



**Parents:
IMPORTANT – PLEASE READ**

**Internet Acceptable Use Policy
The Learning Center for the Deaf
2016–2017**

Dear Parents/Guardians:

Please read this policy and sign the last 2 pages (2 sides):

- Parent/Guardian Agreement
- Student Agreement

Return the signed pages to school as quickly as possible.

If you have any questions, please ask your child's teacher.

Thank you.



Parent/Guardian: Internet and Network Acceptable Use Policy

I. INTRODUCTION

In accordance with the *Children's Internet Protection Act (CIPA)*, The Learning Center for the Deaf puts forth this Acceptable Use Policy to comply with all federal and state requirements. This includes an Internet Safety Policy and a description of the Technology Protection Measures in place. In addition, this policy addresses general network etiquette and acceptable use at TLC.

Note to Parents: CIPA is a federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers. CIPA imposes certain types of requirements on any school or library that receives funding for Internet access or internal connections from the E-rate program – a program that makes certain communications technology more affordable for eligible schools and libraries.

II. RATIONALE/ PHILOSOPHY

As part of its foundation, life long learning requires information gathering skills. In the fast paced and quickly changing culture that we live in, the acquisition of these skills demands the ability to access information electronically. The Learning Center for the Deaf is pleased to offer faculty, staff and students the opportunity to use technology and to access the World Wide Web (Internet) as a critical and useful tool in today's information age. Navigating the Internet assists the educational community to easily access numerous information resources that support learning.

Internet technology is a powerful global resource, and it has the ability to bring the world of information to each connected computer, to make students more active participants in the learning process, and to assist the educational community to communicate with others in order to exchange ideas and make learning more exciting. The Internet also holds the potential to make learning more accessible and more visual to our students, an additional benefit to those learners who are deaf or hard of hearing.

The primary purpose of providing Internet access to the TLC community is to further educational and school administration goals.

TLC recognizes that, due to the comprehensive nature of the Internet, students may encounter materials that are not suitable or compatible with the goals and objectives of our educational community. Therefore, *acceptable use behaviors and safety policies* are outlined below. Faculty, staff, and parents/guardians are responsible for conveying and discussing responsible behaviors associated with Internet access with their students and children.

At all levels of the school, careful and responsible use of TLC's technology systems is essential to protect students and to ensure the safety and confidentiality of school data and operating information. Our classrooms and library have computers available for student use. In accordance with CIPA law, the faculty and staff are responsible for carefully monitoring student use of the Internet in their classrooms. Teachers instruct students in safe and responsible use of the Internet as part of the general curriculum. **Ultimately, however, each student must understand that he/she is accountable for all activities conducted while on-line.**

III. TECHNOLOGY PROTECTION MEASURES

TLC uses a device called an Internet Content Filter to continuously protect students from seeing objectionable material and to protect our network from malicious and other damaging software attacks. There are password controls in place to further protect information and confidential data. Our network has a continuous SPAM and virus filter that monitors all incoming emails to our system. These controls are reviewed on a regular basis and updated annually.

Families should be aware, that given the ever-changing complexities of technology, there might be rare instances when a student might still gain access to inappropriate materials, in spite of hardware filtering precautions and teacher monitoring. We urge parents to frequently discuss responsible use of technology with their children, along with informing them of the threats and dangers inherent in using the Internet.

We want parents/guardians to be aware that their child will be encouraged to independently use the Internet at school with reasonable teacher supervision.

III. GUIDELINES AND PROCEDURES FOR INTERNET ACCESS

GENERAL GUIDELINES

1. Internet and technology usage at The Learning Center for the Deaf is intended for educational and administrative purposes.
2. Using technology at TLC is a privilege, not a right, and can be withdrawn if inappropriate behavior in violation of this policy occurs.
3. To remain eligible, users (both staff and students) must support and adhere to the educational goals and objectives of this school.
4. Technology is changing rapidly and new ways to access our network are being developed daily. Anyone accessing our network, in ANY manner, without authorization is in violation of this policy.

STUDENT GUIDELINES

1. Before students in grades preK-12 use the Internet independently in the classroom, the student and the parent/guardian are asked to sign an agreement stating that they have read, discussed, and understand this Acceptable Use Policy.
2. Technology and access to the Internet at TLC is provided to students for the primary purpose of education. Students may have independent use of the Internet as a supervised curriculum activity. Teachers may make presentations using the Internet as part of their instructional plan.

3. Students must use the Internet at school under faculty/staff supervision. *This is the Law.* The faculty is required to monitor student use, however, students are expected to take individual responsibility for ethical and appropriate use of the Internet.
4. Students must always obtain permission from their teacher, assistant teacher, residence staff, library staff or other TLC staff prior to using the Internet.
5. Students do not typically hold TLC email accounts, but students may have access to email through teacher-controlled email project or classroom activity based accounts. Network administrators do have access to all TLC e-mail accounts and have the ability to monitor those accounts.
6. Students are not permitted to use outside e-mail or chat rooms or Instant Messaging (IM) during school, unless authorized and monitored by their teacher as part of the instructional plan.
7. While using TLC's technology and/or network, students are expected to abide by their school's Student Handbook and follow accepted network etiquette. TLC's bullying and harassment rules and policies apply in every way to use of technology.

IV. INTERNET AND ACCEPTABLE USE GUIDELINES FOR ALL MEMBERS OF THE TLC COMMUNITY

Unacceptable Internet, pager, or network use includes, but is not limited to the following:

- **Communications that facilitate the illegal sale or use of drugs or alcohol**
- **Communications that facilitate or encourage gang activity**
- **Communication that threatens, intimidates, bullies, or harasses any other person, or violates any laws**
- **Accessing or transmitting obscene or pornographic materials**
- **Actions intended to deliberately disrupt network service or connecting services**
- **Unauthorized dissemination of another individual's personal address, phone number or personal information**
- **Transmission of annoying, obscene or libelous messages, including posting private or personal information about another person, chain letters, or "spamming"**
- **Violation of the copyright laws to on-line materials and / or plagiarism of materials taken from the Internet**

Student Section
Internet and Network Access Agreement
2016–2017

STUDENT NAME _____

Grade _____

Circle one Framingham Campus Walden School

Teacher's Name _____

🍏 I have discussed the school's *Acceptable Technology Use Policy* with my teacher, and I understand it.

🍏 I agree to follow the policy (rules) and I will be careful to protect myself and my privacy when using the Internet

🍏 I will not use technology to harass or bully other people.

🍏 I understand that if I do not follow the policy and I break the rules, I may no longer be allowed to use technology at school.

Student Signature _____

Grade _____

Date _____

- **Unauthorized access to other computer systems, including attempts to log in to another person's e-mail and network account**
- **Participation in commercial activities that are not directly related to the purposes of The Learning Center for the Deaf**

TLC will cooperate fully with local, state or federal officials in any investigation concerning illegal activities conducted through the school's network.

**The Learning Center for the Deaf
Internet Acceptable Use Policy**

Parent/ Guardian Section
**Internet and Network Access Agreement
2016–2017**

I have read TLC's Internet and Acceptable Technology Use Policy, and I will discuss with my child the restrictions against accessing non-school materials, responding to strangers, harassing others, or selling and buying on the school network.

I will discuss with my child the importance of following the network rules and using caution when accessing the Internet in order to safeguard his/her personal safety.

I have reviewed this Internet and Acceptable Technology Use Policy, and I understand the technology policies followed at TLC and I support my child's supervised use of the Internet while at school.

Child's Name _____

Parent/Guardian Name (please print) _____

Signature _____

Home Address _____

Telephone _____

Date _____