

Administrative Procedure ~ Student Acceptable Use of Electronic Networks

Introduction ~ Electronic information resources which include, but are not limited to student email, the Internet, desktop computers, laptops, and other network files or accounts are available to students of the District. It is the goal of the District to provide current technology in communications and electronic services to all students in order to promote education, efficiency, information sharing, and a cooperative and an innovative environment.

Scope ~ The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines, rules and regulations. Such are provided so that users are aware of the responsibilities they are about to accept. In general, users' responsibilities necessitate efficient, ethical, and legal utilization of the network, computer resources, student email, and other technology resources. Internet access is coordinated through a complex association of government agencies as well as regional and state networks. Worldwide access to computers and people may involve the availability of materials considered to be inappropriate, illegal, or of no professional or educational value. On a global network it is virtually impossible to control all materials. However, through a filtering and monitoring system, the District has taken precautions to restrict access to inappropriate materials and protect its users. Users who access, transmit, or store inappropriate material or who take action that violates the Student Acceptable Use of Electronic Networks procedure are subject to disciplinary or legal action.

Terms and Conditions of this Agreement ~ The reading and acknowledgement of this procedure is legally binding and indicates that the student, parent/guardian have carefully read, understand, and agree to the terms and conditions given within this procedure.

1. **Privileges** ~ The use of electronic information resources is a privilege, not a right. Inappropriate use of these resources may result in disciplinary and/or referral to legal authorities by school administrators. The site teacher/administrator or system administrators as well as District administrators may limit, suspend, or revoke access to electronic resources at any time.
2. **Acceptable Use ~ Inappropriate material or communications defined:** Transmission or intentional receipt of any inappropriate material or material in violation of law or District policy is prohibited. Material or information considered to be in violation of the Student Acceptable Use of Electronic Networks procedure includes, but is not limited to the following:
 - Copyrighted material
 - Criminal activities or terrorist acts
 - Illegal solicitation
 - Threatening or obscene material
 - Sexism or sexual harassment
 - Racism
 - Material protected by trade secrets
 - Pornography
 - Inappropriate language
 - Disrupting the educational experience of others
 - Gambling
 - Explosive devices
 - Political lobbying

3. **Etiquette:** Students have the responsibility to assure all shared information meets the standards set forth in this procedure. Each account holder and user is expected to abide by the generally accepted rules of user etiquette. These rules of etiquette prohibit, but are not limited to the following:
 - Using obscene language
 - Harassing, insulting or attacking others
 - Engaging in practices that threaten the network (e.g., loading files that may introduce a virus)
 - Violating copyright laws
 - Using others' passwords
 - Trespassing in others' folders, documents, or files
 - Intentionally wasting limited resources
 - Employing the network for commercial purposes
 - Sharing confidential information on students or employees
 - Sending or displaying offensive messages or pictures
 - Promoting, supporting or celebrating religion or religious institutions
 - Accessing personal computer devices (Peer to Peer) outside the District's electronic network

4. **Vandalism:** Vandalism is defined as any malicious attempt to harm or destroy property of the user, another user, or of any other agencies or networks that are connected to the network as well as the Internet system. Vandalism also includes, but is not limited to, overloading of data on the server as well as the uploading, downloading or creation of computer viruses in an intentional manner. Vandalism is considered a violation of this procedure and as such is subject to disciplinary or legal action as deemed appropriate by the administration.

5. **Service Disclaimer:** The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the student may suffer while on this system. These damages may include, but are not limited to, loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or by employee error or omission. Use of any information obtained via the information system is at the student's own risk. The District specifically denies any responsibility for the accuracy of information obtained through electronic information resources.

6. **Filtering, Monitoring, and Review:** The District, in order to comply with local, state, and federal laws and standards, filters Internet content on systems to which students may have access. This filtering removes access to websites and Internet servers that have been deemed to have inappropriate content not of an educational value. Report any errors found regarding what sites being, or not being filtered, immediately to an administrator or the Instructional Technology Department. The District retains the right to monitor network, email, computer, and telephone use without warning or notice. Information stored, transmitted, or communicated on District equipment is not to be considered private. Information gained through monitoring may be used as evidence in disciplinary or legal action, at the administration's discretion. The District retains the right to review current and back-up copies of electronic systems, files, data, communications, and email. Reviews are done without notice, and information gained through review may be used as evidence in disciplinary or legal action should a violation of the Student Acceptable Use of Electronic Networks procedure be discovered.

