

***Four County Area Vocational Cooperative***  
***Garrett-Keyser-Butler Community School District***  
*(Local Education Agent)*

**ACCEPTABLE USAGE POLICY**

governing access to Electronic Information, Services, Networks and other hardware

Freedom of expression is an inalienable human right and the foundation of self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, the Four County Area Vocational Cooperative considers its own stated educational mission, goals and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards and other resources while exchanging messages with people around the world. The Cooperative expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways, which point students to those, which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives. The Cooperative also enforces a filtering system that limits use of unapproved resources on the Internet.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media.

Students utilizing Cooperative-provided Internet access must first have the permission of and must be supervised by Four County Area Vocational Cooperative's professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line, just as they are in the classroom or lab area. The same general rules for behavior and communications apply. Written permission from a parent and/or guardian is required for the student to participate in the use of Cooperative-provided technology and Internet resources.

The purpose of Cooperative-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of consistent with the educational objectives of the Four County Area

Vocational Cooperative. Access is a privilege, not a right! Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored and/or transmitted using school computers and network resources may be treated like school lockers.

Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsible.

The following uses of school-provided Internet/network resources are not permitted:

- a. to access, upload, download or distribute pornographic, obscene or sexually explicit material;
- b. to transmit obscene, abusive, sexually explicit or threatening language;
- c. to violate and local, state or federal statute;
- d. to vandalize, damage or disable the property of another individual or organization;
- e. to access another individual's materials, information or files without permission; and,
- f. to violate copyright or otherwise use the intellectual property of another individual or organization without permission

Any violation of Cooperative policy and rules may result in loss of Cooperative-provided access to the Internet and network resources. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The Four County Area Vocational Cooperative makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The Cooperative will not be responsible for any damages users suffer, including—but not limited to – loss of data resulting from delays or interruptions stored on Cooperative diskettes, hard drives or servers; nor for the accuracy, nature or quality of information gathered through Cooperative-provided internet access. The Cooperative will not be responsible for personal property, including –but not limited to notebook computers and other mobile devices utilizing wireless internet access, used to access Cooperative computers, servers and/or other network resources including Cooperative-provided Internet access.

Parents of students in Four County Area Vocational Cooperative shall be provided with the following information:

1. The Four County Area Vocational Cooperative is pleased to offer its students access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through

- the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.
2. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet, which could result in unwanted financial obligations for which a student's parent or guardian would be liable.
  3. While the Cooperative's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the Cooperative institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the Cooperative's acceptable usage policy. That notwithstanding, the Cooperative believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information services. Toward that end, the Four County Area Vocational Cooperative makes the Cooperative's complete Acceptable Usage Policy available on request for review by all parents, guardians and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

NOTICE: This policy and all its provisions are subordinate to local, state and federal statutes. The Four County Area Vocational Cooperative is in compliance with the Children's Internet Protection Act.

This form has been approved by the school board of directors of the Garrett-Keyser-Butler Community School District as the local educational agent for the Four County Area Vocational Cooperative.

The compliance officer of the Children's Internet Protection Act for the Four County Area Vocational Cooperative is Kyle M. Smith. Questions and concerns can be directed to the compliance officer by calling 888-349-0250 x300 or via email at [kmsmith@fcavc.org](mailto:kmsmith@fcavc.org).

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Student/Staff Permission to Publish on the FCAVC Website  
[www.fcavc.org](http://www.fcavc.org).

Publishing Student/Staff Work:

1. Contact person will be the instructor, not the student.
2. Identifying material will not be posted on the Internet. This includes personal phone numbers, home addresses, and email addresses.
3. Pictures of group projects, contests attended and other FCAVC projects involving students may be posted on the site.

Consent:

I do hereby give Four County Area Vocational Cooperative the right to use the following personal information about my child for publication on the Internet. This material will only be used for activities related to the Four County Area Vocational web site.

(You may check one or more.)

\_\_\_\_\_ NAME (First and last names)

\_\_\_\_\_ PHOTOGRAPH

\_\_\_\_\_ PROJECT/STUDENT ACTIVITY

\_\_\_\_\_ NO INFORMATION IS TO BE PUBLISHED

Student/Staff Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student/Staff Printed Name: \_\_\_\_\_

Vocational Program Enrolled In: \_\_\_\_\_

I am the parent or the legal guardian of the above-named minor and hereby approve the foregoing and consent to the use of the information checked above. I affirm that I have the legal right to issue such consent.

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian Printed Name: \_\_\_\_\_

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Student/Parent Use Agreement

I have read the Cooperative's Acceptable Usage Policy.

I hereby release the Cooperative, its personnel and any institutions with which it is affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Cooperative's network resources, including, but not limited to the Internet. I release the Cooperative from any and all claims that may arise from the unauthorized use of the system to purchase products and services.

I understand that this form is valid for the entire time my child is in this building unless by terminated by parent/guardian in writing or by the Cooperative.

I have read the Cooperative's Acceptable Usage Policy. I agree to follow the rules and regulations outlined in the Policy. I understand that if I violate the rules my account will be terminated and I may face other disciplinary measures.

Student Name: \_\_\_\_\_

Vocational Program: \_\_\_\_\_ Graduating Year: \_\_\_\_\_

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

I give permission to allow my child access to the Internet and certify that the information contained in this form is correct.

\_\_\_\_\_ YES

\_\_\_\_\_ NO

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read the Cooperative's Acceptable Usage Policy. I agree to follow the rules and regulations outlined in the Policy. I understand that if violate any rules or regulations my employment can be terminated any time by the Cooperative.

Staff Member Name: \_\_\_\_\_

Position: \_\_\_\_\_

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