



UNITED STATES VIRGIN ISLANDS DEPARTMENT OF EDUCATION

INTERNET ACCEPTABLE USE POLICY

Introduction

Internet access is available to students and educational personnel within the Virgin Islands Department of Education, through E-TAN, the Educational-Territory Area Network. Its purpose is to advance and promote education in the Virgin Islands. Established for use by the educational community, E-TAN is intended to assist in the collaboration and exchange of information between and among schools, district offices, educational service centers, the Virgin Islands Department of Education and other state and educational entities. Our goal in providing this service to teachers and educational personnel is to promote educational excellence in schools by facilitating resource sharing, innovation and communication. To achieve this, the network must provide quality, equitable and cost-effective information and communication resources to the educational community.

It is the policy of the United States Virgin Islands Department of Education (VIDE) to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]. For the full text of the Act, go to http://www.fcc.gov/ccb/universal_service/chipact.doc.

The VIDE has adopted this Internet Acceptable Use Policy ("Policy") to set guidelines for accessing the computer network or the Internet service provided by the VIDE. Every year, students and employees who want computer network and Internet access for that upcoming school year need to sign and submit this Policy to the VIDE. Students who are under 18 also must have their parents or guardians sign this Policy. By signing this agreement, the student, employee, and parent or guardian agree to follow the rules set forth in this Policy and to report any misuse of the computer network or the Internet to a teacher or supervisor. Parties agreeing to this policy also understand the VIDE may revise the Internet Acceptable Use Policy as it deems necessary. The VIDE will provide notice of any changes either by posting such a revised version of the Policy on its website or by providing written notice to the students, employees and parents or guardians.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of end users, who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

Acceptable Uses of the Computer Network or the Internet

The Account provided by the VIDE should be used only for educational or professional purposes. Staff may use the Internet for personal use only if such use is incidental and occurs during their duty-free time. If a user is uncertain about whether a particular use of the computer network or the Internet is appropriate, he or she should consult a teacher or supervisor.

Unacceptable Uses of the Computer Network or the Internet

The following uses of the Account provided by the VIDE are unacceptable:

1. Uses that violate any state or federal law or municipal ordinance are unacceptable. Unacceptable uses include, but are not limited to:
 - Selling or purchasing any illegal substance;
 - Accessing, transmitting, or downloading child pornography, obscene depictions, harmful materials, or materials that encourage others to violate the law; or
 - Transmitting or downloading confidential information or copyrighted materials.
2. Uses that involve the accessing, transmitting or downloading of inappropriate matters on the Internet, as determined by the school board, local educational agency or other related authority
3. Uses that involve obtaining and or using anonymous email sites.
4. Uses that cause harm to others or damage to their property are unacceptable. Unacceptable uses include, but are not limited to the following:
 - Deleting, copying, modifying, or forging other users' e-mails, files, or data;
 - Accessing another User's email without their permission, and as a result of that access, reading or forwarding the other User's e-mails or files without that User's permission;
 - Damaging computer equipment, files, data or the network;
 - Using profane, abusive, or impolite language;
 - Disguising one's identity, impersonating other users, or sending anonymous e-mail messages;
 - Threatening, harassing, or making defamatory or false statements about others;
 - Accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
 - Accessing, transmitting or downloading computer viruses or other harmful files or programs, or in any way degrading or disrupting any computer system performance; or
 - Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes."
 - Using any district computer to pursue "hacking," internal or external to the district, or attempting to access information that is protected by privacy laws.
5. Uses that jeopardize access or lead to unauthorized access into Accounts or other computer networks are unacceptable. Unacceptable uses include, but are not limited to the following:
 - Using other users' Account passwords or identifiers;
 - 2. Disclosing one's Account password to other users or allowing other users to use one's Accounts;
 - Getting unauthorized access into other users' Accounts or other computer networks; or
 - Interfering with other users' ability to access their Accounts.
6. Commercial uses are unacceptable. Unacceptable uses include, but are not limited to the following:
 - Selling or buying anything over the Internet for personal financial gain; or
 - Using the Internet for advertising, promotion, or financial gain; or

- Conducting for-profit business activities and engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for political purposes, or soliciting votes.

Internet Protection Measure

In compliance with the Children's Internet Protection Act ("CIPA"), the VIDE has implemented a pass-by filtering software to restrict access to Internet sites containing child pornography, obscene depictions, or other materials harmful to minors under 18 years of age. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes. The software will work by scanning for objectionable words or concepts, as determined by the VIDE. However, no software is foolproof, and there is still a risk an Internet user may be exposed to a site containing such materials. An Account user who incidentally connects to such a site must immediately disconnect from the site and notify a teacher or supervisor. If an Account user sees another user is accessing inappropriate sites, he or she should notify a teacher or supervisor immediately.

Monitoring

As required by CIPA, the VIDE and its representatives monitor all users' on-line activities, including website browsing, email use, chat room participation and other forms of electronic communications. Such a mechanism may lead to discovery a user has violated or may be violating this Policy, the appropriate disciplinary code or the law. Monitoring is aimed to protect minors from accessing inappropriate matter on the Internet, as well as help enforce this Policy. The VIDE reserves the right to monitor other users' (e.g., employees, students 17 years or older) online activities, and to access review, copy, store or delete any electronic communications or files and disclose them to others as it deems necessary.

If a student under the age of eighteen accesses his/her Account or the Internet outside of school, a parent or legal guardian must supervise the student's use of the Account or Internet at all times and is completely responsible for monitoring the use. Filtering and/or blocking software may or may not be employed to screen home access to the Internet. Parents and legal guardians should inquire at the school or district if they desire more detailed information about the software.