7. **Network:** The use of an assigned account must be in support of education, business,

research and/or within the educational and learning objectives of the District. Each user is responsible for this provision when using the District electronic information resources. Security on any computer system is a high priority because of multiple users. Do not use another individual's account or log on to the system as the systems administrator. Any security concern must be reported to the teacher/principal or systems administrator at once, as well as changes to user account information. Information stored on the network is not to be considered permanent or private. As such, the District retains the right to review and remove as needed data or files found on the network that violates this procedure or that are not in direct support of education or business. In addition, regular maintenance activities can result in the deletion of information deemed not compliant with this procedure. When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, the District reserves the right to review data and files found on the network during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of this procedure exist.

8. **Internet:** Illegal or inappropriate publishing activities or uses of any kind that do not conform to the rules, regulations and policies of the District are forbidden. It is advised to not reveal personal information, such as: home address, phone numbers, password, credit card numbers or social security number; this also applies to others' personal information or that of organizations. Additionally, it is understood that students who publish personal web pages outside the District that may be accessed by District computers must also abide the same standards of appropriate content that all District hosted web pages must maintain. Sites found to be in violation of this will be blocked administratively and appropriate action taken to ensure the removal of dangerous or libelous content hosted by outside web resource providers. Further, the administration reserves the right for further and appropriate action in situations where student personal web pages and/or sites exist that violate the spirit of this procedure.
9. **Computers Use:** The District provides desktop and laptop computers for student use while in the curricular setting. District provided computers are not to be modified in any way, including the addition or removal of hardware or software, without prior permission from the Information Technology Department or an administrator. District provided computers may not be removed from District property without prior approval from the systems administrator. Removal of District owned equipment is in violation of this procedure and disciplinary or legal action may result. District provided computers are not to be used for personal financial gain at any time. Use of District provided computers, or systems, to gain personal income or monies is expressly forbidden, unless it is for fundraising activities associated with school and has prior approval from the systems administrator. This activity is considered a violation of this procedure and is subject to disciplinary or legal action as deemed appropriate by District administrators. Information stored on computers maintained by the District is not to be considered private. When suspicion of a violation of the Student Acceptable Use of Electronic Networks procedure pertaining to inappropriate material or usage exists, the District reserves the right to review data and files found on District provided computers during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of the Student Acceptable Use of Electronic Networks procedure exist.
10. **Student Email:** Email provided to students of the District is primarily for internal educational communications. Student email addresses should not be available to the public unless deemed appropriate by the administration. Student personal use of District provided email resources is prohibited. Any use should be in the scope of the educational curriculum and

teacher expectations of utilizing the tool for instructional purposes. Student to student, student to teacher, student to administrator email correspondence should follow proper etiquette guidelines listed in section 3 of this procedure.

In addition, student email will not violate the Board of Education's policies and will not:

- Promote, or support political functions or agenda's in any way, both internally and externally.
- Promote, or support private business or industry, especially the originators own private concern or business.
- Promote illegal activities or activities prohibited by District policy, or procedures, as found in this document or in the Board of Education Policy Manual.
- Engage in internal or external email activities that are regarded as Spam or mass emailing, unless for information purposes as approved by District administrators.
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Spam is defined as email that is sent to multiple individuals in an uninvited manner for purposes of furthering a private and/or political agenda, the transmission of questionable material, or as a means of solicitation. It must be the student's understanding that District provided email is not private or protected. When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, either through discovery as part of regular maintenance or by staff, student, or parental complaint, the District reserves the right to review data and files found on email clients and servers during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of this procedure exist.

(Elementary Closing Statement – Omit for secondary publication) **Receipt and Acknowledgement of the *Student Acceptable Use of Electronic Networks* procedure is required before access to Electronic Networks is granted. Elementary students and their parents/guardians must initial next to the Student Acceptable Use of Electronic Networks statement as well as sign the receipt and acknowledgement section of the Elementary Handbook before students will be granted access.**

(Secondary Closing Statement – Omit for elementary publication) **Receipt and Acknowledgement of the *Student Acceptable Use of Electronic Networks* procedure is required before access to Electronic Networks is granted. Secondary students and their parents/guardians must sign the *Student Authorization for Electronic Networks Access* form and return it to the appropriate building administration before students will be granted access to District electronic networks.**