

ACCEPTABLE INTERNET USE FOR COMPUTER NETWORK AND INTERNET ACCESS PROCEDURES AND CODE OF CONDUCT

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 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.

School District Services:

The 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 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 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.
5. All communications and information accessible via any District network should be treated as private property.

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:

Mr. Nathan Fogg, Chairperson
Mrs. Laurie Howe
Mr. Rodney Cools
Mr. Jason Brown
Mrs. Margaret Howard-Hilton

Adopted by the Board: 5 June, 2002
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School District Acceptable Internet Use Procedures (continued)

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.

District Rights:

The District reserves the right to:

1. Monitor all activity.
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. Suspend or revoke a user's access to the network at anytime it is determined that the user engaged in unauthorized activity or violated these Acceptable Use Procedures. The District reserves the right to implement further disciplinary action.
6. Cooperate fully with any investigation concerning or relating to the District's network activity.

III School District Internet Code of Conduct

Use of the Internet by students 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.

1. Protect your log on 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 or other users without their consent.

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**School District Acceptable Internet Use Procedures
(continued)**

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 other wise inappropriate material.
10. Do not use the Internet for commercial purposes.
11. Users must have Internet Access I.D. card visible at all times to enter the system – no access without card.
12. The District reserves the right to suspend or remove a user's privileges if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

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.

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