may still be material or communications on the internet that district staff, parents, and students may find objectionable.

Attached to this letter are the following documents:

1. Monroe Grade School Internet Handbook.
2. Student Agreement Form

**Please read the Monroe Grade School Internet Handbook with your student and return the Student Agreement Form to the classroom teacher.**

Sincerely,

A handwritten signature in black ink that reads "Kathi Holvey".

Kathi Holvey, Principal

# Monroe Grade School Student Internet Handbook

## Educational Purpose

1. The Monroe Grade School (MGS) computer lab has been established for educational purposes. The term "educational purposes" includes classroom activities, career development, and limited high-quality personal research.
2. The MGS computer lab has not been established as a public access service or a public forum. Monroe School District has the right to place reasonable restrictions on the material you access through the system. You are also expected to follow the rules set forth in the district student conduct regulations.
3. You may not use the computer lab for commercial purposes. This means you may not offer, provide, or purchase products or services through the MGS computer lab.

## Student Internet Access

1. Grade school students will have access only under direct supervision of a district employee. They may be provided with individual internet access at the request of their teacher and with the approval of their parent.
2. Students and their parents must sign a Student Agreement form for Internet Use at Monroe Grade School to be granted use of the computer lab outside of a regular class. Students will use the lab as part of a keyboarding/word-processing class or state and other required testing without signed permission. This agreement must be renewed at the beginning of each school year. Your parent can withdraw their approval at any time.

## Unacceptable Uses

1. Personal Safety
  - a. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
  - b. You will not agree to meet with someone you have met online without your parent's approval. Your parent should accompany you to this meeting.
  - c. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.
2. Inappropriate Language
  - a. Restrictions against inappropriate language apply to all communications, messages, and material posted on web pages in the MGS computer lab.
  - b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in the lab or with computer use.
  - c. You will not post information that could cause damage or a danger of disruption.

- d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.
- f. You will not knowingly or recklessly post false or defamatory information about a person or organization.

### 3. Respecting Resource Limits

- a. You will use the system only for educational and career development activities and limited, high-quality, personal research.
- b. You will not download large files unless absolutely necessary and only with permission.
- c. You may not use the MGS computer lab to compose or respond to email.
- d. You may not visit any "chat rooms" on the MGS computers.

### 4. Plagiarism and Copyright Infringement

- a. You will not plagiarize works that you find on the internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions ask a teacher.

### 5. Inappropriate Access to Material

- a. You will not use the MGS computer lab to access material that is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made if the purpose of your access is to conduct research and both your teacher and parent have approved.
- b. If you mistakenly access inappropriate information, you should immediately tell your teacher or another district employee. This will protect you against a claim that you have intentionally violated this policy.
- c. Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access. The district fully expects that you will follow your parent's instructions in this matter.

## **Your Rights**

### **1. Search and Seizure**

- a. You should expect only limited privacy in the contents of your computer use. The situation is similar to the rights you have in the privacy of your locker.
- b. Routine maintenance and monitoring of the MGS computer lab may lead to discovery that you have violated this policy, the district student conduct regulations, or the law.
- c. An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the district student conduct regulations, or the law. The investigation will be reasonable and related to the suspected violation.

### **2. Due Process**

- a. The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the MGS computer lab.
- b. In the event there is a substantiated claim that you have violated this policy or the district student conduct regulations in your use of the MGS computer lab, you will be provided with notice and opportunity to be heard in the manner set forth in the district student conduct regulations

## **Limitation of Liability**

1. The district makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect.
2. Your parents can be held financially responsible for any harm to the system as a result of intentional misuse.