

Greater Albany SD 8J
Administrative Regulation

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Electronic Communications System

The following guidelines apply to the organization and use of the district electronic communication system.

I. General District Responsibilities

- A. The district business director will serve as coordinator to oversee the district's electronic communications system and will help maintain an appropriate working relationship with the education service district and the Oregon Department of Education network staff.
- B. The district business director or designee shall be responsible for disseminating and interpreting district policy and administrative rules governing use of the district system with all users.
- C. The district business director shall provide for the monitoring of all system activities as deemed appropriate to ensure proper use of the system.
- D. The district will cooperate fully with local, state or federal officials in any investigation concerning or relating to misuse of the district's electronic communications system. The network administrators will not intentionally inspect the contents of electronic mail sent by a system user to an identified addressee or disclose such contents to other than the sender unless required to do so by law, policies of the district or to investigate complaints regarding electronic mail which are alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material or alleged copyright infringement.
- E. The district will notify users of known copyright infringing activities and deny access to the network or remove the material.

II. Principal's Responsibilities

- A. The principal will ensure that all students complete and sign an agreement to abide by district policy and administrative rules. (See attached Permission Form for Student Use of Electronic Communication System.) All such agreements will be maintained on file in the school office.
- B. The principal or building supervisor will be responsible to see that all employees working in the building understand and follow the district employee electronic communication standards.
- C. The principal or building supervisor will ensure that only legally licensed software is used on building equipment.

III. System Access

The district electronic communication system has not been established as a public access service or a public forum. The district offers computer, Internet and email access for employee and student use, and has the right to place reasonable restrictions on the material accessed or posted through the district computer system. Students and employees are expected to follow the rules set forth in this policy and the law when using the district electronic communication system. The district will monitor the communication system to ensure educational utilization.

At the commencement of their employment, employees (with the exception of day-to-day substitute employees) are allocated an individual district email and network account with logins and passwords as authorized by the Human Resources Department. These accounts and district network access are provided for work-related use. Employees are permitted to use the Internet and email for personal use, provided this does not interfere with the activities of the district, their work-teaching assignments, or harm the district's reputation, and is not used for personal financial gain. Personal use must comply with the district's acceptable use Policy. Employees are reminded that the district retains the right to access email and district network traffic, whether sent for personal or business reasons as it deems necessary.

District email and network accounts are not generally provided for people outside the district. A principal may approve accounts for trainees in a building. All other outside account requests must be approved by the district business director or designee.

Students must have a valid "Permission Form for Student Use of Electronic Communication" on file prior to being provided with email or Internet access at school. Students will only be provided email and network accounts on an as-needed basis for pre-approved curriculum related projects.

IV. Acceptable Use Policy

- A. The district's system shall be used for education purposes consistent with the district's mission and goals. Commercial and/or inappropriate personal use of the district's system is strictly prohibited.
- B. System users are responsible for its proper use and shall not submit, publish or display any inaccurate or objectionable material on the system.
- C. System users shall not encourage the use of tobacco, alcohol or controlled substances or otherwise promote any other activity prohibited by district policy, state or federal law.
- D. Transmission of material, information or software in violation of any district policy, local, state and federal law, like copy violations or confidentiality violations, is prohibited.
- E. System users recognizing a security problem on the district system must notify the appropriate teacher, principal, system manager or district coordinator.

