

ACCEPTABLE INTERNET USE PROCEDURES - STUDENTS

Purpose

The purpose of the Acceptable Use 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, but is not limited to, all of the computer hardware, operating system software, application software, stored text and data files. This includes electronic mail, local databases, cloud based computing services, CD-ROM, and any new technologies as they become available. All computer or network enabled devices issued by the District are governed by this acceptable use procedure.

The School District Services

The Lincoln-Woodstock Cooperative 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. District information network 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 required for proscribed behavior by its users.

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

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 used 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.

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 is illegal.
2. 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 resource accessible via the network.

3. Seeks to gain or gains unauthorized access to information resources.
4. 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.
5. Destroys, alters, dismantles or otherwise interferes with the integrity of computer based information and/or information resources.
6. Invades the privacy of individuals or entities.
7. Uses the network for commercial or political activity.
8. Installs unauthorized software for use on District computers.
9. Uses a network to access inappropriate materials.
10. Submits, publishes or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either publicly or privately.
11. Uses a District network for illegal harassing, vandalizing, inappropriate or obscene purposes, or in support of such activities.
12. Uses an account not their own.

Electronic Mail Account Guidelines

Students will have an electronic mail account to use as a tool for communications. As user, the student is responsible for checking and reading messages on a regular basis at least once per school day. Communications over the network require general rules and standards for professional behavior and communication. Copies of all emails that are sent and received to any Lin-Wood.org account are archived.

Network administrators will review files and communications to maintain system integrity and to ensure that students are using the system responsibly. Users should not expect that files stored on the district or email provider servers are private.

The following behaviors are NOT permitted using a school district issued email account:

1. Using the e-mail for anything other than academic / school use.
2. Altering of the display name or other email settings for the account.
3. Sending or displaying offensive messages or pictures using the school district issued email account.
4. Harassing, insulting or attacking others in e-mail communications.
5. Forgery or attempted forgery of electronic messages.
6. Using others' email account passwords.
7. Trespassing others' folders, documents, or files.
8. Knowingly engaging in practice that threatens the network (e.g. transferring files that may introduce a virus or destructive software).

9. Violating copyright laws

10. Employing the network or email system for commercial purposes (e.g., Crypto Mining software, phishing)

Whenever an e-mail message is sent, the user's name and school district issued user ID are included in each mail message. The user is responsible for all email originating from that user's ID. By accepting an account, the student acknowledges that the designated system administrators will have access to the student's email and that email may be made available to district, local, state, and federal officials in conjunction with any investigation.

Violations will result in a loss of email access and disciplinary action. When applicable, law enforcement agencies will be involved.

Agreement for Use of Computer Accounts, 3rd Party Sites/Software Applications

Third party sites/software applications are web resources or websites that students log in to that are hosted by other companies. The Lincoln-Woodstock Cooperative School District uses both free and paid subscription online third party sites/applications. Examples of third party sites/applications are Google, Office 365, etc. Third party sites/software applications and their uses within the District are further defined in the Lin-Wood Data Governance Manual.

1. The student's third party accounts are for storing data files of schoolwork only. Students may not have any programs, games, network, zipped, or hidden files in ANY third party service account.
2. Access to any third party account issued by the School District is limited to the network administrators, staff, and student. Student files are not private.
3. Any School District issued device will be cleaned out at the end of each school year. If a student has files on a School District device from a third party service, the files should be upload to the *Google Drive*.

School District Rights

The District reserves the right to:

1. Monitor all activity. Notwithstanding FERPA and other related laws, students 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 is appropriate use.
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.

School District Internet Access Release Form

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

1. To abide by the District Acceptable Use Procedures and Code of Conduct.
2. That District administrators and designated staff have the right to review any material stored on District

computers in files and to edit or remove any material which they, in their sole discretion, believe may be unlawful, obscene, abusive, or otherwise objectionable and students hereby waive any right of privacy which I may otherwise have to such material.

3. That the School District will not be liable for any direct or indirect, incidental, or consequential damages due to information gained and/or obtained via use of the District's network resources.

4. That the School District does not warrant that the functions of any District network, or any network accessible through District resources, will meet any specific requirements you may have, or that the network resources will be error-free or uninterrupted.

5. That the School District shall not be liable for any direct or indirect, incidental, or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use District networks and resources.

6. That the use of the District network(s), including access to public networks, is a privilege which may be revoked by network administrators at any time for violation of the Acceptable Use Procedures and Code of Conduct. The School District will be the sole arbiter(s) of what constitutes violation of the Acceptable Use Procedures or Code of Conduct.

7. In consideration for the privilege of using the School District network resources and in consideration for having access to the public networks, I hereby release the School District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use, or inability to use, the District network resources.

Name of User/Student: _____

Home phone: _____

School of Attendance: _____

I hereby certify that I have read the Acceptable Use Policy and Procedures; that I fully understand their terms and conditions; and that I will abide by the terms conditions set forth in those document.

Signature of User/Student: _____

Date: _____

Signature of Parent/Guardian: _____

Date: _____

First Reading: May 25, 2010

Second Reading: June 8, 2010

Adopted: June 8, 2010

First Reading: June 10, 2014

Second Reading: June 24, 2014

Revised: June 24, 2014

First Reading: June 22, 2022

Second Reading: July 20, 2022

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