**Bethke Internet Use Policy**

(Updated by Julie Kalvels on July 2013)

**Introduction**

New technologies are changing the ways that information may be accessed, communicated, and transferred. These technological shifts also offer the opportunity to enhance instruction and student learning. At Bethke Elementary, our students have access to many valuable instructional technology tools as well as Internet access in our media center, technology lab, and classrooms. Our goal is to teach students to utilize these electronic resources to enhance our school’s instructional goals and reduce risks associated with the Internet. Access to the school network and the Internet service is a privilege not a right. Student use of computers, e-mail and Internet access shall be in accordance with this policy as well as PSD’s Student Rights & Code of Conduct, Bethke’s BYOD policy and any other relevant District policies and regulations. Parents and guardians are asked to review this policy and discuss it with their students.

**Purpose**

The purpose of this policy is to define guidelines for student, parents, staff, and visitors for using the Internet at Bethke and to ultimately maintain a safe and secure environment for students and employees.

**Definitions**

* Internet- an electronic communications network that connects computer networks and organizational computer facilities around the world.
* Educational Purpose-to further learning through the use of technology (i.e. research, assessment, resources, etc.)
* Computers-includes all District computers, computer systems and networks including but not limited to MP3 players, iPod type devices, SMART boards, iPads, desktops, tablets and netbooks.
* User-anyone (student, staff member, parent, guest) accessing the district or school network.
* "Bullying"- means intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic, or written communication and any threat of retaliation for reports of such acts.

**Policy Statement**

 1. The systems that are covered by this policy include the Internet and other communication

 systems that include e-mail, websites, cell phones, pagers, text messaging, instant messaging,

 blogging, podcasting, and/or other emerging technologies.

 2. Students will use the Internet for educational purposes only.

 3. Internet sessions will always be supervised by a teacher.

 4. The school will regularly monitor pupils’ Internet and email usage.

 5. Students and teachers will be provided with training in the area of Internet safety.

 6. Students will be familiar with copyright issues relating to online learning.

 7. Filtering software and/or equivalent systems will be used in order to minimize the risk of

 exposure to inappropriate material.

 8. Virus protection software will be used and updated on a regular basis.

 9. The use of personal USB drives or CDs in school requires a teacher’s permission.

10. Our school has a zero tolerance for any type of cyberbullying.

11. Students will observe good "netiquette" (i.e., etiquette on the Internet) at all times

 and will not undertake any actions that may bring the school into disrepute.

12. Students will access Internet resources, which the teacher has previously explored and

 selected.

13. Teachers will make every effort to ensure that students are directed to sites with only age-

 and topic-appropriate material and resources.

14. Students will be aware that any usage, including distributing or receiving information,

 school-related or personal, may be monitored for unusual activity, security and/or

 network management reasons.

15. The publication of student work on the Internet will be coordinated by a teacher.

16. Digital photographs, audio or video clips of students will only use first names.

17. Personal student information including home address and contact details will be omitted

 from online projects.

18. Students will use approved district email accounts under supervision by or permission

 from a teacher. Students will note that sending and receiving email attachments is subject to

 permission from their teacher.

**Acceptable Uses**

The following actions (*which are not exhaustive*) constitute acceptable use of the Internet,

whether that use is initiated from a school or any other site:

1. All Internet or computer equipment use shall be consistent with the purposes, goals, and

 policies of our school.

2. Use of computers, software, and other information resources to support learning and to

 complete school assignments.

3. Sending and receiving electronic files using e-mail for academic purposes. Students will use

 the Internet for educational purposes only.

4. Students should always report to a teacher any inappropriate sites that you observe being

 accessed by another user or that you browse to accidentally.

5. Students will be given the opportunity to publish projects, artwork, or school work on the

 Internet.

6. Sample online projects at Bethke include: 5th Grade Documentary Project, 5th Grade Student

 Website Project, 5th Grade Student Blog Project, 4th Grade Podcast, 4th and 5th Grade

 Google Docs, the Bethke Morning News Daily Podcast, the Bethke Movie Making Club, the

 Bethke Claymation Club, various student projects under “student showcase” on the Bethke

 Website, and misc. photographs of students on the Bethke Website.

