



Procedure Name: Responsible Computer, Network and Internet Use Procedure

Related to which policy: Responsible Computer Network and Internet Use D 3

Date Last Updated: June 2108

Specific Procedures Outline:

TITLE: ACCEPTABLE USE OF ELECTRONIC RESOURCES & THE INTERNET

The school boards of the Addison Northwest School District recognize the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, the District encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of the Addison Northwest School District and its schools.

The District adopts this Acceptable Use Policy (AUP) governing the voluntary use of electronic resources in order to provide guidance to individuals and groups obtaining access to these resources on District-owned equipment. This policy complies with the statutory requirements of the Children’s Internet Protection Act of 2000 (CIPA) and promotes the safe, ethical, responsible and legal use of the District’s electronic resources for educational purposes. CIPA requires the installation and use of filtering software or services on all electronic resources with Internet access to limit or prevent access to destinations deemed to be obscene, pornographic or otherwise harmful to minors.

District Rights and Responsibilities

It is the policy of the District to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules for the use of electronic resources. Within this general policy, the District recognizes its obligation to protect the well-being of students in its charge. To this end, the District retains the following rights:

- To log electronic resource use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.

- To monitor the use of electronic resource activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
- To provide internal and external controls as appropriate including the right to determine who will have access to District-owned equipment.
- To exclude those who do not abide by the District's acceptable use policy or other policies governing the use of school facilities, equipment, and materials.
- To restrict electronic resource destinations through software or other means (filtering).
- To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing electronic resource communications.
- To monitor and maintain mailing list subscriptions, and to delete files from the personal mail directories to avoid excessive use of fileserver hard-disk space.

Staff Responsibilities

Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to this AUP as well as with the mission and goals of the District.

- Staff should make reasonable efforts to become familiar with the electronic resources and their use so that effective monitoring, instruction, and assistance may be achieved. Staff should report any misuse to their supervisor.

User Responsibilities

- Use of the electronic media provided by the District is a privilege. Where it is available, this resource is offered to staff, students, and other patrons. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.
- All use of the electronic resources must be in support of educational and research objectives consistent with the mission and objectives of the District.

User Guidelines

Acceptable Use

- Proper codes of conduct in electronic communication must be used.
- All electronic resource accounts are to be used only by the authorized owner of the account for the authorized purpose.
- All communications and information accessible via the electronic resource should be assumed to be public records and, barring a privilege, they will be disclosed.
- As a representative of your school and community, exemplary behavior on the network should be practiced.

Unacceptable Use

- Providing unauthorized personal information such as an address or phone number.
- Any use of the electronic resources for individual profit or gain.
- Excessive use of the electronic resources for personal business.
- Any use of the electronic resources for product advertisement or political lobbying.
- Intentionally seeking information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresenting other users on the electronic resources.
- Making use of the electronic resources in a manner that serves to disrupt the use of the network by others.
- Destroying, modifying, or abusing hardware and/or software.
- Malicious use of the electronic resources to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
- Contributing to hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors.
- Unauthorized installation of any software, including shareware and freeware, for use on District electronic resources.
- Use of the electronic resource to access or process pornographic material, inappropriate files, or files dangerous to the integrity of the network is prohibited.
- Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials, including music files, without the specific written permission of the copyright owner. Exceptions are made when duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
- Use of all electronic resources for any unlawful purpose.
- Use of profanity, obscenity, racist terms, or other language that may be offensive to another user.
- Playing games unless specifically authorized by a teacher for instructional purposes.

Disclaimer

- The District cannot be held accountable for the information that is retrieved via the electronic resources.
- Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. Network administrators have access to all email and

will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

- The District will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
- From time to time, the District will make determinations on whether specific uses of the electronic resources are consistent with the acceptable use policy.
- The District makes no warranties (expressed or implied) with respect to:
- The content of any advice or information received by a user, any costs or charges incurred as a result of seeking or accepting any information;
- Any costs, liability, or damages caused by the way the user chooses to use his or her access to the electronic resources.
- The District reserves the right to change its policies and rules at any time.
- Any activity that violates this policy should be reported to the school administrator.

Sanctions for Violations

Disciplinary action, if any, for the students, staff, and other users shall be consistent with the District’s standard policies and procedures. Violations of the policy can constitute cause for revocation of access privileges, suspension of access to District electronic resources, other employee or school disciplinary action and/or other appropriate legal or criminal action, including restitution, if appropriate.

I have read this policy and understand the contents

Signature: _____ Date: _____

This form will be used to set up a Windows network account and an email account. Instructions will be emailed to your personal email address. Your ANWSD email account will also be included in group accounts that will keep you informed about a variety of information.

Name: _____ Date: _____
School: _____ Position: _____
Personal email address: _____

This most recent procedure is the one that is to be used. All prior drafts are null and void.