

SOUTH BROWN COUNTY

UNIFIED SCHOOL DISTRICT 430



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U. S. D. #430

ACCEPTABLE USE POLICY

Introduction

The primary purpose of the network and internet at any of the School District's locations, is to support and enhance learning and teaching that prepares students for success during and after graduation. Providing access to the network and internet is an investment in the future of both our students and staff. The USD430 network Acceptable Use Policy supports the core beliefs of the USD430 Board Of Directors:

- Do what is in the best interest for students.
- Continue to learn and grow.
- Respect and care about each other.

USD430 believes that electronic communication is a tool for life-long learning, and that access to internet is one of the resources that promotes' educational and organizational excellence. We believe the responsible use of the internet and the local network will propel today's schools into the information age allowing students and staff to significantly expand their knowledge by accessing and using information resources, and by analyzing, collaborating and publishing information.

Students and staff should use our network in a responsible, efficient, ethical, and legal manner in accordance with the mission of USD430. The use of internet and local network is a privilege, not a right, which may be revoked at any time for inappropriate behavior. Users assume responsibility for understanding the policy and guidelines as a condition of using our network. Staff members are accountable to teach and use the network responsibly. Use of the network that is inconsistent with this policy may result in loss of access as well as other disciplinary or legal action.

This policy will be signed by teachers, students, parents, and other staff at the beginning of each school year. The policy will also need to be resigned if the individual has an absence of 6 months or more during the school year.

E-mail Access

E-mail users are expected to use Digital Citizenship. See Attached Digital Citizenship Policy. There is no expectation of privacy with email. Our email system strictly monitors all incoming and outgoing mail. The technology department; can at time view an individual's emails for any reason that they deem is necessary for the protection of the network and or the protection of staff or students.

At this time only the following individuals are authorized to use e-mail:

1. **USD430 employees** may be issued an individual e-mail account.

This includes all certified staff who are issued an email account automatically, also paraprofessionals, custodians, and any other staff may be issued an email account if their supervisor approves it.

Acceptable Internet Use Policy

Staff members are expected to teach responsible use to students when students are accessing the Internet, as well as to provide guidance and supervision of students using the Internet in the following ways:

- Teachers and other supervising adults will discuss the appropriate use of network and the Internet with their students, monitor their use, and intervene if the resource is not being used appropriately.
- Computers that allow access to the Internet should only be placed in areas where adults are present.

Internet users are encouraged to develop uses which meet their individual learning and teaching needs and to take advantage of the network's many useful functions, including World Wide Web, subscription-based information resources, newsgroups, listservs, bulletin boards, and threaded discussions.

It is possible that students may find material on the Internet that parents consider objectionable. Although students are supervised when they use the Internet, this does not guarantee that students will not access inappropriate materials. We do use content filtering but with new sites created constantly there is still a risk that something might be accessed that parents, teachers, etc. might find objectionable. USD430 guidelines for accessing the Internet prohibit access to material that is inappropriate in the school environment. Students should report inappropriate access of material to a teacher, other staff persons, or their parents. Parents are encouraged to discuss responsible use of the Internet with their children and how this responsibility includes using the Internet at school, as well as from home.

Unacceptable Use

The Student Planner governs student discipline.

School Board Policy and District Administrative Rules govern staff use.

The following uses of network are unacceptable and may result in suspension or revocation of network privileges. Unacceptable use is defined to include, but not be limited to, the following:

- Violation of School Board Policy, District Administrative Rules, or any provision in the district Student Planner Handbook.
- Transmission of any material in violation of any local, state, or federal law. This includes, but is not limited to: copyrighted materials, threatening or obscene material, or material protected by trade secret.
- The use of profanity, obscenity or other language that may be offensive to another user.
- Any form of vandalism, including but not limited to, damaging computers, computer systems, or networks, and/or disrupting the operation of the network.

- Copying and/or downloading commercial software or other material (e.g. music) in violation of federal copyright laws.
- Use of the network for financial gain, commercial activity, or illegal activity, e.g. hacking.
- Use of the network for political activity.
- Use of the network to access pornographic or obscene material.
- Creating and/or placing a computer virus on the network.
- Accessing another person's individual account without prior consent or accessing a restricted account without the prior consent of the responsible administrator or teacher. The person in whose name an account is issued is responsible at all times for its proper use. Passwords should never be shared with another person and if you feel that your password is compromised let the network administrator know and he will change it.
- Any form of bullying or harassment online or offline will not be tolerated.
- Any form of trying circumventing any of the filters or protection components will not be tolerated.

Any violation of any of the above can result in but not limited to, suspension of internet and network access, in-school suspension, out of school suspension, expulsion, and or criminal prosecution. Staff members in violation will result in but not limited to written reprimand, suspension, suspension without pay, loss of job, or criminal prosecution.

Privacy

Student: Specific Internet Privacy Protections and Considerations have been developed for students. See attached Privacy Protections policy for more information.

