

# Broward County Public Schools Career, Technical and Adult/Community Education (CTACE)

## E-Learning

### ***Acceptable Use of the Internet Policy***

Internet access is required for participants that take a CTACE E-Learning course. Internet access offers valuable, diverse, and unique resources to both students and teachers. Access must be used in a responsible, safe, efficient, ethical, and legal manner. This document is the Acceptable Use of the Internet Policy\* for your use of the Internet with a CTACE E-Learning course.

With access to computers and people from around the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Users should be warned that some material obtained via the Internet might contain items that are potentially illegal, defamatory, inaccurate, or offensive. On a global network it is impossible to control all materials and an industrious user might discover controversial information, either by accident or deliberately. CTACE E-Learning firmly believes that the benefits to the students from online access far outweigh the possibility that users may procure material that is not consistent with its educational goals.

The signature on this document indicates that the party who signed has read the rules of *Netiquette* carefully and understands their significance. The following are the required rules of *Netiquette* for CTACE E-Learning.

Students are responsible for good behavior on the school computer network. Always use a computer in a way that shows consideration and respect. You are not to use obscene, profane, threatening, or disrespectful language. Any use of telecommunication services or networks for illegal, inappropriate, obscene, or pornographic purposes shall be prohibited. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the school district's mission, goals, policies, or procedures. Obscenity and/or pornography shall be defined as violation of generally accepted social standards for use of a publicly owned and operated communication vehicle, and as defined by School Board policy. These actions are illegal (f.s. 847001 Obscene Literature; Profanity).

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem in the school's computers, network, or Internet connection, notify a system administrator.

Think about the social consequences of any program you write. Never spread harmful computer viruses. These actions are illegal (f.s. 815 Computer Related Crimes).

Email is not private. Never say anything via email that you would not mind seeing on a school bulletin board or in a local newspaper. Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are not permitted. Be cautious about email messages from anyone, particularly individuals asking you for personal information, attempting to arrange meetings, or engaging in personal contact. Any sending of unsolicited email to your online classmates is prohibited. Email with your online classmates and instructor should be of course-related nature only.

Disclose to your instructor any message that you receive that is inappropriate or makes you feel uncomfortable.

Authorized users shall ultimately be responsible for all activity under their account and password. The account shall be used only by the authorized user for the purposes specified. Protect your password. Keep it confidential.

All network users shall adhere to the rules of copyright, regarding software, information, and the attribution of authorship. Always give credit to others whose work you use. Do not cut, copy, or plagiarize Internet content or the work of your online classmates.

CTACE E-Learning assumes no responsibility for any phone charges, line costs, or usage fees for connectivity to the Internet.

Users are subject to all local, state, and federal laws. CTACE E-Learning administrators will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through Internet access. In the event that there is a claim that you have violated this policy, you will be provided with the notice of the suspected violation and have an opportunity to present an explanation. Any violation may result in the removal from CTACE E-Learning course(s), as well as other disciplinary or legal action.

Students and/or employees using School Board equipment or property, on-site or off-site, must conform to the requirements of this policy. Users who knowingly violate any of the Acceptable Use of the Internet Policy or Code of Ethics for Computer Network and Online Telecommunications Users, as outlined in the rules of *Netiquette* above, will receive disciplinary action and/or may even be denied future access.

I have read and agree to the stipulations involving the use of School Board property and understand the appropriate and ethical use of technology, as stated above.

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Participant's Name (print)

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Participant's Signature

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Date

\*Adapted from School Board Policy 5306, School and District Technology Usage. 10/06

*The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender, national origin, marital status, race, religion or sexual orientation. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call Equal Educational Opportunities (EEO) at (754) 321-2150 or Teletype Machine, TTY (754) 321-2158.*