

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 or 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 checked 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.

STUDENT AGREEMENT FOR AN ELECTRONIC COMMUNICATIONS SYSTEM ACCOUNT

Grade Level _____

Student agreement must be renewed each academic year.

1. Student Section

Student Name _____

School _____

I have read the District's Acceptable Use Guidelines for Electronic Communications System and been made aware of policies IIBGA and IIBGA/AR and agree to abide by their provisions. I understand that violation of these provisions will result in discipline up to and including expulsion from school and/or suspension or revocation of system access and related privileges and/or referral to law enforcement officials.

Student Signature _____

2. Sponsoring Parent

I have read the District's Acceptable Use Guidelines for Electronic Communication System and been made aware of policies IIBGA and IIBGA/AR. In consideration for the privilege of using the District's Electronic Communications System and in consideration for having access to the public networks, I hereby release the district, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my, or my student's use or inability to use, the system including, without limitation, the type of damages identified in the district's policy and administrative regulation.

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

I do not give my permission for my student to participate in the district's communications system.

Signature of Parent _____

Home Address _____

Date _____

This space reserved for the System Coordinator

Assigned Username _____