**Employee Electronic Mail, Internet, and District Equipment**

**Philosophy**  
The Augusta School Board and staff believe that utilizing the Internet in the classroom promotes educational excellence.  
  
Internet access promotes Augusta's vision for providing educational excellence and the integration of technology into an interactive learning environment. The School District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District. The district provides a CIPA (Children's Internet Protection Act) compliant content filter to monitor usage and control access to nonproductive or objectionable websites.  
  
**Internet Terms and Conditions**  
  
All uses of the Internet and electronic mail systems must be in support of research and education and consistent with the purposes of the Augusta School District. The school district maintains the right to review and edit all materials on the Augusta network, email system or the Internet.  
  
The district cannot be held accountable for the information that is retrieved via the Internet. In addition to the appropriateness of information, users need to consider the source of any information they obtain, and consider how valid that information may be. The educational value of student Internet access is the joint responsibility of students, parents and employees of the school district. Parents who wish to change their child's Internet permissions may do so in written form.  
  
Goals and objectives for Internet Use:   
•To promote higher level thinking in an interactive learning environment   
• To facilitate a global education for students and staff   
• To connect students to real world situations  
• To expand the educational resources available within our school district  
• To provide opportunities to develop skills for critical research

Guidelines for responsible use of the Augusta Network and the Internet include but are not limited to the following:  
  
A responsible user:

1. May use the Internet to research assigned classroom projects.
2. May use the Augusta network to send/receive electronic mail (e-mail). Students will use approved classroom e-mail accounts.
3. May use the Internet to explore other computer networks.
4. May use the Internet/Augusta network for educational purposes only.
5. May use the Internet/Augusta network for teacher directed chat rooms only.
6. MUST use the Internet for legal purposes only.
7. MUST adhere to copyright laws and district policy when contributing to the Augusta web site.
8. MUST follow copyright laws and district policy to send, receive, or use copyrighted materials.

A responsible user:

1. MUST NOT duplicate district software except as expressly permitted by law or licensing agreements.
2. MUST NOT illegally install copyrighted software for use on district computers.
3. MUST NOT change computer files that do not belong to the user.
4. MUST NOT use impolite or abusive language.
5. MUST NOT use the Internet/Augusta network for commercial activities.
6. MUST NOT harass, write hate mail, write discriminatory remarks, or engage in other antisocial behaviors online (CYBER BULLYING).
7. MUST NOT intentionally abuse or damage equipment.
8. MUST NOT reveal personal addresses or phone numbers of students or colleagues.
9. MUST NOT use another's account or password.
10. MUST NOT use the network/Internet maliciously to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system (HACKING).

A student must not share his or her name with anyone on the Internet.  
  
**Internet Guidelines and Procedures for Augusta Staff**  
  
1) Augusta STAFF will use Internet resources as tools to meet curriculum objectives and for teacher guided presentations to enhance learning.  
  
2) Staff members of Augusta School who wish students to use the Internet independently (student operating the computer, teacher observing) will verify that a signed Internet permission slip is on file for their students. Parents and/or guardians of new students at Augusta School will sign the permission letter upon enrollment, which will be kept on file. A database available to staff has been created, with the appropriate permission for Internet use and web publications and/or pictures. This database will be maintained as long as the student is enrolled at Augusta Schools, and the permission will pass from year to year.  
  
3) The district has installed a SonicWall Internet content filter; however, because filters are NOT foolproof, students will be closely monitored when accessing network services.  
  
4) The Augusta staff will become familiar with the Acceptable Use Policy and Internet related policies in the Board Policies and Staff Handbooks.  
  
5) Augusta staff must follow copyright laws and district policy to send, receive or use copyrighted material.  
  
The use of the Internet and the Augusta Network is a privilege, not a right, and inappropriate use will result in the loss of privileges, disciplinary action, and/or legal action.  
  
  
References:

Children's Internet Protection Act, P.L. 106-554