**Unacceptable Uses**

The following actions (*which are not exhaustive*) constitute unacceptable use of the Internet,

whether that use is initiated from a school or any other site:

1. Students will not use the Internet at school for non-school related activities.

2. Students will not visit Internet sites that contain obscene, illegal, hateful or otherwise

 objectionable materials.

3. Students will not send or receive any material that is illegal, obscene, defamatory or

 that is intended to annoy or intimidate another person.

4. Students will not reveal their own or other people’s personal details, such as addresses

 or telephone numbers or pictures. You must immediately disclose to your teacher any

 message you receive that you believe is inappropriate or makes you feel uncomfortable.

5. Students will never arrange a face-to-face meeting with someone they only know

 through emails or the Internet.

6. Students may not utilize any technology to harass, threaten, demean, humiliate, intimidate,

 embarrass, or annoy their classmates or others in their community. This is unacceptable

 student behavior known as cyber bullying and will not be tolerated.

7. Students may not attempt to vandalize, disconnect or disassemble any computer component.

8. Students may not use the password or account of another person or utilizing a computer while

 logged on under another user’s account.

**Violations**

Despite protections, it is possible that a student might encounter inappropriate material on the Internet. If this occurs, the student shall immediately back out of the site and notify a responsible teacher or adult. Students found to be in violation of this policy shall be subject to consequences that may include the suspension or revocation of use privileges, detention, suspension or expulsion from school.

**Opting Out/Questions**

If you would *not* like your child to be part of any of these online activities here at Bethke, or

if you have any questions about these activities, please contact Mr. Flickinger at cflickin@psdschools.org

For more information, download this booklet ***Chatting with Kids about Being Online*** from

FTC. [Download File](Chatting%20With%20Kids%20About%20Being%20Online.pdf)

We look forward to the educational opportunities that Internet access brings to our students and staff. Your feedback is always welcome. Thank you for talking with your children and helping to keep Bethke safe. Please sign the following documents.

**Bethke Internet Policy Permission Forms**

**Students:**

I have read (or it has been explained to me) and agree to follow the Bthke Internet Use Policy. I

understand that any violation of the procedures may result in the loss of technology privileges for the remainder of the year. Additional consequences may be determined and carried out by the administration.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian:**

I have read the Bethke Internet Use Policy. I understand the access is for educational purposes and that Poudre School District has taken precautions to eliminate controversial material from being viewed by users. However, I recognize that it is impossible to restrict access to all controversial materials. I will not hold Bethke or any staff member responsible for materials acquired over the Internet. I hereby give permission to my child to be given the privilege of Internet access.

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Permission Form for World Wide Web Publishing Of Student Work**

We understand that our child’s work or writing may be published on the school’s web page at

<http://www.bethkeelementary.com/>. We further understand that no last name, home address or home telephone number will appear with such work. I grant permission for the World Wide Web publishing until August of 2014. I may withdraw permission in writing at any time.

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Permission Form for World Wide Web Publishing Of Student Photograph**

We understand that our child’s photograph may be published on the school’s web page at

<http://www.bethkeelementary.com/>. We further understand that no last name, home address or home telephone number will appear with such work. I grant permission for the World Wide Web publishing until August of 2014. I may withdraw permission in writing at any time.

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* Please sign the parts of this 3-section permission form with which you agree.

**References**

Berkeley Lake Elementary School. *Acceptable Use Policy*. [Attached here.](AUP_signed%20by%20parents%20and%20students.pdf)

Bethke Elementary Schools (2011). Internet Use Policy. [Attached here.](BethkeInternetUsePolicy.pdf)

Cromwell, S. (1998). *Getting started on the Internet: Developing an Acceptable use policy*. Education World. Retrieved from <http://www.educationworld.com/a_curr/curr093.shtml>

Scrogan, Len. (2007, July). *AUP’s in a 2.0 World*. EdTech. Retrieved from <http://www.edtechmagazine.com/k12/article/2007/07/aups-in-a-web-20-world>

Warwick School District. *Acceptable Use of Internet and network Resources*. Retrieved from <http://www.warwick.k12.pa.us/website/orgmodule.php?schoolid=0007&mid=116&deptid=114>