

Violations of the Acceptable Use Policy (AUP) will be enforced as follows:

1st Offense:

Account is temporarily disabled for at least 1 day
Student obtains a printed copy of the AUP from
the Library Media Center (LMC)
One-page paper on the contents of the AUP is written
Paper admits violation and states agreement
to comply with the AUP
When paper is accepted, account is enabled.

2nd Offense:

Account is temporarily disabled for at least 3 days
Parent/guardian is informed of infraction
Two-page paper on the contents of the AUP is written
Paper admits violation and states agreement
to comply with the AUP
Paper must be signed by a parent or guardian
When paper is accepted, account is enabled.

3rd Offense:

Account is disabled for at least 1 week
Student is referred to his/her administrator
Appropriate administrative action is taken.

Charles Carroll Middle School Acceptable Use Policy Computer Networks/Internet Access

Policy Statement

Charles Carroll Middle School provides students with computer equipment, computer services, and network access for educational purposes only.

Educational purposes means that a student is on a computer or using technology for one of the reasons below:

1. educational assignment
2. school related project
3. school club/ activity assignment or duty

We provide internet service in order to improve learning for our students and teachers, conduct research, train teachers, provide administrative support, collaborate, disseminate information, and expand the use of materials and resources. Users must demonstrate proper use of all computers and associated devices when using networks both inside and outside of our building. Charles Carroll MS recognizes the fact that most computer users are responsible and thoughtful.

Internet Use provides great educational benefits to students. Some materials accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people. **Access to the Internet is a privilege and is for students who agree to act in a considerate and responsible manner.** Charles Carroll Middle School is not responsible for all of the information found on networks outside of our building.

We require that students and parents/guardians read, accept, and sign the following rules for acceptable use of the computers, networks, and the Internet. **Inappropriate use will result in loss of privileges, disciplinary actions, and/or other actions determined appropriate including legal action.**

Mr. Eric Wood,
Principal

CCMS PERMISSION FORM for COMPUTER NETWORK/INTERNET ACCESS

requires both Student and Parent/Guardian signatures

PRINT First name Last Name Student Number

Homeroom Teacher's Name Grade

I have read and understand the rules for acceptable use of computers, networks and the Internet and agree to comply with the guidelines. If I violate the rules, I understand that I will lose access/network privileges at CCMS and may be subject to further disciplinary action.

Student's signature Date

As the parent/legal guardian of the minor student signing above, I grant permission for the above student to use computers, networks, and the Internet. I understand that some materials may be objectionable. I accept the responsibility for providing the guidance to the above student on Internet use both inside and outside of school settings and conveying standards for the above student to follow when selecting, sharing, or exploring information and media.

Parent/Guardian's signature Date

Return completed permission form to Ms. Hylton in the Media Center.

Keep guidelines for reference.

Guidelines

Because it is impossible to document every acceptable use of a computer or technology lab, the guidelines below are examples of inappropriate, unacceptable, and in some cases illegal uses of Charles Carroll MS technology. They are not designed to be all inclusive.

- **Using the network for non-educational purposes**
- Sending/receiving personal, non-educational email
- Accessing IRC sites (chatting) or instant messaging
- Copying or transferring copyrighted materials without permission
- Plagiarizing
- Using networks for illegal activities
- Using commercial advertising, chain letters, non-educational games
- Using obscene, vulgar, abusive or inappropriate language, pictures, or other materials
- Unauthorized downloading of any kind from the Internet
- Storing non-educational files on a local hard drive
- Using someone else's account
- Deliberately interfering with other users
- Attempting to libel, slander or harass other users
- Allowing others to use your personal e-mail address, account or password AND sharing passwords you may already know
- Attempting to figure out passwords
- Attempting to read, delete, copy or modify the electronic mail of other users or forge e-mail messages
- System tampering (changing operating systems, individual accounts, software, networking facilities, and/or other programs without permission)
- Vandalizing, including equipment damage and willful tampering with data or software
- Introducing Viruses

**VIOLATIONS WILL RESULT IN A LOSS OF ACCESS
(EVEN FOR REQUIRED WORK)
AS WELL AS OTHER DISCIPLINARY OR LEGAL ACTION.**