

SCHOOL DISTRICT INTERNET ACCESS/ACCEPTABLE INTERNET USE

The rich source of information available on the Internet holds the promise of greatly enhancing the quality of education available to all staffs. Therefore, Internet access will be made available to staffs in the District for the purposes of communication, research, and education.

Internet access by staffs will be monitored by District personnel and the degree of access to the Internet will be dependent upon the age of the staffs.

SAFETY PROCEDURES AND GUIDELINES:

The Superintendent shall develop and implement appropriate procedures to provide guidance for access and use of electronic media which shall address teacher supervision of staff computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

Purpose:

The purpose of the Acceptable Procedures is to provide the procedures, rules, guidelines, and the code of conduct for the use of technology and the Internet.

Definition:

The definition of "information networks" is any configuration of hardware and software which connects users. The network includes all of the computer hardware, operating system software, application software, stored text and data files. This includes electronic mail, local databases, externally accessed databases, CD-ROM, recorded magnetic or optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. Stand-alone workstations are also governed by this acceptable use procedure.

The School District Services:

The Lincoln Woodstock School District provides resources for teaching and learning, communication services, and business data services by maintaining access to local, regional, national, and international sources of information. The Lincoln Woodstock Cooperative School District information resources will be used by members of the school community with respect for the public trust through which they have been provided and in accordance with policy and regulations established by the School District. These procedures do not attempt to articulate all prescribed behavior by its users.

Internet information will be provided, including training on personal responsibility, ethical and courteous behavior, and the Acceptable Use Procedures and the Code of Conduct.

Successful operation of the network requires that all users conduct themselves in a responsible, decent, ethical, and polite manner while using the network. The user is ultimately responsible for his/her actions in accessing network services.

Guidelines/Safety Procedures:

1. Access to the networks and to the information technology environment within the District is a privilege and must be treated as such by all users of the network and its associated systems.
2. Information networks will be used for the purposes of research, education, and school-related business and operations.
3. Any system which requires password access or for which the District requires an account, such as the Internet, will only be accessed by the authorized user. Account owners are ultimately responsible for all activity under their accounts.
4. The resources of the District are limited. All users must exercise prudence in the shared use of this resource.
5. All communications and information accessible via any District network should be treated as private property.
6. Rules for Internet use will be included in Parent/Staff and Staff/Faculty Handbooks.
7. Parents/guardians will review Code of Conduct and Acceptable Use Policy with staffs.
8. To obtain an Internet account all staffs must have parental permission and sign School District Internet Access Release Form.

Unacceptable Use:

The District has the right to take disciplinary action, remove computer and networking privileges, and/or take legal action for any activity characterized as unethical and unacceptable. Unacceptable use activities constitute, but are not limited to, any activity through which any user:

1. Violates such matters as institutional or third party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software are illegal.
2. Shares own or uses an account not their own.
 - a. BOTH the account holder and the user will be held responsible.
3. Interferes with or disrupts other network users, services or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer worms or viruses, distributing quantities of information that overwhelm the system, and/or using a District network to make unauthorized entry into any other resources accessible via the network.
4. Seeks to gain or gains unauthorized access to information resources.

This includes but is not limited to:

 - a. Accessing network folders other than your own.
 - b. Using proxies or any other means to access blocked websites.
 - c. Using computers not meant for staff use.
5. Uses or knowingly allows another to use any computer or computer system to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
6. Destroys, alters, dismantles, or otherwise interferes with the integrity of computer based information and/or information resources.

This includes but is not limited to:

 - a. Unplugging or moving the cables and components connected to any District computer. If there is a problem ask your Teacher or an Administrator to fix it.
7. Invades the privacy of individuals or entities.
8. Uses the network for commercial or political activity.
9. Runs or installs unauthorized software for use on District computers.

This includes but is not limited to:

 - a. ANY installation of software by staffs; if additional software is required ask a Teacher or Administrator.
 - b. Running software from a flash drive, CD, DVD, or other type of media.
10. Uses a network to access inappropriate materials.

11. Submits, publishes, or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either publicly or privately.
12. Uses a District network for illegal harassing, vandalizing, inappropriate or obscene purposes, or in support of such activities.

District Rights:

The District reserves the right to:

1. Monitor all activity. Notwithstanding FERPA and other related laws, staffs have no expectation of privacy regarding their use on the school district computer network.
2. Make determinations on whether specific uses of a network are consistent with these acceptable use procedures.
3. Log network use and monitor storage disk space utilization by users.
4. Determine what appropriate use is.
5. Remove a user's access to the network at any time it is determined that the user engaged in unauthorized activity or violated these acceptable use procedures.
6. Cooperate fully with any investigation concerning or relating to the District's network activity.
7. Utilize technology that blocks or filters Internet access for both minors and adults to certain visual depictions that are obscene, involve child pornography, or are otherwise harmful to minors.

School District Internet Code of Conduct:

Use of the Internet by staffs and staff of the District shall be in support of education and research that is consistent with the mission of the District. Internet use is limited to those persons who have been issued District-approved accounts. Use will be in accordance with the District's Acceptable Use Procedures and this Code of Conduct. Users are expected to abide by the following terms and conditions:

1. Protect your Internet log information from others.
2. Respect the privacy of other users. Do not use other users' passwords.
3. Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors.
4. Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent.
5. Treat information created by others as the private property of the creator. Respect copyrights.
6. Use any network in a way that does not disrupt its use by others.
7. Do not destroy, modify, or abuse the hardware or software in any way.
8. Do not develop or pass on programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system, such as viruses, worms, "chain" messages, etc.
9. Do not use the Internet to access or process pornographic or otherwise inappropriate material.
10. Do not use the Internet for commercial purposes.

The District reserves the right to remove a user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

School District Internet Access Release Form:

As a condition of my right to use the School District network resources, including access to the Internet, I understand and agree to the following:

