

COMPUTER NETWORK FOR EDUCATION

The Board of Education is committed to optimizing student learning and teaching. The Board considers access to the educational computer service, including the internal network and the Internet, to be a powerful and valuable educational and research tool and encourages the use of computers and computer-related technology in district classrooms solely for the purpose of advancing and promoting learning and teaching.

The educational computer service can provide a forum for learning various software applications and accessing many learning experiences to significantly enhance educational experiences and provide statewide, national and global opportunities for students and staff.

All users of the district's computers and related technology including the internal network and Internet access must understand that such **use is a privilege, not a right.** and that **privilege entails responsibility.**

The Superintendent of Schools shall establish regulations governing the use and security of the district's computer network. All users shall comply with this policy and those regulations. Failure to comply may result in disciplinary action as well as the restriction, suspension, or revocation of computer access privileges.

The Superintendent shall be responsible for designating a computer network coordinator to oversee the use of district computer resources. The coordinator will prepare in-service programs for the training and development of district staff in computer skills, and for the incorporation of computer use in appropriate subject areas.

The Superintendent working in conjunction with the computer coordinator and other staff will be responsible for the purchase and distribution of computer software and hardware throughout the schools. They shall prepare and submit for the Board's approval a comprehensive multi-year technology plan, which shall be revised as necessary to reflect changing technology and/or district needs.

The following rules and regulations govern the use of the district's educational computer service including access to the Internet:

I Administration

The Superintendent of Schools shall designate a computer network coordinator to oversee the district's computer network.

The computer network coordinator shall monitor and examine all network activities, as appropriate, to ensure proper use of the system.

The computer network coordinator shall be responsible for disseminating and interpreting district policy and regulations governing use of the district's network by all network users.

The computer network coordinator shall provide employee training for proper use of the network and will ensure that staff supervising students using the district's network provide similar training to their students. including providing copies of district policy and regulations governing use of the district's network.

The computer network coordinator shall ensure that all disks and software loaded onto the computer network have been scanned for computer viruses.

All student agreements to abide by district policy and regulations and parental consent forms shall be kept on file in the district office.

II Internet Access

- Students may be provided access: during class time; during the school day when the students, are not in class; before or after school hours, or during instructional time in a controlled environment
- Students in grades 3 through 12 will be provided with individual user accounts.
- Students in Kindergarten through grade 2 will share classroom user accounts.
- Students may browse the World Wide Web.
- Students are not to participate in chat rooms.
- Students may not read news groups.
- Students may not construct their own web pages using district computer resources unless said construction is required by coursework or by participation in other school-sponsored functions and is overseen by district personnel.
- Students in Kindergarten through grade 6 will not have e-mail addresses, unless specifically requested by a teacher.
- Students in grades 7 through 12 will have school-administered email addresses with access to teachers and other students for school-related purposes only.
- Students are not allowed to belong to mailing lists.
- A staff member will monitor student computer activity.

III. Acceptable Use and Conduct

Access to the district's computer network is provided solely for educational purposes and research consistent with the district's mission and goals.

Use of the district's computer network is a privilege, not a right inappropriate use may result in the suspension or revocation of that privilege.

Each individual in whose name an access account is issued is responsible at all times for its proper use.

Network users will be issued a login name and password. Passwords should be changed periodically.

Only those network users; with written permission from the Superintendent or computer network coordinator may access the district's system from off-site (e.g., from home). All network users are expected to abide by the generally accepted rules of:

- Network etiquette. This includes being polite and using only appropriate language. Abusive language, vulgarities and swear words are all inappropriate.
- Network users identifying a security problem on the district's network must notify the appropriate teacher, administrator or computer network coordinator. Under no circumstance should the user demonstrate the problem to anyone other than to the district official or employee being notified.
- Any network user identified as a security risk or having a history of violations of district computer use guidelines may be denied access to the district's network.

IV. Prohibited Activity and Uses

The following is a list of prohibited activity concerning use of the district's computer network. Violation of any of these prohibitions may result in the discipline or other appropriate penalty, including suspension or revocation of a user's access to the network.

- Using another individual's login account & password or allowing another person to use yours.
- Using the network for commercial activity, including advertising.
- Using instant messaging service.
- Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the district computer network.
- Using the network to receive, transmit or make available to others obscene, offensive, illegal or sexually explicit material.
- Using the network to receive, transmit or make available to others messages that are racist, sexist, and abusive or harassing to others.
- Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users and deliberately interfering with the ability of other system users to send and/or receive e-mail.
- Forging or attempting to forge e-mail messages.
- Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy district equipment or materials, data of another user of the district's network or of any of the entities or other networks that are connected to the Internet This includes, but is not limited to, creating and/or replacing a computer virus on the network
- Using the network to send anonymous messages or files.
- Providing or revealing personal information about oneself or others including name, addresses, phone numbers or birth dates.
- Using the network to receive, transmit or make available to others a message that is inconsistent with the district's Code of Conduct
- Using the network for sending and/or receiving e-mail messages in any manner other than that required for educational, club, or sports-related purposes. (This element applies to students only.)
- Intentionally disrupting network traffic or crashing the network and connected systems. Installing personal software or using personal flash drives, CDs, DVDs, external drives or other electronic media on the district's computers and/or network without the permission of the appropriate district official or employee.
- Using district-computing resources for commercial or financial gain or fraud. Stealing data, equipment or intellectual property.
- Gaining or seeking to gain unauthorized access to any files, resources, or computer or phone systems, or vandalize the data of another user.
- Wastefully using finite district resources. (Including excessive, unnecessary, or non-school related printing or data storage.)
- Changing or exceeding resource quotas as set by the district without the permission of the appropriate district official or employee.
- Using the network while access privileges are suspended or revoked
- Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

V. No Guarantee of Privacy

Students using the district's computer network should not expect, nor does the district guarantee privacy for any use of the district's computer network. (This includes staff e-mail use.) District officials reserve the right to access and view any material stored on district equipment or any material used in conjunction with the district's computer network.

VI. Sanctions

All users of the district's computer network and equipment are required to comply with the district's policy and regulations governing the district's computer network. Failure to comply with the policy or regulation may result in disciplinary action as well as suspension and/or revocation of computer access privileges.

In addition, illegal activities are strictly prohibited. Any information pertaining to or implicating illegal activity will be reported to the proper authorities. Transmission of any material in violation of any federal, state and/or local law or regulation is prohibited. This includes, but is not limited to materials protected by copyright~ threatening or obscene material or material protected by trade secret. Users must respect all intellectual and property rights and laws.

VII District Responsibilities The district makes no warranties of any of any kind, either expressed or implied, for the access being provided. Further, the district assumes no responsibility for the quality, availability, accuracy, nature or reliability of the service and/or information provided. Users of the district's computer network and the Internet use information at their own risk. Each user is responsible for verifying the integrity and authenticity of the information that is used and provided.

The district will not be responsible for any damages suffered by any user, including, but not limited to, loss of data resulting from delays, non-deliveries, errant deliveries, or service interruptions caused by its own negligence or the errors or omissions of any user. The district also will not be responsible for the unauthorized financial obligations resulting from the use of or access to the district's computer network or the Internet.

Further, even though the district may use technical or manual means to regulate access and information, these methods do not provide a foolproof means of enforcing the provisions of the district policy and regulations.