



Waterford Unified School District

219 N. Reinway Ave. # 2 • Waterford, CA 95386 • (209) 874-1809

WATERFORD UNIFIED SCHOOL DISTRICT Administrative Regulations

AR 6162.8(m)

AUTHORIZED USE OF ELECTRONIC INFORMATION RESOURCES Student Guidelines

PURPOSE

The purpose of the WATERFORD UNIFIED SCHOOL DISTRICT Network System is to advance and promote excellence in education. The Network System is intended to assist in the communication, collaboration, and exchange of information between and among schools, school district offices, the Stanislaus County Office of Education, the California Department of Education, institutions of higher learning, and other educational entities.

MISSION

The mission of the Waterford Unified School District, as the educational center of the community, is to create a learning environment of excellence where all students develop their full potential to become knowledgeable, contributing members of our society.

The goals for the use of the Network System are to (1) promote innovation and educational excellence and (2) provide information resources for students, staff, and community to create intellectual projects, collaborate, and communicate. To achieve this, the Network System must provide quality, equitable, and cost-effective information and communication resources to the education community. This directly supports our District Mission Statement.

USE

Only those individuals who have received instruction or have prior experience shall be authorized to use the Internet. A completed and signed District Agreement for use of Electronic Information Resources must be signed and on file.

Successful operation of the Network System requires that users regard the network as a shared resource, and cooperate to form a community of diverse interests with the common purpose of advancing in excellence in education in the **WATERFORD UNIFIED SCHOOL DISTRICT**. It is therefore imperative that users conduct themselves in a responsible, decent, ethical, and polite manner while using the Network System.

MONITORING

The **WATERFORD UNIFIED SCHOOL DISTRICT** reserves the right to monitor all traffic on the Network System. Monitoring includes, but is not limited to, review of hub traffic – volume, connect time, disk usage, and remote log-ins.

LEGAL ISSUES

The California computer crime Bill (1979) added section 502 to the *Penal Code* making it a felony to intentionally access any computer system or network for the purpose of:

- devising or executing any scheme or artifice to defraud or extort or obtaining money, property, or services with false or fraudulent intent, representations, or promises.

It is also a felony to maliciously access, alter, delete, damage or destroy any computer system, computer network, computer program, or data. Some examples of offenses are removing another user's accounts, changing other user's passwords, using an unauthorized account, damaging files, altering the system, using the system for personal gain illegally, or damaging school or district property. Penalties include maximum fines of \$5000.00 and/or imprisonment in the state prison for up to three years or the county jail for up to one year. Anyone committing acts of this kind will face legal action and **WATERFORD UNIFIED SCHOOL DISTRICT** disciplinary procedures.

RESOURCES

WATERFORD UNIFIED SCHOOL DISTRICT recognizes the importance of providing a stimulating educational environment through the use of high quality learning resources.

The District (1) recognizes there is considerable information in the Network System designed to achieve and support the District's instructional goals and (2) acknowledges the fact that there is information available that may be inappropriate for student use. Although the actual percentage of unacceptable materials may be small, it can cause concern for students, teachers, and parents, particularly if a student stumbles onto inappropriate information while doing legitimate research.

It is the District's intent to protect students from inappropriate information. However, **WATERFORD UNIFIED SCHOOL DISTRICT** staff cannot screen all the materials available on the Internet. It should be understood by all students and staff that willful access to inappropriate material in any form is a violation of this policy and may result in the revocation of Network System privileges.

RIGHTS AND RESPONSIBILITIES

Authorized users have the right (subject to Network limitations) to the following:

- access the Internet to facilitate diversity and personal growth in technology, information gathering skills, and communication skills.
- Retrieve information using the following: file transfer protocol (FTP), telnet, electronic mail (e-mail), and other network tools under the guidelines and direction of the classroom teacher.
- Use e-mail for educational purposes and under the guidelines and direction of the classroom teacher only.

PERSONAL USE

The use of the **WATERFORD UNIFIED SCHOOL DISTRICT** Network System is a privilege. Users should strive for the most responsible use of the institutional resources for purpose related to accessing, sharing, and creating information and collaborating with other members of this and other communities for scholarly and work-related communications.

