

## Acceptable Use Policy

### 1. Purpose

- a. Sutherlin School District has access to a regional electronic communication system, which includes Internet access. Administration has developed regulations and agreements for the use of the electronic communications system that are in accord with Sutherlin School District policy, and the other building policies, including the student disciplinary code. This document contains the Sutherlin School District electronic communications system regulations and agreements.

### 2. Due Process

- a. The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the Sutherlin School District system.
- b. In the event there is an allegation that a student has violated the district's electronic communications system policy and/or administrative regulations, which includes the Sutherlin School District Acceptable Use Policy the student will be provided with a notice and opportunity to be heard in the manner set forth in the student disciplinary code.
- c. Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic communications system. If the alleged violation also involves a violation of other provisions of the student disciplinary code, the violation will be handled in accord with the applicable provision of the code.
- d. Employee violations of the Sutherlin School District Acceptable Use Policy will be handled in accord with district policy and the collective bargaining agreement.
- e. Sutherlin School District administrators may terminate the account privileges of a guest user by providing notice to the user. Guest accounts not active for more than 90 days may be removed, along with the user's files without notice to the user.

### 3. Search and Seizure

- a. System users have a limited privacy expectation in the contents of their personal files and records of their online activity while on the Sutherlin School District system.
- b. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the Sutherlin School District Acceptable Use Policy, the student disciplinary code, or the law.
- c. An individual search will be conducted if there is reasonable suspicion that a user has violated the law or the student disciplinary code. The nature of the investigation will be reasonable and the context of the nature of the alleged violation.

- d. District employees should be aware that their personal files may be discoverable under ORS 192.410 the state public records laws.

#### 4. Academic Freedom, Free Speech and Selection of Material

- a. Board policies on Academic Freedom and Free Speech will govern the use of the Internet.
- b. When using the Internet for class activities, teachers will:
  - (1) Select material that is appropriate in light of the age of the students and that is relevant to the course objectives.
  - (2) Preview the materials and sites they require student access to determine the appropriateness of the material contained on or accessed through the site.
  - (3) Provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly.
  - (4) Assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

#### 5. Parental Notification and Responsibility

- a. The schools will notify the parents/guardians about Sutherlin School District electronic communications system and the policies governing its use. Parents must sign an agreement to allow their student to have an individual account. Parents may request alternative activities for their child(ren) that does not require Internet access.
- b. Parents have the right at any time to investigate the contents of their child(ren)'s home directories. Parents have the right to request the termination of their child(ren)'s individual account at any time.
- c. The Sutherlin School District Acceptable Use Policy contains restrictions on accessing inappropriate material and student use will be supervised. However, there is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not practically possible for staff to monitor and enforce a wide range of social values in student use of the Internet. Further, Sutherlin School District recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. Sutherlin School District encourages parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the electronic communication system.

#### 6. Access

The following levels of access will be provided:

- a. Individual Accounts for Students: Students may be provided with individual accounts. A Student Network & Internet Access Agreement will be required for an individual account. The student and his or her parent must sign this agreement.
- b. Individual Accounts for Districts Employees: District employees may be provided with an individual account. No agreement will be required. Existing employment contracts and existing Board and district policies cover employee use.

- c. ID Cards: Sutherlin High School students will use their student body card/ID card to obtain access to the Internet. When your child returns the signed permission form, they will have a sticker placed onto their ID card. When the students use a computer the card will be placed into a pocket attached to the computer. If a student does not have their card with them, they will not have access to the Internet.

## 7. Unacceptable Uses

The following uses of the system are considered unacceptable:

### a. Personal Safety (Student Restrictions)

- (1) Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.
- (2) Users will agree not to meet with someone they have met online without their parent's approval and participation.
- (3) Users will promptly disclose to their teacher or other school employees any message they receive that is inappropriate or makes them feel uncomfortable.
- (4) Users will not send "Broadcast Messages" from one computer to another.

***Violation of above rule may be grounds for suspension and/or loss of Internet /Computer privileges.***

### b. Illegal Activities

- (1) Users will not attempt to gain unauthorized access to the Sutherlin School District system or to any other computer system through the Sutherlin School District system, or go beyond their authorized access. This includes attempting to login through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
- (2) Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- (3) Users will not use the Sutherlin School District system or engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal game activity, threatening the safety of persons, etc.

***Violation of above rule may be grounds for suspension and/or loss of Internet /Computer privileges.***

### c. System Security

- (1) Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.

- (2) Users will immediately notify the system administrator if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- (3) Users will avoid the inadvertent spread of computer viruses by following the standard virus protection procedures if they download files.

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d. Inappropriate Language

- (1) Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages.
- (2) Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- (3) Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- (4) Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.
- (5) Users will not post information that, if acted upon, could cause damage or a danger of disruption.
- (6) Users will not knowingly or recklessly post false or defamatory information about a person or organization.

***Violation of above rule may be grounds for suspension and/or loss of Internet /Computer privileges.***

e. Respect for Privacy

- (1) Users will not repost a message that was sent to them privately without permission of the person who sent them the message.
- (2) Users will not post private information about another person.

***Violation of above rule may be grounds for suspension and/or loss of Internet /Computer privileges.***

f. Respecting Resource Limits

- (1) Users will use the system for educational and professional or career development activities (no time limit) and limited, high quality, personal research.
- (2) Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer or diskette.
- (3) Users will not post chain letters or engage in “spamming”. Spamming is sending an annoying or unnecessary message to a large number of people.
- (4) Users will subscribe only to discussion group mail lists that are relevant to their education or professional/career development. Students may subscribe with the approval

of their instructor and must unsubscribe at the end of the school year unless special arrangements are made.

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g. Plagiarism and Copyright Infringement

- (1) Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
- (2) Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

***Violation of above rule may be grounds for suspension and/or loss of Internet /Computer privileges.***

h. Inappropriate Access to Material

- (1) Users will not use the Sutherlin School District system to access material that is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). For students, a special exception may be made if the purpose is to conduct research and both the teacher and parent approve access. District employees may access the above material only in the context of legitimate research.
- (2) If a user inadvertently accesses such information, they should immediately disclose the inadvertent access to the teacher in charge. This will protect users against an allegation that they have intentionally violated the Acceptable Use Policy.

***Violation of above rule may be grounds for suspension and/or loss of Internet /Computer privileges.***