

**The Rice School/La Escuela Rice  
Appropriate Use Policy  
Computers, The Internet and Electronic Mail**

We are pleased to offer students of The Rice School/La Escuela Rice access to a computer network for electronic mail and access to the Internet. To gain access to e-mail and the Internet, all students must obtain parental permission as verified by the signatures on the form below. Should a parent prefer that a student not have e-mail and Internet access, use of The Rice School/La Escuela Rice computers is still possible for more traditional purposes such as word processing.

**What is possible?**

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

**What is expected?**

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

**What are the rules?**

**Privacy** – Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and insure that students are using the system responsibly.

**Storage capacity** – Users are expected to remain within allocated disk space and delete e-mail or other material which take up excessive storage space.

**Illegal copying** – Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the Network Administrator. Nor should students copy other people's work or intrude into other people's files.

**Inappropriate materials or language** – No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

**Succinct Advice**

These are guidelines to follow to prevent the loss of network privileges at The Rice School/La Escuela Rice.

1. **Do not** use a computer to harm other people or their work.
2. **Do not** damage the computer or the network in any way.
3. **Do not** interfere with the operation of the network by installing illegal software, shareware, or freeware.
4. **Do not** violate copyright laws.
5. **Do not** view, send, or display offensive messages or pictures.
6. **Do not** share your password with another person.
7. **Do not** waste limited resources such as disk space or printing capacity.
8. **Do not** trespass in another's folders, work, or files.
9. **Do** notify an adult immediately, if by accident, you encounter materials which violate the rules of appropriate use.
10. **BE PREPARED** to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use Policy are violated.

**Our Signatures (parent and student) are acknowledgment of our receipt and understanding of the above information.) PERMISSION FORM 1999-2000 (ON SIGNATURE PAGE).**