PLAGIARISM

The dictionary defines plagiarism as “taking ideas or writings from another person and offering them as your own.” The student who leads readers to believe that what they are reading is the student’s original work when it is not is guilty of plagiarism. Be careful when using the Internet. Cutting and pasting ideas into a document is very easy to do. Credit should always be given to the person who created the article or the idea.

COPYRIGHT

According to the Copyright Act of 1976, “Fair Use” means that information legally found on the Internet may be used for scholarly purpose. Information may not be plagiarized or sold.

The following are examples specific to copyright:

- A copy of Microsoft Works is found on the Internet. Can it be legally copied? The answer is NO. This is copyrighted software. Copyrighted software must be purchased before it can be used legally.
- An article about the use of Microsoft Works is on the Internet. This article may be copied as long as credit is give to the author. However, it can not be sold.
- A shareware program is copied. The user must abide by the provisions stipulated by the author of the program.

PROHIBITED USES

This policy does not attempt to articulate all required or proscribed behavior by users. Misuse may come in many forms; it is commonly viewed as any transmissions(s) sent or received that indicates or suggests pornography, unethical or illegal solicitation, racism, sexism, and inappropriate language.

WATERFORD UNIFIED SCHOOL DISTRICT characterizes the following as unacceptable in which an individual:

- uses the Network System for illegal, inappropriate, or obscene purposes, or in support of such activities. [Illegal activities shall be defined as a violation of local, state, and /or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network, and/or purpose and goals. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication vehicle.]
- uses of the Network for any illegal activity, including violation of copyrights or other contracts violating such matters as institutional or third party copyright, license agreements and other contracts
- intentionally disrupts network traffic or crashes the network and connected systems

- degrades or disrupts equipment or system performance
- uses the district computing resources for commercial, financial gain, or fraud
- steals data, equipment, or intellectual property
- gains unauthorized access to others' files or vandalizes the data of another user
- gains or seeks to gain unauthorized access to resources or entities
- uses the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or district policy
- uses intellectual property of others without permission
- uses harassing, abusive, or obscene language
- annoys, harasses, or intentionally offends
- introduces computer viruses
- forges electronic mail messages or uses an access owned by another user
- wastes resources
- invades the privacy of others
- possesses data in any form (including hard copy disk) which might be considered a violation of these rules
- news groups may not be accessed by students

CONSEQUENCES OF VIOLATIONS

The district has the right to (1) monitor user activity in any form that it sees fit to maintain the integrity of the Network System and (2) restrict or terminate Network and Internet access at any time for any reason.

As with any other violation of school or district rules and regulations, consequences of violation include but are not limited to the following:

- suspension of Internet access
- revocation of Internet access
- suspension of Network System privileges
- revocation of Network System privileges
- limitation of computer access
- revocation of computer access
- school suspension
- legal action and prosecution
- financial liability for loss of network system resources

POLICY REVIEW

The **WATERFORD UNIFIED SCHOOL DISTRICT** Superintendent or Superintendent's Designee will determine whether specific uses of the Network System or Internet are consistent with this policy.

WATERFORD UNIFIED SCHOOL DISTRICT
Administrative Regulations

AR 6162.8(q)

AUTHORIZED USE OF ELECTRONIC INFORMATION RESOURCES
Student Agreement

Please read this *Agreement* carefully. When signed by you and your guardian/parent, **it becomes a legally binding contract**. Before you can be provided with an access account, you must do the following:

- read the *Authorized Use of Electronic Information Resources Student Guidelines*
- be recommended by a teacher from your school to have access to the Network System (teacher signature required)
- sign agreement form (both the student and the parent/guardian)
- return it to your teacher

