

Acceptable Use Guidelines of Electronic Communication System for South Wasco County School District

We are pleased to offer access to the district computer network for electronic mail and the Internet. The Internet will further educational goals and objectives, providing another avenue for learning, research access to world-wide resources and communication. This access is a privilege—not a right.

Guidelines for all users (staff, students, community)

Appropriate Internet Use

- Educational purposes such as research, exploring, instructional e-mail
- Use on-line etiquette (e.g. be polite and ethical in your use)
- Properly register any downloaded materials
- Subscribe to relevant discussion groups and listserves but unsubscribe when finished
- When e-mail is sent, proofread and edit to avoid mistakes
- Check e-mail weekly, deleting what has been read (e-mail is district property and can be viewed at anytime)
- Document sources as necessary, respect copyrights
- Use school authorized email services only

Inappropriate Internet Use

- Breaking state and federal laws
- Participating in illegal trade or advertising
- Sending or receiving pornography or obscene graphics
- Plagiarizing the work of others
- Spreading computer viruses
- Accessing services illegally
- Electronically vandalizing computer software and hardware
- Unauthorized use of the network to purchase products of services
- Sending annoying or unnecessary messages to a large number of people
- Using profanity or sending offensive comments
- Entering into any Chat-Rooms and unauthorized e-mail services

Guidelines applying to students

- Students must have a parent permission on file in order to access the Internet
- Students will not send personal information about themselves or others (such as address and home numbers, unless the receiving party is check for authenticity by a staff member)
- Students may download with permission only
- Students will access only his/her account
- Students will notify a staff member of any problems encountered
- If a student mistakenly accesses inappropriate information, they need to immediately notify a staff member in order to avoid a claim of violation of these guidelines

Violations of the guidelines will be dealt with as follows:

- a) 1st offense (•minor)—access will be denied for 1 week
(•major)—access will be denied for 9 weeks and legal action may be taken if appropriate
- b) 2nd offense (•minor)—access will be denied for 9 weeks
(•major)—access will be denied for the remainder of the school year and legal action may be taken if appropriate

Refer to policy IIBGA, Electronic Communication System and IIBGA/AR Electronic Communication System for more specific guidelines.