

## Instruction

### Acceptable Use Procedure

***Each employee and student must sign an Authorization for Electronic Network Access (found at the end of this procedure) as a condition for using the District's Internet connection. Please read this Acceptable Use Procedure carefully before signing the Authorization.***

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This procedure does not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of this procedure will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

This Acceptable Use Procedure addresses the ethical and appropriate use of our technology resources, the security of our network, and the safety of our students, administrators, faculty and staff. While we continue to believe in intellectual freedom and access to information, we will take reasonable precautions to limit access to controversial and/or offensive materials by:

- Using software programs that may block the materials
- Training users to appropriately use technology and access information

### Employee Responsibilities

Employees will:

- Learn and follow the guidelines set forth in this Acceptable Use Procedure.
- Return a signed authorization form indicating review of adherence to this procedure
- Supervise student use
- Model and provide instruction in the ethical and appropriate use of technology in a public school setting.
- Maintain a curricular focus
- Ensure all student users have parent permission before allowing them to access the Internet.

The District's network is to be used in a responsible, efficient, ethical and legal manner and must be in support of the educational objectives of the District. Transmission of any material in violation of any federal or state regulation is prohibited.

### Unacceptable Use

The ultimate responsibility for a user's actions rests with the user. Examples of unacceptable uses include, but are not limited to, the following:

- Using the network for any illegal activity, including violation of copyright laws, or transmitting any material in violation of any state or federal law
- Unauthorized downloading of software
- Downloading copyrighted material for other than personal use

- Accessing, submitting, posting, publishing, or downloading any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material
- Using the network for commercial purposes
- Providing political or campaign information
- Requesting that websites be unblocked for personal use
- Hacking or gaining unauthorized access to files, resources, or entities
- Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph
- Using another user's account or password

#### Network Etiquette Rules

The user is expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

- Be polite
- Use appropriate language
- Caution should be used when revealing your own personal information
- Do not reveal personal information of students or other staff members
- Caution should be used when revealing credit or checking account information or social security numbers across the Internet
- Do not disrupt network functions
- Do not attempt to gain unauthorized access to system, programs or computer equipment
- Consider all communications and information accessible via the network to be private property

#### 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 suffered by the user, including loss of data resulting from delays, operator error, hardware failures, non-deliveries, network interruptions or inaccurate information. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

#### Indemnification

The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this procedure.

#### Network Security

Attempts to access information on the District's network components as any other user or to share a password may result in cancellation of user privileges. If a security problem is identified, immediately notify the system administrator at the school. Do not demonstrate the problem to other users. All network users will be assigned a username and password to access the District's network components. After signing the Authorization for Electronic Network Access, Internet privileges will be granted. Passwords should be kept private. Security software is installed on all non-administrative client computers on the District's network to prevent intentional or unintentional access to information on the computer network. Internet security software is used to help filter out inappropriate websites.

Violation of network security may include loss of Internet access, loss of network computer usage or loss of local network privileges.

#### Safeguarding Information

All personnel and students are responsible for safeguarding information located on the District's computer systems. The responsibilities include but are not limited to:

- Keeping user names and passwords private
- Storing files in home directories, on disks or in shared folders on the network servers
- Logging off computer when leaving the computer
- Compliance with FERPA (Family Education Rights Privacy Act) guidelines limiting access to personal student information (staff members only)

#### Software Security

Only members of the Technology Department (or persons designated by the Technology Director or Superintendent) are permitted to install software on District computers and other devices. All software purchased for use within the School District 70 computer network will be reviewed by the Technology Department to ensure network security and compatibility.

#### Vandalism

Vandalism will result in cancellation of user privileges and disciplinary/legal action. Vandalism is defined as any malicious attempt to harm or destroy equipment, programs, and /or data of anyone connected to the network and /or Internet. This includes, but is not limited to, uploading, creating or transmitting computer viruses, hacking, theft and unauthorized intrusion.

#### E-mail

The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid staff members in fulfilling their duties and responsibilities, and as an education tool. E-mail accounts are provided to staff members after signing the Staff Authorization for Electronic Network Access.

Unacceptable use of e-mail includes but is not limited to:

- Messages relating to or in support of illegal activities
- SPAM/Mass e-mails
- Chain letters

Electronic mail is not guaranteed to be private; system operators have access to all mail.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any

Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

- e. Use of the District's email system constitutes consent to these regulations.

#### Copyright Web Publishing Rules

TEACHER web pages will be developed with the following guidelines in mind:

1. All subject matter on District web pages must relate to curriculum and instruction, school-authorized activities or information about the district. The district web page will not provide access to personal and/or commercial web pages of teachers or staff.
2. The teacher responsible for the web page will edit, test the document for accurate links, and ensure that the page meets the content standards listed in #1. Furthermore, the teacher will assume responsibility for updating links as needed.
3. If not using a TeacherWeb format, at the bottom of the page, there must be the date of the last update of the page and the name of the person responsible for the page, including email link. On the first page, there must be a link that returns the user to the district web page
4. Pages may not contain links to other pages that are not yet completed
5. Student work may only be published if there is written permission from both the parent/guardian and student. After receiving consent, only first names may be used.
6. Teachers should maintain the links and any other dated information on their websites on a quarterly basis.

#### Privacy

School and Network Administrators may review files and communications to maintain system integrity and insure users are accessing the system responsibly. Users should not assume files stored on servers and hard drives of individual computers will be private.

#### Consequences

**The use of technology resources inside the District is a privilege. Inappropriate/unethical use or failure to fully adhere to the District's Acceptable Use Procedure may include, but is not limited to, limitation or cancellation of user privileges, possible disciplinary action and/or appropriate legal action.**

**Staff Authorization for Electronic Network Access**

*Please return to the district office.*

I have read, understand and will abide by the District's Acceptable Use Procedure. I understand that the District and/or its agents may access and monitor my use of the District's electronic network, including the Internet, my email and downloaded material, without prior notice to me. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the District and its School Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the District's electronic network, including the Internet. I understand that any violation of this procedure may result in the loss of privileges, disciplinary action, and/or legal action.

User's Full Name: \_\_\_\_\_  
(Please print)                      (first)                      (middle)                      (last)

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Student Authorization for Electronic Network Access

*Please return to the district office.*

Dear Parents/Guardians:

Our School District has the ability to enhance your child's education through the use of electronic networks, including the Internet. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Students and their parents/guardians need only sign this *Authorization for Electronic Network Access* once while the student is enrolled in the School District.

The District *filters* access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. If a filter has been disabled or malfunctions it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child or ward should follow, and the School District respects each family's right to decide whether or not to authorize Internet access.

With this educational opportunity also comes responsibility. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions. If you agree to allow your child to have an Internet account, sign the *Authorization* form below and return it to your school.

### **Authorization Form**

**Students must have a parent/guardian read and agree to the following before being granted access:**

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. **The failure of any user to follow the terms of the *Acceptable Use Procedure* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

I have read this *Authorization* form and the *District's Acceptable Use Procedure*. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the *District's Acceptable Use Procedure* with my child. I hereby request that my child be allowed access to the District's electronic network, including the Internet.

\_\_\_\_\_  
Parent/Guardian Name (*please print*)

\_\_\_\_\_

Parent/Guardian Signature

Date

ADOPTED: April 17, 2006

REVISED: September \_\_, 2013