TERMS AND CONDITIONS

1. **Personal responsibility.** As a representative of this school, I will accept personal responsibility for reporting any misuse of the network system to the system/site administrator. Misuse may come in many forms, but is commonly viewed as any transmission(s) sent or received that indicates or suggests pornography, unethical or illegal solicitation, racism, sexism and inappropriate language or other issues described in the Guidelines.
2. **Acceptable Use.** The use of my assigned account must be in support of education and research and must be consistent with the educational goals and objectives of the **WATERFORD UNIFIED SCHOOL DISTRICT**. I am personally responsible for the use of my account at all times.
 - a) Use of other organizations networks or computing resources must comply with rules appropriate to that network.
 - b) Transmission of any material in violation of United States or other state regulations is prohibited. This includes, but is not limited to copy righted material, threatening or obscene material, or material protected by trade secret.
 - c) Engaging in commercial activities by for-profit institutions is not acceptable.
 - d) Use of the network system for product advertisement or political lobbying is prohibited.
3. **Privileges.** The use of the electronic information system is a privilege for students in the **DISTRICT**, not a right. Inappropriate use may result in cancellation of my account. Each person who receives an account will receive instructions to proper behavior and use of the network. The administration or district staff or district may request that the system/site administrator deny, revoke or suspend specific user accounts.

4. **Guidelines.** I will abide by guidelines which include but are not limited to the following:

- a) **BE POLITE.** Never send, or encourage others to send, abusive messages.
- b) **USE APPROPRIATE LANGUAGE.** Remember that you are a representative of the **WATERFORD UNIFIED SCHOOL DISTRICT** on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally! Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- c) **PRIVACY.** Do not reveal any personal information, your home address or personal phone numbers or those of students or colleagues. Report to your system/site administrator any person who asks for personal information or violates your privacy.
- d) **ELECTRONIC MAIL.** Electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to your system/site administrator.
- e) **DISTRUPTIONS.** Do not use the network system in any way that would disrupt use of the network by others. Only take the information you want and need.
- f) **GAMES.** Do not play games with others on the Network System or on the Internet.
- g) **MISUSE.** Report any misuse of the Network System to your system/site administrator/site administrator.
- h) **OTHER CONSIDERATIONS**
 - Keep messages brief
 - Minimize spelling errors and make sure your message is easy to understand and read.
 - Use accurate and descriptive titles for your articles.
 - Get the most appropriate audience for your message, not the widest.
 - Remember that humor and satire is very often misinterpreted.
 - Cite references for any facts you present or material you use.
 - Keep signatures brief.
 - Remember that all network users are people who deserve consideration. Don't "attack" correspondents, persuade them with facts.
 - Post only to groups you know.
 - Network System should only be used for educational purposes- not for personal use and under the direction of the teacher.
 - Post to groups only with prior permission/direction from your teacher.

5. **Services.** WATERFORD UNIFIED SCHOOL 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 while on this network system. These damages include loss of data as a result of delay, non-deliveries, missed deliveries, or service interruptions caused by the system or by your errors or omissions. Use of any information obtained via the information network system is at your own risk. WATERFORD UNIFIED SCHOOL DISTRICT specifically denies any responsibility for the accuracy of information obtained through its services.
6. **Security.** Security on any computer system is a high priority. If you identify a security problem, notify the system/site administrator at once. Never demonstrate the problem to other users. All use of the system must be under your own account. Any misuse of your account is your responsibility. You must log off when leaving your computer station.
7. **Vandalism.** Vandalism is defined as any malicious attempt to harm or destroy data of another user, or that of agencies, or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses, disrupting or limiting access to network resources, or using the network to make unauthorized entry to any other machine accessible via the network. Any violation may result in the loss of your network privileges, disciplinary action, and/or legal referral.
8. **Newsgroups.** News groups may only be accessed by students under the supervision and direction of the teacher.

School Yr. 2021-22

REQUIRED SIGNATURES**STUDENT**

I understand and will abide by the provisions and conditions of this agreement. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user access, and appropriate legal action. I also agree to report any misuse of electronic information resources to my teacher/principal.

Student's Name (Please print) _____

School _____ *Grade* _____

Signature _____ *Date* _____

Administrator _____ *School* _____ *Date* _____

TEACHER

I recommend that the above named student be allowed access to the Waterford Unified School District Network System and Internet. The student has received training in the proper use of the Network System.

Teacher's Name (Please print) _____

School _____ *Grade* _____

Signature _____ *Date* _____

PARENT OR GUARDIAN

I have read and reviewed the *Authorized Use of Electronic Information Resources Student Guidelines* with my child. I understand the conditions of this agreement and hereby give my permission to allow my child access to electronic resources such as the Internet while at school.

Parent/Guardian name (Please print) _____

Signature _____ *Date* _____