Staff and student users of the USD430 network must be aware that information accessed, created, sent, received, or stored on the network is not private. It is subject to review by network system administrators and or school administration. System administrators may investigate complaints regarding e-mail, internet access, or files stored in any network drives including personal document folders that may contain inappropriate or illegal material.

Web Content

The content on the USD430 website shall be consistent with its purpose of supporting and enhancing learning and teaching that prepares students for success. In addition to the educational purpose,

- providing what's best for students,
- allowing for students and staff to continue and grow,
- respecting and caring for one another,

the website includes information about the district and functions as a communication tool.

Any staff who wish to have pages published on the USD430 web site or publish their own class or school web site should use criteria appropriate to selecting material that enriches the learning environment. In addition to applying the principles used to establish a rich educational environment, web page content should be designed to reflect the following criteria.

- Authority
- Accuracy
- Objectivity
- Currency

- Coverage
- Students names, parents names, addresses, teachers names, addresses, etc. should never be published.
- Pictures of students or other teachers should not be posted except in groups of five individuals or more and with the proper consent of the individuals in the photos.

Copyright & Plagiarism

Adherence to federal copyright law is required in both the print and the electronic environments. USD430 Administrative guidelines states District intent to adhere to the provisions of Public Law 94-553 and subsequent federal legislation and guidelines related to the duplication and/or use of copyrighted materials. USD430 guidelines only permit copying specifically allowed by copyright law, fair use guidelines, license agreements or proprietor's permission. Additional copyright information is provided at <http://web4j1.lane.edu/libraryservices/mediainst/copyright.html> .

The following are not permitted:

- Using network resources to commit plagiarism.
- Unauthorized use, copying, or forwarding of copyrighted material.
- Unauthorized installation, use, storage, or distribution of copyrighted software.

USD430 Student Internet Privacy Policy

Internet Privacy Protections and Considerations for Students

The school district has an obligation to protect students' safety and to balance this with the need for open communications when using the Internet. There are documented instances of students being inappropriately identified via the Internet and thereby becoming subjected to unhealthy situations or unwelcomed communications.

The purposes of these guidelines are:

- 1) To inform school staff and parents of the possible dangers of allowing students to publish identifying information on the Internet;
- 2) To recognize that there are potential advantages of allowing students to publish identifying information on the Internet;
- 3) To provide to schools a recommended set of guidelines governing how student identifying information should be handled.

For Elementary and Middle School Students

It is clear that there are significant risks, as well as significant advantages are involved with allowing students to be identified on the Internet. Therefore students should not be easily identifiable from materials they might publish on the Internet. No information or photos published containing a child whose parents have returned the form asking that such information not be released.

Guidelines:

- Names should not be used in published student work.
- Pictures that are a part of student publishing should not include identifying information.
- Under no circumstances should a student's home address or phone number be included.
- If replies to published student work are appropriate, the sponsoring teacher's address should be the e-mail address displayed, not the student's.
- In special circumstances with parent-signed release, identifying information can be added.

For High School Students

While the five bulleted guidelines above apply to K-12, there are circumstances where it might be appropriate for these older students to provide identifying information along with work published on the Internet. The USD430 Technology Planning Committee recognizes that high school student publications on the Internet may allow more identifying information where it is considered appropriate by both the student and the supervising staff member. One example might be college entrance or employment opportunities that would be enhanced by viewing a student's work on the Internet.

Guidelines:

To make this determination the submitting high school student and the supervising staff member must carefully weigh the potential for risk against the perceived advantage of posting this identifying information. Students are required to seek guidance and approval from school staff and are encouraged to involve parents in instances where there is uncertainty before posting identifying information.

USD430 Digital Citizenship

Users of e-mail and other network services should be aware of the common expectations or netiquette (network etiquette) that users expect from one another.

- E-mail messages are not guaranteed to be private. The system administrator of the USD430 network has access to all mail in order to maintain the system.
- When sending e-mail, make your "subject" as descriptive as possible.
- Do not post the personal addresses or phone numbers of students or colleagues.
- Check your e-mail frequently and delete messages that are no longer needed
- Proofread and edit messages before they are sent, but be tolerant of errors in messages from others.
- Be careful when using sarcasm and humor: without face-to-face communications, a joke may not be taken the way it was intended.
- Do not publicly criticize or inflame others.
- Protect the privacy of other people.
- Messages written in ALL CAPITALS are difficult to read and are the network equivalent of shouting.

USD430 Wireless AUP

Acceptance of Terms and Conditions of Use

BY CLICKING ON "Logon" ON THE WI-FI SYSTEM SIGN-UP PAGE, YOU REPRESENT that:

1. YOU HAVE READ, UNDERSTAND AND AGREE TO THE TERMS OF THIS AGREEMENT

If you do not agree to the terms of this Agreement, you may not use the Wi-Fi System. Your electronic acceptance of the Agreement by clicking on "Logon" on the sign-up page has the same effect as if you had actually signed the Agreement. The effective date of this Agreement is the date that you click on "Logon".

