

Internet Usage Guidelines

East Noble realizes the power of the Internet as a classroom tool. This vast storehouse of information, constantly growing and changing, provides unlimited opportunity for research and exposure to new ideas. The Internet offers our staff and students an opportunity to collaborate on learning with others around the world, publishing their work, and enhancing their education in exciting ways.

However, with all good things come concerns. We know that some information, easily accessible on the Internet, is not appropriate for our students or staff to view. We know that some resources offered on the Internet do not meet our requirements for being educationally appropriate. We acknowledge that we have an obligation to promote the use of the Internet for education by example as well as by instruction. The following guidelines are established to achieve the maximum benefits of using the Internet as another resource in our classrooms and to protect our children from the non-educational, inappropriate information.

Age Appropriate Guidelines for Internet Usage

All students have access to the network use agreement in their school's handbook. Acceptance of that handbook constitutes agreement to abide by the network agreement guidelines. Parents must submit, in writing to the building principal, if they do not want their child on the Internet. Copies of the Network Use Agreement are available in each building's office. Students will also sign a network use agreement annually in school as part of class discussion regarding the safety procedures and guidelines for using the internet.

Elementary School Students:

Email:

- K-3 students can participate in electronic mail projects administered by their teacher.
- 4-5 Students can be given email accounts that can only be used to communicate with ENCS staff members.
- 4-5 Students will sign a network use agreement annually.

Surfing:

- K-5 students will not surf the Internet, or access the Internet unattended. Students will be allowed to be online at predetermined and examined sited bookmarked and supervised by the teacher. Class sessions with the teacher sharing sites with students will be encouraged. Some downloading of files and graphics will be permitted as they are allowed by the teacher and pertain to classroom activities.

Publishing:

- Student can post work on corporation Website site in classroom pages. Students can also publish works at teacher approved sites on web.

Interaction:

- Students will be able to interact with online educational appropriate projects identified by teachers for the classroom.
- Students will have the opportunity to collaborate with other students and experts in areas they are studying.
- Students may not use Internet chat, newsgroups or listservs. Students are not permitted to subscribe to newsgroups or listservs.

Middle School Students:

Email:

- Students will maintain their email accounts.
- Middle school students will sign a network use agreement annually.

Surfing:

- Students will be able to access bookmarked sites for classroom projects. They can begin to do guided surfing on the Web under supervision of the teacher. Students at this level will begin to learn basic search strategies that will help them navigate the mass of information available to them. Teachers will also begin instruction on how to evaluate information that is found for appropriateness, applicability, bias, and content. Teachers will instruct students how to cite resources found on the Internet.

Publishing:

- Middle School students will be able to publish works on EN Website page and other appropriate sites designated by teachers.

Interaction:

- Students will have the opportunity to collaborate with other students and experts in subject area they are studying.
- Students will be able to interact with online educational appropriate projects identified by teachers for the classroom.
- Students will have the opportunity to collaborate with other students and experts in areas they are studying.
- Students may not use Internet chat, newsgroups or listservs. This extends to email. Students are not permitted to subscribe to newsgroups or listservs.

High School Students:**Email:**

- Students will continue to maintain their email accounts.
- High school students will sign a network use agreement annually.

Surfing:

- Students will be allowed to explore the World Wide Web with teacher guidance. They will have some latitude in searching for sites that support research projects and reports. They will not be allowed to freely search for their leisure, or for non-assigned projects. Teachers will continue to reinforce the use of the Internet for educational purposes as well as by teaching and stressing critical evaluation of information. The teacher can suggest places to start and let student branch out from there. Teaching information evaluation will continue in the high school level with special attention given to correct citing of Internet resources for research and reports.

Publishing:

- High School students will be able to publish works on East Noble's Website and other appropriate sites designated by teachers.

Interaction:

- Students will have the opportunity and be encouraged to collaborate with other students and experts in subject areas they are studying.
- Students will be able to interact with online projects identified by teachers for the classroom. Students will be allowed to download files and graphics for projects they are assigned.
- Students are allowed access to teacher approved newsgroups or listservs. Student must seek permission from a teacher for before subscribing to these resources. Personal interest newsgroup and listserv subscriptions are not permitted.

East Noble Certified and Classified Staff:

- Every employee with access to network resources must sign a Network Use Agreement annually.
- Every non-employee with access to network resources will sign a Network Use Agreement annually.
- K-8 teachers are responsible for viewing Internet sites before allowing access to students. High school teachers are encouraged to have previewed and to be familiar with sites that students are assigned to start researching. This will help students get started in the right direction when they surf the Internet.

- K-8 staff will not allow students random access to computers with Internet access.
- K-12 staff will not share passwords with students. Staff will supervise students accessing sites to ensure compliance with guidelines.
- All staff will promote and teach the responsible use of the Internet as a tool for education by accessing only appropriate sites.
- Substitute teachers will not have access to Internet for personal or classroom use with students. In some cases substitutes who go through corporation training; sign a Network Use Agreement, and understand these guidelines may be assigned access privileges.