

Bullock Creek School District

Computer Network Acceptable Use Policy/Staff

Revised October 2009

Technology Mission:

All members of the Bullock Creek school community will use technology as a tool for engaged learning, information management, communication, collaboration, curriculum development, and/or staff development to deliver the curriculum approved by the Board of Education.

All members of the Bullock Creek school community have the opportunity to access a computer network that allows limited access to the Internet. This is an important component of the education environment that prepares students for life and work in the 21st Century. An Internet filtering system limits access to downloads, chat rooms, and inappropriate or undesirable addresses. Web pages are blocked based on categories selected by the service provider and sites selected by the district.

In accordance with the Children's Internet Protection Act, the district has implemented this policy, in part to:

- promote the safe, ethical, responsible, and legal use of the Internet;
- support the effective use of the Internet for educational purposes;
- protect students against potential dangers in their use of the Internet; and
- insure accountability

The district's electronic information technologies are intended for educational purposes and are neither a public access service nor a public forum. Only Bullock Creek School District students, its faculty, and staff, who agree to the terms of this policy, may be granted access to the district's network.

Users have no expectation of privacy as to information or activity on the district's electronic information technologies. The district retains the right to monitor all use, including but not limited to personal e-mail and voicemail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed through the district's electronic information technologies. Electronic mail in personal accounts will not generally be inspected by school officials without the consent of the sender or a recipient, except as required to investigate complaints which allege a violation of the District's rules and policies.

The district's electronic information technologies are provided on an "as is, as available" basis and are provided without warranties (either express or implied) of any kind for any reason.

Rules

The district network includes networked and stand-alone computers, hardware, software, and related items provided by the schools for the school community. Use of the Bullock Creek local area network (LAN), wide area network (WAN), Internet, and stand-alone computers is governed by the following rules.

Users of the district's electronic information technologies shall:

- (1) Access the district network only after the school has received a signed network Acceptable Use Policy.
- (2) Use the district's technologies (including file storage) primarily to facilitate learning and enhance information exchange consistent with legitimate educational and work-related purposes.
- (3) Attend appropriate training sessions in the use and care of hardware, software, and network peripherals.
- (4) Seek instruction for the use of any available technology for which the user is not familiar.
- (5) Comply with the rules set forth in this policy, as well as the rules established for using hardware, software, labs, and networks.
- (6) Maintain the privacy of passwords, which shall not be published, shared, or otherwise disclosed.
- (7) Promptly notify a school official if a possible security problem is identified.
- (8) Access only the network account for which the user is authorized.
- (9) Use e-mail, chat, instant messaging, and other forms of two-way electronic communications primarily for educational purposes.
- (10) Promptly notify a school employee about any electronic message received that is inappropriate or makes one feel uncomfortable.
- (11) Scan all electronic media for virus, dirt, damage, or other contamination before using the district systems.
- (12) Maintain the integrity of the electronic messaging systems by deleting files/ messages that have exceeded the established limit and by reporting any security violations.
- (13) Keep inappropriate material from entering the district's network or from being reproduced in visual, digital, or written format.
- (14) Comply with all applicable state and federal laws, including copyright, trademark laws, and applicable licensing agreements, in using the district's electronic information technologies.
- (15) Exercise caution when purchasing goods and services over the Internet. The user accepts full responsibility for any financial obligations made or personal information provided while using the district electronic information technologies.

- (16) Make financial restitution for unauthorized expenditures or for damages caused by an inappropriate use or access.
- (17) Not use technology to advertise, offer, or provide goods or services for personal financial gain.
- (18) Not use technology for political lobbying, although users may communicate opinions with elected representatives.
- (19) Not use district electronic information technologies to draft, send, or receive inappropriate materials or to engage in behavior which violates district policy, (including the student/staff conduct code) or which violates federal, state, or local law or regulation.
- (20) Not vandalize district or other electronic information technologies.
- (21) Obtain permission from the director of technology or technology coordinators before:
 - A. Loading any software on to the district network or computers.
 - B. Connecting any device to the district network or computers

Consequences of inappropriate conduct:

Because access to the district electronic informational technologies is a privilege and not a right, any user who does not comply with the network acceptable use policy will lose access privileges. Repeated or severe infractions may result in permanent termination of access privileges.

Violators may also face additional disciplinary consequences consistent with district policies.

Please see the building principal or the director of technology, if interested in the specific policy definitions for: (1) educational purposes (2) harmful to minors (3) inappropriate materials or (4) vandalism.

I have read this document and agree to follow the rules stated in the Bullock Creek School District Computer Network Acceptable Use Policy (AUP).

Staff signature: _____ Date: _____

Print Name: _____