

<b>Category:</b>  <b>6000      INSTRUCTION</b>	<b>Policy Number:</b>  <b>6520</b>
<b>Policy Title:</b>  <b>Computer Network/Internet Use</b>	<b>Effective Date:</b>  <b>August 18, 2010</b>

**It is the policy of the Snake River School District that:**

- **Students, teachers, and staff may participate in activities that support learning for professional and educational benefit.**
- **Network\Internet use is a privilege, not a right nor a benefit of employment, and may be revoked at any time without warning, as deemed appropriate.**
- **System Administrators monitor any or all activity on the Network\Internet.**
- **Only authorized users may access the Network\Internet and training will be provided for each individual prior to receiving an account on the Network\Internet.**
- **Users will abide by the generally accepted rules of Network\Internet etiquette including, but not limited to, those described in the district procedure.**
- **Students and staff will be trusted to choose appropriate information from the Internet. This information should reflect the educational vision, mission, beliefs, priorities, and educational goals of this school district.**
- **Violations and inappropriate use of the Network\Internet will be disciplined according to the established procedure.**
- **This district will cooperate fully with local, state, and federal officials in any investigation concerning or relating to any Network\Internet activity on this district's Computer Network\Internet Service.**
- **Opinions, advice, services and all other information expressed by students, staff, information providers, service providers, or other third party personnel on the Computer Network\Internet Service provided by this district are those of the individual and do not represent the position of this district.**
- **System Administrators have the right to set quotas for time and disk usage on the network.**

**Reference:**

- Procedure 6520p, "Computer Network-Internet Use"**
- Policy 7428, "E-Mail and Telecommunication Tools"**
- Policy 2235, "Board Use of Electronic Mail"**
- Policy 8735, "Hazing, Harassment, Sexual Harassment, Intimidation, Bullying, Cyber-Bullying, Menacing"**

<b>Category:</b> <b>6000 - INSTRUCTION</b>	<b>Procedure or Form Number:</b> <b>6520p (2 pages)</b>
<b>Policy Title:</b> <b>Computer Network/Internet Use Procedure</b>	<b>Effective Date:</b> <b>August 18, 2010</b>

**Purpose:**

The Snake River School District's Computer Network-Internet policy and procedure are designed to ensure that network security and integrity are maintained and that students and employees understand the responsibility and accountability that accompanies the privilege of using the computer resources of the district.

**Eligibility:**

An individual user name and password, required for accessing the district's computer resources will be issued with a signed Computer Network/Internet User Agreement. Eligibility granted by this agreement will extend for the duration of a staff member's employment with the district; provided they adhere to the requirements of this agreement. Permission from parents/guardians is required before students may access the computer network/Internet services. Students, with their parents' consent, will be required to sign this Computer Network/Internet Use Agreement annually.

**Acceptable Use:**

Computer resources are intended to be used as a tool to assist with instructional or business objectives of the district only. Generally speaking, acceptable use is that which is consistent with the standards, policies, codes of conduct, educational objectives and mission statement of the district. Prohibited uses are detailed below. The Snake River School District staff will guide the students in appropriate use of computer resources and internet safety. The District also offers an on-line training resource. Student and staff freedom of speech and access to information will be honored; however, the district reserves the right to monitor all electronic transmissions and activities. There will be provisions to prohibit and prevent the use of school computers and other school owned technology-related services from sending, receiving, viewing or downloading materials that are deemed to be harmful to minors, as defined by section 18-1514, Idaho Code. Access may be denied, revoked, or suspended to specific users at any time because of inappropriate use. This Computer Network/Internet Acceptable Use Procedure will be posted on the district website and will also be available for the public's review at any of the school offices.

**Security:**

- There will be provision for the selection of technology for the district's computers to filter or block internet access to obscene materials, materials harmful to minors and materials that depict the sexual exploitation of a minor, as defined in Chapter 15, Title 18, Idaho Code.
- Employees and students are responsible for the security of their computer equipment, files, and passwords.
- Employees and students should promptly notify the district administration of security problems.
- The district's monitoring system shall only allow employees with appropriate authorization to have access to student records and only authorized employees may use, release, or share these records, as authorized by federal and state law.
- Students and employees shall not gain, or attempt to gain, unauthorized access to other computers or the district's computer system.