Description of Wi-Fi System/Service Availability

SOUTH BROWN SCHOOL DISTRICT will provide access to the Wi-Fi System at locations ("Enabled Locations") that have been equipped with wireless access points. Access points or Enabled Locations may not be available in all areas of the SOUTH BROWN SCHOOL DISTRICT, and may not always be operational.

Fee for Wi-Fi System

The Wi-Fi system at SOUTH BROWN SCHOOL DISTRICT is provided "free of charge" as a value added service to our students, faculty, and guests

Access to Internet

SOUTH BROWN SCHOOL DISTRICT does not screen or restrict access to any content placed on or accessible through the Internet. SOUTH BROWN SCHOOL DISTRICT also does not screen or restrict communications between parties via the Internet. You acknowledge that if you access the Internet you may receive or be exposed to content, goods or services which you consider to be

improper, inaccurate, misleading, defamatory, obscene or otherwise offensive. You agree that SOUTH BROWN SCHOOL DISTRICT is not liable for any action or inaction with respect to any such content on the Internet accessible through the Wi-Fi System.

Your Responsibilities

You must (1) provide all equipment (including computer hardware and software, personal digital assistants, wireless network cards, etc.) to connect to the Wi-Fi System, (2) comply with local, state, federal and international laws and regulations, including but not limited to copyright and intellectual property rights laws. You agree to be responsible for and to bear all risk and consequences for (1) the accuracy, completeness, reliability and/or usefulness of any content available through the Wi-Fi System and (2) all communications that you send or receive via the Wi-Fi System. SOUTH BROWN SCHOOL DISTRICT does not undertake the security of any data you send through the Wi-Fi System and it is your responsibility to secure such data.

Acceptable Use Policy

All users of the Wi-Fi System must comply with this Acceptable Use Policy (AUP). This AUP is intended to prevent unacceptable uses of the internet. SOUTH BROWN SCHOOL DISTRICT does not actively monitor the use of the Wi-Fi System under normal circumstances. Similarly we do not exercise editorial control or review the content of any Web site, electronic mail transmission, newsgroup or other material created or accessible over or through the Wi-Fi System. However, we may remove, block, filter or restrict by any other means any materials that, in our sole discretion, may be illegal, may subject SOUTH BROWN SCHOOL DISTRICT to liability or may violate this AUP. SOUTH BROWN SCHOOL DISTRICT may cooperate with legal authorities and/or third parties in the investigation of any suspected or alleged crime or civil wrong. Violation of this AUP may result in the suspension or termination of your access to the Wi-Fi System.

Termination

You agree that SOUTH BROWN SCHOOL DISTRICT may terminate this Agreement and cancel your access to the Wi-Fi System at any time, without notice and for any reason including, but not limited to, violation of any of the terms and conditions of this Agreement, security or safety reasons, and/or using the Wi-Fi System to perform any illegal activity. You further agree that in the event of termination for any reason, SOUTH BROWN SCHOOL DISTRICT will have no liability to you.

No Warranty

THE WI-FI SYSTEM IS PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS, WITHOUT WARRANTIES OF ANY KIND. SOUTH BROWN SCHOOL DISTRICT DOES NOT WARRANT THAT THE SERVICES WILL BE UNINTERRUPTED, ERROR-FREE, OR FREE OF VIRUSES OR OTHER HARMFUL COMPONENTS. SOUTH BROWN SCHOOL DISTRICT MAKES NO EXPRESS WARRANTIES AND CUSTOMER WAIVES ALL IMPLIED WARRANTIES INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF TITLE, NON INFRINGEMENT, MERCHANTABILITY, AND FITNESS FOR A PARTICULAR PURPOSE REGARDING ANY MERCHANDISE, INFORMATION OR SERVICE PROVIDED THROUGH SOUTH BROWN SCHOOL DISTRICT OR THE INTERNET GENERALLY. CUSTOMER EXPRESSLY ACKNOWLEDGES THAT THERE ARE, AND ASSUMES ALL RESPONSIBILITY RELATED TO, THE SECURITY, PRIVACY AND CONFIDENTIALITY RISKS INHERENT IN WIRELESS COMMUNICATIONS AND TECHNOLOGY AND SOUTH BROWN SCHOOL DISTRICT DOES NOT MAKE ANY ASSURANCES OR WARRANTIES RELATING TO SUCH RISKS. NO ADVICE OR INFORMATION GIVEN BY SOUTH BROWN SCHOOL DISTRICT OR ITS REPRESENTATIVES SHALL CREATE A WARRANTY.

Limitation of Liability

SOUTH BROWN SCHOOL DISTRICT, ITS EMPLOYEES, AGENTS, VENDORS, AND LICENSORS ARE NOT LIABLE FOR ANY COSTS OR DAMAGES ARISING, EITHER DIRECTLY OR INDIRECTLY, FROM YOUR USE OF THE WI-FI SYSTEM OR THE INTERNET, SPECIFICALLY INCLUDING ANY DIRECT, INDIRECT, INCIDENTAL, EXEMPLARY, MULTIPLE, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES.