

Roosevelt School District #66

Acceptable Use Policy

For Technology/Internet

Purpose

The Roosevelt School District supports the use of the Internet and other computer networks in the district's instructional program in order to facilitate learning and teaching through interpersonal communications access to information, research and collaboration. The use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

Authority

The electronic information available to students and staff does not imply endorsement of the content by the school district, nor does the district guarantee the accuracy of information received on the Internet. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet. The school district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet. The district reserves the right to log network use and to monitor file server space utilization by district users, while respecting the privacy rights of both district users and outside users. The Board establishes that use of the Internet is a privilege, not a right; inappropriate, unauthorized and illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

Responsibility

The district shall make every effort to ensure that students and staff use this educational resource responsibly. Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals. Students and staff have the responsibility to respect and protect the right of every other user in the district and on the Internet. The building administrator shall have the authority to determine what is inappropriate use, and his/her decision is final.

Guidelines

Only the authorized owner of the account will use network accounts for its authorized purpose. Network users shall respect the privacy of other users on the system.

Prohibitions

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and State law. Specifically, the following uses are prohibited:

1. Use of the network to facilitate illegal activity.
2. Use of the network for commercial or for-profit purposes.
3. Use of the network for product advertisement or political lobbying.
4. Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication.

5. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
6. Use of the network to access excessive violence, obscene or pornographic material.
7. Use of inappropriate language or profanity on the network.
8. Use of the network to transmit material likely to be offensive or objectionable to recipients.
9. Use of the network to intentionally obtain or modify files, passwords, and data belonging to other users.
10. Impersonation of another user, anonymity, and pseudonyms.
11. Use of network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws.
12. Loading or use of unauthorized games, programs, files, or other electronic media.
13. Use of the network to disrupt the work of other users.
14. Destruction, modification, or abuse of network hardware and software.
15. Quoting personal communications in a public forum without the original author's prior consent.
16. Accessing Chat Rooms or Social Networking sites without permission and supervision.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

Employees and students shall not reveal their passwords to another individual.

Users are not to use a computer that has been logged in another student's, teacher's or employees name.

Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Safety

To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator. Network users shall not reveal personal addresses or telephone numbers to other users on the network.

Consequences For Inappropriate Use

The network user shall be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts. Illegal use of the network; intentional deletion or damage to files of data belonging to others; copyrighting violations or theft of services will be reported to the appropriate legal authorities for possible prosecution. General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use. Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks. This includes but is not limited to the uploading or creation of computer viruses.

E-Mail Policy

The following email policy is intended to maintain an ethical and professional work environment and to meet the requirements governing the use of RSD computer resources. All email users are responsible for understanding and observing these and all other applicable policies, regulations and laws in connection with their use of RSD computer technology resources. Violations of the following policies may result in loss of access to the computer systems, appropriate administrative sanctions including termination and/or legal action.

1. Use of email is limited to educational purposes only. Commercial and/or personal use of e-mail is prohibited.
2. You should not assume your email messages are private or that they can be read by only yourself or the recipient. Since the email system is provided by RSD, everything you write is a matter of public record and subject to disclosure. Never send anything that you would not mind seeing on the evening news. Similarly, any correspondence you receive is a public record and subject to disclosure. In the courts, email can be used as evidence.
3. Use of email to harass, intimidate or otherwise annoy another person, such as broadcasting unsolicited messages or sending unwanted email, is expressly prohibited.
4. **Never** mail or forward chain letters. If you receive a chain letter, delete it.
5. You should not attach pictures, letters or other unnecessary attachments to your email message. The recipient may not be able to view them and they consume large amounts of resources. Large attachments can shut down the recipient's computer and hamper overall operation of the RSD email system.
6. You should not forward personal email involving written or spoken material without the original author's permission.
7. Cite all quotes, references and sources and respect copyright and license agreements.
8. Using a pseudonym or writing anonymous email that appears to disassociate you from responsibility for your actions is always inappropriate. Concealing or misrepresenting your name or affiliation to mask irresponsible or offensive behavior is a serious abuse. Using identifiers of other individuals as your own constitutes fraud.
9. You should not allow anyone else to use your email account. You will be held responsible for any correspondence originating from your account.
10. You should not send a district-wide mailing or a mailing to extremely large groups of people without permission or unless absolutely necessary to conduct district business.
11. All users of the RSD email system should recognize that email use may be limited for reasons related to the capacity or security of the system, or as required for conducting district business.

Electronic mail is provided by the School District to conduct business. All electronic messages created and stored on School District Computers or networks are property of the School District and are not considered private. The School District retains the right to access electronic mail if it has reasonable grounds to do so. The contents of electronic mail will not be accessed or disclosed other than for security purposes or as required by law. The School District reserves the right to review all email communications. Messages may be retrieved by the School District even though the sender and reader have deleted them. Such messages may be used in disciplinary actions.

Copyright

The illegal use of copyrighted software by students and staff is prohibited. Any uploaded to or downloaded from the network shall be subject to "fair use" guidelines

The School District specifically denies any responsibility for the accuracy of information. While the District will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the Acceptable Use Policy For Technology/Internet is used and bears the risk of reliance on the information obtained.

I understand and will abide by the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

Name (printed) _____

Signature _____ Date _____

(Student or employee)

School _____ Grade (if a student) _____

Note that this agreement applies to both students and employees.

The user agreement of a student who is a minor must also have the signature of a parent or guardian who has read and will uphold this agreement.

Parent or Guardian Cosigner

As the parent or guardian of the above named student, I have read this agreement and understand it. I understand that it is impossible for the School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired by use of the Acceptable Use Policy For Technology/Internet. I also agree to report any misuse of the Acceptable Use Policy For Technology/Internet to a School District administrator. (Misuse may come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement.)

I accept full responsibility for supervision if, and when, my child's use of the Acceptable Use Policy For Technology/Internet is not in a school setting. I hereby give my permission to have my child use the electronic information services.

Parent or Guardian Name (print) _____

Signature _____ Date _____