**Responsibilities:**

- Be considerate of others' rights and privacy. Users should NEVER give out personal information about others and be extremely cautious about divulging such information about themselves. The User is ultimately responsible for their account even if they were not the one using it. Therefore, the user should NEVER divulge their password to anyone.
- Employees with authorized access to student records may not use, release, or share these records, except as authorized by federal and state law (i.e. information covered by the Health Information Protection Act (HIPA) and the Family Educational Rights and Privacy Act (FERPA).
- Use the network/Internet resources efficiently in order to minimize interference with others and to use their own time and the District's time productively.
- Take every precaution against computer viruses on their own software and equipment and the district's software and equipment.
- Avoid copyright infringement by utilizing district provided software, personal software, or copy and use only software that states it is shareware, freeware, or software from the public domain.
- Be responsible for treating the computer equipment with care.
- Be responsible for making backup copies as needed
- Ask for help if there are any questions

**Prohibited Use—Major Violations include, but are not limited to, the following:**

- Any illegal activity. This includes plagiarism, violation of copyright or trademark laws, or violation of license agreements and other contracts. (A copy of all licensing agreements will be filed with the computer coordinator.)
- Any release of confidential student information by unauthorized personnel.
- Accessing or attempting to access, or sending inappropriate material. This includes, but is not limited to any material that is discriminatory, defamatory, pornographic, obscene, vulgar, threatening, harassing, or hate related.
- Any activity which promotes the illegal use of drugs.
- Attempting to alter any legal documents or currency.
- Using any computer under another user's name and password. This includes logging in or attempting to log in as another user, and sharing user names and/or passwords.
- Malicious attempts to infiltrate, alter, damage or destroy computer hardware/software in any way, or obstructing, disrupting, or interfering in their normal operation. This includes possession of harmful programs or data that cause viruses.

**Cautions—Minor Violations include, but are not limited to, the following:**

- Using computers while not under the supervision of District staff.
- Sharing of personal information in the public domain. This includes names, phone numbers, addresses, age, etc. Employees shall adhere to all applicable privacy and confidentiality policies adopted by the District.
- Using the computer system to solicit, proselytize, advocate, or communicate the views of an individual or non-school district sponsored organization, whether for profit or non-profit. No one shall use the computer system for private, financial gain, or commercial, advertising or solicitation purposes.
- If an employee identifies himself/herself as a District employee online, it should be clear that the views expressed, posted or published are not necessarily those of the District.
- Playing games, shopping, or any other frivolous use.
- Bringing food or open drink containers within five feet of any computer station.
- Failure to immediately report any known or suspected violation of the Computer Network/Internet Agreement to District administration.

**The following also constitute minor violations of the district Computer Network/Internet Agreement, unless the activity directly supports legitimate educational objectives AND is expressly authorized by District staff.**

- Using any external readable device or media. District staff must check these for viruses before authorizing their use.
- Changing any hardware or software configurations. This includes adjusting the desktop or changing the screen saver.
- Copying non-copyrighted third party software or files.
- Excessive use of E-mail. This includes soliciting email from third parties.
- Downloading or installing files or programs.
- Using Internet chat/groups.
- Printing large documents, etc. without permission

**Enforcement:**

The school district considers any violation of this policy a very serious offense. The use of District computer resources is a privilege, not a right. Users have no expectation of privacy in files, disks, documents, etc., which have been created in, entered in, stored in, downloaded from, or used on the school district's computer system. This privilege can be suspended or revoked at any time at the discretion of District administration or the student's parent/guardian. The building principal has discretion over student discipline for minor violations of the Computer Network/Internet Use Agreement. For any major violations of this Agreement, the user's access privileges may be revoked and school disciplinary or legal action may be taken. These actions may include possible loss of computer privileges, suspension from school, recommendation for school expulsion, and dismissal of employment and/or referral to the courts.

The system administrators will not intentionally inspect the contents of e-mail sent by one user to an identified addressee, or disclose such contents to other than the sender or intended recipient, without the consent of the sender or recipient, unless required to do so by law or by policies of this district, or to investigate complaints regarding e-mail and Internet usage which is alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, or illegal material. This district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any e-mail or Internet-transmitted document on this district's computer network service.

**Disclaimer:**

Although this Computer Network/Internet Use Policy has been carefully prepared and reviewed, the District assumes no liability for any errors or omissions, and reserves the right to change it as needed. The District is not responsible for any unauthorized use of its computer resources. The District cannot guarantee availability or functionality of computer resources and is not responsible for loss of data due to system failures.

Opinions, advice, services and all other information expressed by students, staff, information providers, service providers, or other third party personnel on the computer network service provided by this district are those of the individual and do not represent the position of this district.

**Consent:**

A Computer Network/Internet Use Agreement must be signed before a user name and password are issued. This signed form will be kept on file. Each user may have a copy of this policy and procedure for reference.

Parents or guardians must consent before their student will be given a user name and password. They will be asked to take financial responsibility for any damage to district computer resources or any expense resulting from violation of district policies on the part of their son/daughter. The district will make every effort to eliminate or reduce the possibility of accessing controversial materials and make a reasonable effort to supervise online activities. A student's teacher may also be asked to sign the student's Computer Network/Internet Agreement form.

Employees agree to abide by the terms and conditions of the Computer Network/Internet policy and procedure during the length of their employment, with the understanding that violation of such may result in the loss of access privileges. In the event of an allegation that an employee has violated this agreement, the employee will receive notice of the alleged violation and will be given an opportunity to present an explanation. In the event of a violation of this agreement, due process will be followed and appropriate disciplinary action may be taken in accordance with established board policies and administrative procedures.

Category: <b>6000 INSTRUCTION</b>	Procedure or Form Number: <b>6520f</b>
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Policy Title: <b>Computer Network/Internet Use Agreement</b>	Effective Date: <b>August 18, 2010</b>
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SNAKE RIVER SCHOOL DISTRICT #52  
COMPUTER NETWORK\INTERNET SERVICE AGREEMENT

**USER NAME:** (please print) \_\_\_\_\_

Home Phone: \_\_\_\_\_ Building Phone: \_\_\_\_\_

I do not have a district-provided e-mail address. Please assign me one.   
(You will receive a copy of this form with your username and password filled in the blanks below.)

Login/User Name \_\_\_\_\_ Password \_\_\_\_\_

I am a ...

- Student of this district and will graduate in \_\_\_\_\_.
- A teacher of this district teaching \_\_\_\_\_ in grade/s \_\_\_\_\_  
at \_\_\_\_\_ (Building).
- A staff member of this district working as a \_\_\_\_\_  
at \_\_\_\_\_ (Building).
- A District Substitute  I desire to have a PowerSchool lunch account. (Adm. Use: # \_\_\_\_\_)

*I have read and fully understand and will abide by the terms and conditions of the Computer Network\Internet Policy and procedure as outlined. I also understand that any information that I access must be treated as confidential per the Health Information Protection Act (HIPA) and the Family Educational Rights and Privacy Act (FERPA). Should I commit any violation of the policy, my access privileges may be revoked and school disciplinary or legal action may be taken, according to due process.*

**User Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**PARENT OR GUARDIAN CONSENT (Required for students)**

*As the parent or legal guardian of this student, I have read the attached Computer Network\Internet Use policy and procedure for the Snake River School District and give the school permission to issue an account to my child. I understand that access is being provided to the students for educational purposes only and I understand a reasonable effort to supervise online activities will be made. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the policy. I am, therefore, signing this Agreement and agree to indemnify and hold harmless the District, the Trustees, Administrators, teachers and other staff against all claims, damages, losses and costs, of whatever kind, that may result from my child's use of his/her access to such networks or his/her violation of the District's policy. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting. I hereby give my child permission to use the building-approved account to access the District's computer network and the Internet and certify that the information contained on this form is correct.*

**Parent or Guardian Name (please print)** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**SPONSORING STAFF MEMBER (Must be signed if applicant is a student)**

*I have read and discussed the District Computer Network\Internet Policy in the Snake River School District with the above-named student.*

**Teacher's Name (please print)** \_\_\_\_\_

**Teacher's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_