

# Eureka County School District

## District Network, Internet And Electronic Mail Rules Acceptable Use Policy

All users are responsible for good behavior on school computer networks. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students and staff to conduct research, communicate with others and support the educational objectives of Eureka County School District. Access to network services is given to those who agree to act in a considerate and responsible manner. School District employees will be given permission to access network services by returning a signed User Agreement - District Permission Form to the District personnel office.

Access to technology in the District may be a requirement for staff and students.

### **Access entails responsibility.**

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards.

Individual users should not expect privacy with respect to any of their activities when using the District's computer and/or telecommunication property, systems, or services. Use of passwords or account numbers does not create the expectation of privacy and confidentiality. The District reserves the right to review, retrieve, read, and disclose any files, messages, or communications that are created, sent, received, or stored on the District's computer systems and/or equipment. This right to review is for the purpose of ensuring the security and protection of business records, preventing unlawful and inappropriate conduct, and maintaining a productive work environment.

During school, teachers will guide students toward appropriate materials for research, and student use of the Internet will be limited to "teacher directed research". Outside the school, families bear the same responsibility for such guidance.

The computers, associated hardware and software, including electronic mail (e-mail) and access to on-line services (the Internet), not limited to, voice mail, pagers, and faxes, are the District's property and, as such, are to be used as implied within this Acceptable Use Agreement.

You are expected to abide by the generally accepted rules of network etiquette. Unacceptable practices include, but are not limited to, the following:

- **Access material that is profane, sexually explicit, obscene or that advocates violence toward other people <sup>1</sup>**
- **Sending or displaying offensive messages or pictures <sup>2</sup>**
- **Using obscene language <sup>1</sup>**
- **Harassing, insulting or attacking others <sup>3</sup>**
- **Damaging computers, computer systems or computer networks**
- **Obtaining unauthorized access to other systems in or outside the District**
- **Violating copyright laws**
- **Using, without explicit authorization, another person's password or account number**

- **Trespassing in another's folders, work or files**
- **Intentionally wasting limited resources**
- **Improperly accessing, reading, copying, misappropriating, altering, misusing, or destroying the information/files of other users**
- **Engaging in illegal, fraudulent, or malicious conduct**
- **Employing the network for commercial purposes, including advertising**
- **Using dial-in access from home during regular school hours for non-school business use**

<sup>1</sup> As defined "profane", "obscene", "violent" in the "Telecommunications Act of 1996"

<sup>2</sup> As "offensive" is defined in the school district's Sexual Harassment Policy

<sup>3</sup> As "harassment" is defined in the school district's Sexual Harassment Policy

The District shall and will implement technology infrastructure to deny access (filter), monitor, and block inappropriate material received and sent.

Users of Eureka County School District Internet and network access shall promote efficient use of the network to minimize, and avoid congestion of the networks with the work of other users of the networks.

For reasons of network security and compatibility, no device, equipment or software is to be connected or loaded onto the Eureka County School District computer network without the authorization of Eureka County School District's Systems Engineer.

The user agrees to abide by such rules and regulations of usage as may be known by the Eureka County School District, without limitation, of Eureka County School District.

Any Eureka County School District administrator, school official, or teacher has the right to temporarily suspend Internet, e-mail and network privileges to anyone for any perceived violation of the Acceptable Use Policy. The acceptable use standards for Internet, e-mail and network access fall within the jurisdiction of Eureka County School District. Any abuse, violation, or inappropriate behavior by anyone shall be dealt with under normal due process procedures. Violations of the District's Acceptable Use Policy or the improper/prohibited use of the District's property, systems, or services may result in discipline, up to and including network access termination. If terminated, the period could be for the remainder of the regular school calendar year. Once terminated, the user must reapply for access to use District network devices for the next regular school calendar year.

The Eureka County School District does not warrant the functions of the Eureka County School District network or any of the networks accessible through Eureka County School District access points. Nor shall the Eureka County School District be liable for any direct or indirect, incidental, or consequential damages (including lost data, information or profits) sustained or incurred in connection with the use, operation, or inability to use Eureka County School District access. Users will be responsible for determining whether information they place or find on public networks is appropriate for use in a school setting. The Eureka County School District will not be responsible for any computer viruses that might be picked up from a public network or any damages those computer viruses might cause either immediately or later.