Privacy and Security Policies

Student information shall not be posted unless it is necessary to receive information for instructional purposes, and only if the student's teacher and parent or guardian has granted written permission for the disclosure. Account users shall not reveal on the Internet personal information about themselves or about other persons. For example, Account users should not reveal their full names, home addresses, telephone numbers, school addresses, or parents' names on the Internet.

In addition to the foregoing, users shall abide by the following restrictions:

1. Account users shall not meet in person anyone they have met on the Internet in a secluded place or a private setting. Account users who are under the age of 18 shall not meet in person anyone they have met on the Internet without their parent's permission.
2. All authorized users are to report promptly any breaches of computer security, and violations of acceptable use and the e-mail address of sites containing inappropriate material (as outlined in this Policy) to their

supervisor, the school principal and/or the State Director of Instructional Technology. Failure to report any incident promptly may subject the user to corrective action consistent with VIDE rules and disciplinary policies.

3. Users must not disclose the contents or existence of district computer files, electronic mail, or other information to anyone other than authorized recipients.
4. Users must not distribute their password(s) and unauthorized information regarding other users' passwords or security systems.
5. Users must not distribute confidential documents, files, or correspondence without taking appropriate steps such as encryption to prevent unauthorized access.
6. Users are not to engage in "hacking" of any kind, including, but not limited to, the unlawful entry into an electronic system to access information.

Account users will abide by all VIDE security policies.

Penalties for Improper Use

The use of the Account is a privilege, not a right, and inappropriate use will result in the restriction or cancellation of the Account. Inappropriate use may lead to any disciplinary and/or legal action, including but not limited to suspension or expulsion or dismissal from employment from the VIDE, or criminal prosecution by government authorities. The VIDE will attempt to tailor any disciplinary action to meet the specific concerns related to each violation.

APPROVED BY:



Donna Frett-Gregory, Acting Commissioner
United States Virgin Islands Department of Education

APPROVED ON:

Date: _____

8/28/13

EMPLOYEE AGREEMENT

All active employees must read and sign below.

I have read, understand, and agree to abide by the provisions of the attached Internet Acceptable Use Policy of the United States Virgin Islands Department of Education (VIDE). I understand and agree in the event a third party makes a claim against the VIDE as a result of my use of the computer network or the Internet provided by the VIDE, the VIDE reserves its right to respond to such a claim as it sees fit and to hold all offending parties, including myself, responsible.

I release the VIDE, its affiliates, and its employees from any claims or damages of any nature arising from my access or use of the computer network or the Internet provided by the VIDE. I also agree not to hold the VIDE responsible for materials improperly acquired on the system or for violations of copyright restrictions, user's mistakes or negligence, or any costs incurred by users. This agreement shall be governed by and construed under the laws of the United States and the United States Virgin Islands.

Employee Name (Printed)

Employee Position Title

Employee Signature

Date

This form is to be kept at the school or office and kept on file by the school site administrator. It is required for all employees that will be using a computer network and/or Internet access. It is to be renewed each year prior to any computer network or Internet usage.

STUDENT AGREEMENT

All active students, regardless of age, must read and sign below.

I have read, understand, and agree to abide by the provisions of the attached Internet Acceptable Use Policy of the United States Virgin Islands Department of Education (VIDE). I understand and agree in the event a third party makes a claim against the VIDE as a result of my use of the computer network or the Internet provided by the VIDE, the VIDE reserves its right to respond to such a claim as it sees fit and to hold all offending parties, including myself, responsible.

I release the VIDE, its affiliates, and its employees from any claims or damages of any nature arising from my access or use of the computer network or the Internet provided by the VIDE. I also agree not to hold the VIDE responsible for materials improperly acquired on the system or for violations of copyright restrictions, user's mistakes or negligence, or any costs incurred by users. This agreement shall be governed by and construed under the laws of the United States and the United States Virgin Islands.

Student Name (Printed)

Student I.D. Number

Student Signature

School

Date

This form is to be kept at the school site and kept on file by the classroom teacher or school site administrator. It is required for all students that will be using a computer network and/or Internet access. It is to be renewed each year prior to any computer network or Internet usage.

PARENT OR GUARDIAN AGREEMENT

All parents or legal guardians of students under 18 must read and sign below.

As the parent or legal guardian of the above student, I have read, understand, and agree my child or dependent must comply with the provisions of the attached Acceptable Use Policy of the United States Virgin Islands Department of Education (VIDE). I give full permission to the VIDE to give my child or dependent access to an Internet. I accept full responsibility for the supervision of my child or dependent's use of the Internet at home or while not in a school setting. I understand and agree in the event a third party makes a claim against the VIDE as a result of my child or dependent's use of the computer network or the Internet provided by the VIDE, the VIDE reserves its right to respond to such a claim as it sees fit and to hold all offending parties, including my child or dependent, responsible.

I release the VIDE, its affiliates, and its employees from any claims or damages of any nature arising from my child or dependent's access or use of the computer network or the Internet provided by the VIDE. I also agree not to hold the VIDE responsible for materials improperly acquired on the system, or for violations of copyright restrictions, users' mistakes or negligence, or any costs incurred by users.

This agreement shall be governed by and construed under the laws of the United States and the United States Virgin Islands.

Name of Student

School

Parent/Legal Guardian Name (Printed)

Parent/Legal Guardian Signature

Date

This form is to be kept at the school or office and kept on file by the school site administrator. It is required for all employees that will be using a computer network and/or Internet access. It is to be renewed each year prior to any computer network or Internet usage.