

## **Electronics Information System Acceptable Use and Procedures**

### **ACCEPTABLE USE GUIDELINES**

#### **NETWORK**

1. All use of the system must be in support of education and research and consistent with the mission of the district. The district reserves the right to prioritize use and access to the system.
2. Any use of the system must be in conformity to state and federal law, network provider policies and licenses, and district policy. Use of the system for commercial solicitation is prohibited. Use of the system for charitable purposes must be approved in advance by the superintendent or designee.
3. The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
4. No use of the system shall serve to disrupt the operation of the system by others; system components including hardware or software shall not be destroyed, modified or abused in any way.
5. Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited.
6. Users are responsible for the appropriateness and content of material they transmit to or publish on the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.
7. Use of the system to access, store or distribute obscene or pornographic material is prohibited.
8. Subscriptions to mailing lists, bulletin boards, chat groups and commercial on-line services and other information services must be pre-approved by the superintendent or designee.

#### **SECURITY**

9. System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
10. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
11. Communications may not be encrypted so as to avoid security review.

#### **PERSONAL SECURITY**

12. Personal information such as addresses and telephone numbers should remain confidential when communicating on the system. Students should never reveal such information without permission from their teacher or other adult.
13. Students should never make appointments to meet people in person that they have contacted on the system without district and parent permission.
14. Students should notify their supervising teacher whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.

## **COPYRIGHT**

15. The unauthorized installation, use, storage or distribution of copyrighted software or materials on district computers is prohibited.

## **GENERAL USE**

16. Diligent effort must be made to conserve system resources. For example, users should frequently delete e-mail and unused files.
17. No person shall have access to the system without having received appropriate training, and a signed User Agreement must be on file with the district. Students under the age of 18 must have the approval of a parent or guardian.
18. While the district uses Internet filter programs, it still may be possible for students to access material which they or their parents find personally unacceptable or controversial. The district and individual schools have established procedures and rules regulating the materials that students may search for on the network, but it is not possible to provide direct supervision of all students at all times.
19. Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with district policy and procedure.

## **STUDENT USE**

20. Student use will be consistent with the purpose of the system within the \_\_\_\_\_ School District which is to enhance learning within the structure of the classroom and/or educational projects.
21. The acquisition and use of an individual student account is to be considered a privilege and can be eliminated at any time.
22. Supervision of the student use at school will be the responsibility of the supervising teacher. All use of the electronic information system will be subject to monitoring.
23. The student and his parent must read and agree to follow the Acceptable Use Policy and fill out the Electronic Information System User Agreement of the \_\_\_\_\_ School District. This agreement is formalized through:
  - a. their signature on the user agreement form;
  - b. obtaining the signature of a parent/guardian on that same form.
24. Students will need to reactivate their account at the start of each school year by returning the signed User Agreement to the appropriate school center to be processed.
25. The student must have a working knowledge of computer hardware and software necessary to responsibly use the system.

## **SUPERVISING TEACHER/PARAPROFESSIONAL**

26. Supervising teachers must have an existing account through the \_\_\_\_\_ School District.
27. Supervising teachers must have a working knowledge of computer hardware and software necessary to operate the system.
28. Supervising teachers will be responsible for communicating student responsibilities to the students with whom they work.

For security and administrative purposes the district reserves the right for authorized personnel to review system use and file content. The district reserves the right to remove a user account on the system to prevent further unauthorized activity.

From time to time, the district will make a determination as to whether specific uses of the system are consistent with the regulations stated above. Under prescribed circumstances, non-student or staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and goals of the district.

Violation of any of the conditions of use may be cause for disciplinary action, including termination.

*Print on Building Letterhead.....*

Dear Parents/Guardians:

Your child has the opportunity to receive Internet access through the school computer network and needs your permission to use this access. The Internet is a system linking smaller computer networks into a large network, so that by using e-mail and other techniques, computer users can share information, learn concepts and research subjects. Among the advantages to your child are the opportunities to communicate with other schools, colleges, organizations and individuals around the world.

Use of the computer network and the Internet in our school setting is closely tied to educational goals and, along with this opportunity, your child also needs to accept responsibilities. It is important that you and your student read and sign the enclosed material. When a student is given access, it is extremely important that the rules of the district, the building, and the supervising teacher are followed. While using the district network or the Internet, students are responsible for any activity in which they engage or for material that they access. Inappropriate use will result in the loss of the privilege to use this educational tool as well as other disciplinary action, if necessary. Parents or guardians are legally responsible for their child's actions in this as in many other situations.

If you have any questions, please contact one of your child's teachers or me at the number listed on the letterhead.

Sincerely,

Principal

\_\_\_\_\_ **SCHOOL DISTRICT**  
**Student User Agreement**  
**Electronic Information System**

\_\_\_\_\_  
School

\_\_\_\_\_  
Supervising Teacher

\_\_\_\_\_  
Student

\_\_\_\_\_  
Grade

My child and I agree to abide by the District's Policy and Procedures for Electronic Information System Acceptable Use, which we have reviewed and understand. My child and I acknowledge and agree that the \_\_\_\_\_ School District has the right to review, edit or remove any materials installed, used, stored or distributed on or through the District's system including e-mail and other electronic messages. We acknowledge that failure to comply with the policy and procedures may result in revocation of network privileges as well as disciplinary consequences.

I understand that, via the District's Internet Filter system, reasonable precautions are taken to ensure that controversial material is not made available to my child, but that the opportunity does exist if my child does not follow guidelines and directions.

I hereby give my permission for my student to have an account, and certify that the information on this form is correct.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Phone Number

Application Approved by:

Date:

\_\_\_\_\_  
**SCHOOL DISTRICT**  
**Faculty/Staff User Agreement**  
**Electronic Information System**

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User

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School

Classroom/Location

I agree to abide by the District's Policy and Procedures for Electronic Information System Acceptable Use, which I have reviewed and understand. I acknowledge and agree that the \_\_\_\_\_ School District has the right to review, edit or remove any materials installed, used, stored or distributed on or through the District's system including e-mail and other electronic messages. I understand that the violation of the use provisions stated in the policy may constitute suspension or revocation of network privileges as well as disciplinary consequences, including termination.

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User Signature

Date

Application Approved by:

Date: