

1 All use of electronic networks shall be consistent with the District’s goal of promoting educational
2 excellence by facilitating resource sharing, innovation, and communication. These procedures do not
3 attempt to state all required or proscribed behaviors by users. However, some specific examples are
4 provided. **The failure of any user to follow these procedures will result in the loss of privileges,
5 disciplinary action, and/or appropriate legal action.**
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7 Terms and Conditions
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- 9 1. Acceptable Use – Access to the District’s electronic networks must be: (a) for the purpose of
10 education or research and consistent with the educational objectives of the District; or (b) for
11 legitimate business use.
- 12 2. Privileges – The use of the District’s electronic networks is a privilege, not a right, and
13 inappropriate use will result in cancellation of those privileges. The system administrator
14 (and/or principal) will make all decisions regarding whether or not a user has violated these
15 procedures and may deny, revoke, or suspend access at any time. That decision is final.
- 16 3. Unacceptable Use – The user is responsible for his or her actions and activities involving the
17 network. Some examples of unacceptable uses are:
 - 18 A. Using the network for any illegal activity, including violation of copyright or other
19 contracts, or transmitting any material in violation of any federal or state law;
 - 20 B. Unauthorized downloading of software, regardless of whether it is copyrighted or virus free;
 - 21 C. Downloading copyrighted material for other than personal use;
 - 22 D. Using the network for private financial or commercial gain.
 - 23 E. Wastefully using resources, such as file space;
 - 24 F. Hacking or gaining unauthorized access to files, resources, or entities;
 - 25 G. Invading the privacy of individuals, which includes the unauthorized disclosure,
26 dissemination, and use of information of a personal nature about anyone;
 - 27 H. Using another user’s account or password;
 - 28 I. Posting material authored or created by another, without his/her consent;
 - 29 J. Posting anonymous messages;
 - 30 K. Using the network for commercial or private advertising;
 - 31 L. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate,
32 abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or
33 illegal material; and
 - 34 M. Using the network while access privileges are suspended or revoked.
- 35 4. Network Etiquette – The user is expected to abide by the generally accepted rules of network
36 etiquette. These include but are not limited to the following:
 - 37 a Be polite. Do not become abusive in messages to others.
 - 38 b Use appropriate language. Do not swear or use vulgarities or any other
39 c inappropriate language.
 - 40 d Do not reveal personal information, including the addresses or telephone numbers, of
41 students or colleagues.
 - 42 e Recognize that electronic mail (e-mail) is not private. People who operate the system
43 have access to all mail. Messages relating to or in support of illegal activities may be
44 reported to the authorities. Do not use the network in any way that would disrupt its use
45 by other users.
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- 1 f Consider all communications and information accessible via the network to be private
2 property.
3
- 4 5. No Warranties – The District makes no warranties of any kind, whether expressed or implied,
5 for the service it is providing. The District will not be responsible for any damages the user
6 suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or
7 service interruptions caused by its negligence or the user’s errors or omissions. Use of any
8 information obtained via the Internet is at the user’s own risk. The District specifically denies
9 any responsibility for the accuracy or quality of information obtained through its services.
10
- 11 6. Indemnification – The user agrees to indemnify the District for any losses, costs, or damages,
12 including reasonable attorney fees, incurred by the District, relating to or arising out of any
13 violation of these procedures.
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- 15 7. Security – Network security is a high priority. If the user can identify a security problem on
16 the Internet, the user must notify the system administrator or building principal. Do not
17 demonstrate the problem to other users. Keep your account and password confidential. Do
18 not use another individual’s account without written permission from that individual.
19 Attempts to log on to the Internet as a system administrator will result in cancellation of user
20 privileges. Any user identified as a security risk may be denied access to the network.
21
- 22 8. Vandalism – Vandalism will result in cancellation of privileges, and other disciplinary action.
23 Vandalism is defined as any malicious attempt to harm or destroy data of another user, the
24 Internet, or any other network. This includes but is not limited to uploading or creation of
25 computer viruses.
26
- 27 9. Telephone Charges – The District assumes no responsibility for any unauthorized charges or
28 fees, including telephone charges, long-distance charges, per-minute surcharges, and/ or
29 equipment or line costs.
30
- 31 10. Copyright Web Publishing Rules – Copyright law and District policy prohibit the
32 republishing of text or graphics found on the Web or on District Websites or file servers,
33 without explicit written permission.
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- 35 a. For each republication (on a Website or file server) of a graphic or text file that was
36 produced externally, there must be a notice at the bottom of the page crediting the
37 original producer and noting how and when permission was granted. If possible, the
38 notice should also include the Web address of the original source.
- 39 b. Students and staff engaged in producing Web pages must provide library media
40 specialists with e-mail or hard copy permissions before the Web pages are published.
41 Printed evidence of the status of “public domain” documents must be provided.
- 42 c. The absence of a copyright notice may not be interpreted as permission to copy the
43 materials. Only the copyright owner may provide the permission. The manager of the
44 Website displaying the material may not be considered a source of permission.
- 45 d. The “fair use” rules governing student reports in classrooms are less stringent and
46 permit limited use of graphics and text.

- 1 e. Student work may only be published if there is written permission from both the
2 parent/guardian and the student.
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4 Internet Safety
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6 1. Internet access is limited to only those “acceptable uses,” as detailed in these procedures. Internet
7 safety is almost assured if users will not engage in “unacceptable uses,” as detailed in these
8 procedures, and will otherwise follow these procedures.
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10 2. Staff members shall supervise students while students are using District Internet access, to ensure
11 that the students abide by the Terms and Conditions for Internet access, as
12 contained in these procedures.
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14 3. Each District computer with Internet access has a filtering device that blocks entry to visual
15 depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as
16 defined by the Children’s Internet Protection Act and determined by the Superintendent or designee.
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18 4. The district shall provide age-appropriate instruction to students regarding appropriate online
19 behavior. Such instruction shall include, but not be limited to: positive interactions with others
20 online, including on social networking sites and in chat rooms; proper online social etiquette;
21 protection from online predators and personal safety; and how to recognize and respond to
22 cyberbullying and other threats.
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24 5. The system administrator and principal shall monitor student Internet access.
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26 Legal Reference: Children’s Internet Protection Act, P.L. 106-554
27 Broadband Data Services Improvement Act/Protecting Children in
28 the 21st Century Act of 2008 (P.L. 110-385)
29 20 U.S.C. § 6801, et seq. Language instruction for limited English
30 proficient and immigrant students
31 47 U.S.C. § 254(h) and (l) Universal service
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34 Legal Reference:
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36 Policy History:

37 Adopted on: January 2016

38 Revised on:
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40 *Revision Note:*