

**SUBJECT: COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY
(AUP)**

The Network/Internet is provided for students and staff for educational purposes. Access to Network/Internet services will be provided to users who act in accordance with this policy. Access is a privilege, not a right. The smooth operation of the Network/Internet relies upon the proper conduct of the end users and requires efficient, ethical, and legal utilization of the Network/Internet resources.

Responsibilities

- a) Users must use the school Network/Internet for educational purposes
- b) A user is responsible for all material received via the Internet
- c) A user may NOT
 - 1. Attempt to circumvent Network/Internet security measures
 - 2. Tamper with or in any way adjust default or teacher-created settings
 - 3. Create and/or place a computer virus onto any computer
 - 4. Trespass in another's folder, work, or files
 - 5. Share his/her own ID Password with others
 - 6. Log in under another person's account
 - 7. Access personal e-mail accounts using the district's Internet connections without teacher consent
 - 8. Reveal personal information about themselves or others on websites, including last names, addresses and/or phone numbers
 - 9. Complete and/or submit forms found on websites without permission
 - 10. Receive or transmit information pertaining to dangerous instrumentalities such as bombs, automatic weapons, or other illicit firearms, weaponry, or explosive devices
 - 11. Create, send, display, or receive anti-social, harassing or threatening messages, pictures, or other media, including that which is defamatory, abusive, obscene, profane, racially offensive, or offensive to human dignity

(Continued)

**SUBJECT: COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY
(AUP) (Cont'd.)**

12. Create, send, display, or receive hate mail, discriminatory or other antisocial remarks, or information which is intended to harass
 13. Damage computers, computer systems, computer networks, printers, scanners, or cameras
 14. Dismantle, detach, or remove the mouse from the computer
 15. Remove keys from the keyboard
 16. Disconnect or alter any computer cables
 17. Intentionally waste limited resources (paper, connect time, student and teacher searching time, printer ink cartridges/toner, storage space, etc.)
 18. Employ the Network/Internet for commercial purposes
 19. Bring gum, food or drink into computer/electronic equipment areas
 20. Access the Network to play non-educational games or for other non-academic activities
 21. Participate in any type of newsgroups or "chat" rooms
 22. Delete, rename, move, copy, any file or its properties, other than his/her personally owned data files
 23. Violate the federal copyright laws and/or software license agreements
 24. Load software or executable files of any kind onto any of the district's computers or network server
 25. Run or copy executable programs for any drive on any of the district's computers
 26. Have directories on any stand-alone computers
 27. Send messages from one computer to another via the LAN or WAN
- d) Only with permission from a system administrator may files be transferred from a personal disk to the user's account.

(Continued)

**SUBJECT: COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY
(AUP) (Cont'd.)**

- e) All disks must be scanned for viruses before being used in any school computer.
- f) There may not be privacy on files stored in District Network servers and local hard drives. With probable cause, the network administrator and system operator may monitor any account at any time for subject, content, and appropriateness of the files and remove any file as warranted, reporting any violation of the rules to a school administrator. It is the users' responsibility to inform anyone with whom they correspond that the school account is open.
- g) The user will have only those access and system rights assigned by the network administrator.
- h) The user will be responsible for any cost to the district due to user negligence or misuse.

Users must also conform to any additional site restrictions that may be in effect. All Board policies and school regulations apply to the use of the Network/Internet.

Consequences

It is the user's responsibility to abide by the rules set forth in this policy. Violations will result in the user's account being removed from the Network/Internet for a period of one week, one month, one semester, or one year depending on the gravity of the offense.

Depending on the gravity of the offense, other administrative and/or legal action may occur.

Attempts to log in to the system as a system administrator will result in immediate cancellation of user privileges.

The network administrator, school administrators, superintendent, and/or the school board may request specific accounts to be denied, revoked, or suspended.