

Administrative Regulation

Student Use of the District's Electronic Networks

Each student and his or her parent(s)/guardian(s) must sign the Authorization for Electronic Network Access as a condition for using School District 59's Electronic Network connection. Please read this document carefully before signing. The authorization need only to be renewed upon a student's transfer or promotion to another school within the district.

Terms and Conditions for Use

1. Acceptable Use - Access to the district's electronic network must be for the purpose of education or research, and be consistent with the educational objectives of the district.
2. Privileges - The use of the district's electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and/or other disciplinary action, including dismissal (in the case of staff) and suspension and expulsion (in the case of students) or other action deemed appropriate under the district's discipline policies. The building principal and/or system administrator will make all decisions regarding whether or not a user has violated this Authorization and may deny, revoke, or suspend access at any time; his or her decision is appealable to the Superintendent whose decision is final.
3. Individual Responsibilities -
 - A. It is the responsibility of each individual to recognize and honor the intellectual property of others.
 - B. It is the responsibility of each individual to be aware of the potential for and possible effects of manipulating electronic information: to understand the interchangeable nature of electronic information; and to verify the integrity and authenticity, and assure the security of information that he or she compiles or uses.
 - C. Each individual is responsible to all other citizens in the school community; to respect and value the rights of privacy for all; to recognize and respect the diversity of the population and opinion in the community; to behave ethically; and to comply with local, state, and federal regulations regarding the use of information sources.
 - D. Each individual is responsible to the school community as a whole to understand their information technology resources which are available, to recognize that other members of the community share the same resources, and to refrain from acts that waste resources or prevent others from using them.

- E. Each individual is responsible for using the resources in an effective manner. To this end, it is expected that staff will become knowledgeable through district sponsored training and identified instructional materials of the programs needed to access and use the Internet.
4. Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
- A. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State, or local regulation or district policy,
 - B. Illegal downloading of software, where it is a violation of copyright laws,
 - C. Downloading copyrighted material for other than personal use,
 - D. Using the network for private financial or commercial gain,
 - E. Wasting resources, such as file space. When the System Administrator believes that a user may be wasting resources, he or she will consult with the user to discuss the concern and whether the user's legitimate needs can be met in a more efficient manner. The System Administrator will deny, revoke, or suspend access only if the user persists in wasteful use of resources after such notification,
 - F. Gaining unauthorized access to resources or entities; or other attempts to circumvent security measures or remove hardware/software, networks, information, or communication devices from the district or other network,
 - G. Invading the privacy of individuals,
 - H. Communications with district or outside users for non-educational purposes,
 - I. Communications that represent personal views as those of the district or that could be interpreted as such,
 - J. Use of another user's account or password unless each such use has been specifically authorized by the holder of the account or password and, in the case of students, by a supervising staff member,
 - K. Posting material authorized or created by another without his/her consent,
 - L. Posting anonymous messages,
 - M. Forgery of e-mail messages,
 - N. Using the network for commercial, private advertising, or political lobbying,
 - O. Submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material,
 - P. Knowingly accessing obscene, pornographic, or material instructing on the use of violence or weaponry. "Knowingly access" includes continued use of material restricted even though inadvertently accessed,

- Q. Interference with, or the disruption of, Network use by other users; creation and/or propagation of unsolicited advertising, political lobbying, chain letters, pyramid schemes, computer worms, viruses, or other vandalism. Vandalism includes any attempt to harm or destroy data of another user, the Internet, the district's Network or any other network. This includes, but is not limited to, uploading, downloading, creation or knowing of transmission of computer viruses. If a user is uncertain whether his or her conduct is permissible, he or she should contact the Systems Administrator, and
 - R. Using the network while access privileges are suspended or revoked.
5. Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - A. Be polite. Do not become abusive in messages to others.
 - B. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - C. Do not reveal the personal addresses or telephone numbers of students or colleagues.
 - D. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - E. Do not use the network in any way that would intentionally disrupt its use by other users.
 - F. Consider all communications and information accessible via the network to be public property.
 6. No Warranties - School District 59 makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.
 7. Indemnification - The user agrees to indemnify the school district for any losses, costs, or damages, including reasonable attorney fees, incurred by the district relating to, or arising out of, any intentional violation of these procedures.
 8. Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep the user's account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

9. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the intentional uploading or creation of computer viruses.
10. Telephone Charges - The district assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
11. Copyright Web Publishing Rules – Copyright law and district policy prohibit the re-publishing of text or graphics found on the web or on district websites or file servers without explicit written permission.
 - A. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
 - B. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
 - C. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
 - D. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
 - E. Student work may only be published if there is a written permission from both the parent/guardian and student.
12. Use of Electronic Mail
 - A. The district’s electronic mail system, and its constituent software, hardware, and data files are owned and controlled by the school district.
 - B. The school district provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an educational tool.
 - C. The district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
 - D. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.

- E. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this school district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- F. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- G. All e-mail messages must conform to the acceptable use policy for the Network.
- H. Use of the school district's electronic mail system constitutes consent to these regulations.

October 28, 2002 ■