- F. System users may not share or use another individual's account without written permission from an administrator as appropriate.
- G. System users will not write to directories other than their own or as authorized for school projects as identified by their supervisor as appropriate.
- H. Teachers may require students to restrict access to course program files.
- I. Any system user identified as a security risk or having a history of violations of district and/or building computer use guidelines may be denied access to the district system.
- J. Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy or modify the electronic mail of other system users is prohibited as is deliberate interference with the ability of other system users to send and receive electronic mail.
- K. System users may use real-time conference features such as talk/chat/Internet relay chat only as approved by their supervisor.
- L. System users will remove electronic mail in accordance with established retention guidelines. Such messages may be removed by the principal or system manager if not attended to by the system user.
- M. System users will not evade, change or exceed resource quotas as set by the district. A user who remains in non-compliance of disk space quotas after seven calendar days of notification may have their files removed by the system administrator. Such quotas may be exceeded only by requesting to the principal or system administrator that quotas be increased and stating the need for the increase.
- N. Deliberate attempts to degrade or disrupt system performance will be viewed as a violation of district policy and administrative rules and may be viewed as criminal activity under applicable state and federal laws. Violators will be subject to discipline and/or prosecution
- O. Vandalism will result in cancellation of system use privileges. Fines may be imposed for acts of vandalism. Vandalism is defined as any malicious attempt to harm or destroy district equipment or materials, data of another user of the district's system or any of the agencies or other networks that are connected to Internet. This includes, but is not limited to, the uploading or creating of computer viruses.
- P. Any software having the purpose of damaging the district system or other user's system is prohibited.

- Q. Copyrighted material may not be placed on any system connected to the district system without the author's permission. Only the owner or individuals the owner specifically authorizes may place copyrighted material on the system. Although many web pages are available for school use, they are NOT public domain unless explicitly stated as such.
- R. System users may not redistribute non-commercially copyrighted programs except with the express permission of the owner or authorized person. Such permission must be specified in the document or must be obtained directly from the author in accordance with applicable copyright laws, district policy and administrative rules.
- S. Internet messages and email should not be considered as secure or confidential message systems. Information requiring protection, as such as confidential student and employee information, should not be sent by email. Email should be composed with the expectation that it could be read and distributed by persons other than the designated recipient. All information, including email messages and files, that is created and sent or retrieved over the district network is the property of the district, and must not be considered private or confidential. Recipients of email messages must remember that proprietary information must be disseminated only to authorized parties.
- T. Students and employees must not send emails or other communication that either masks the sender's identity or indicates that the message was sent by someone else.
- U. The following disclaimer will be appended to all district email, "The contents and views expressed in the email are those of the sender, and may not represent the District. The email may contain confidential information or communication relating to an individual student that is a confidential student record under Oregon and/or federal law, and may not be reviewed, distributed, or copied, by any person other than the individual(s) to whom it is addressed. If you are not intended recipient, please advise the sender by reply email and immediately delete the message without copying or disclosing the contents".
- V. Photographs of district student may be posted on the web for students whose parents or guardians¹ have not requested in writing the suppression of directory information for their students. To protect personal information, employees should only use the first name and last name initial when posting student work and classroom photographs on the electronic communication system.

¹As used in this document, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student whom rights have transferred and foster parent as defined in OAR 581-015-0005(18).

- W. System users may not upload, download, use, reproduce or distribute information, data, software, or file share music, videos or other materials on the district system in violation of copyright law or applicable provisions of use or license agreements.

V. Information Content and Third Party Supplied Information

- A. System users and parents or guardians of system users are advised that use of the district system may provide access to other electronic communications systems that may contain inaccurate and/or objectionable material.
- B. The district does not condone the use of objectionable material. Such materials are prohibited in the school environment.
- C. Students knowingly bringing prohibited materials into the school environment electronically may be subject to suspension and/or revocation of their privileges on the district system and will be subject to discipline in accordance with the district policy and applicable administrative rules.
- D. Employee knowingly bringing prohibited materials into the school electronically will be subject to disciplinary action in accordance with district policy and negotiated agreements for discipline and dismissal.
- E. Opinions, advice, services and all other information expressed by system users, information providers, service providers or other third party individuals in the system are those of the providers and not the district.
- F. System users may order services or merchandise from other individuals and agencies that may accessed through the district system.. These individuals and agencies are not affiliated with the district, and the district is not responsible for services or merchandise ordered from private vendors.
- G. All matters concerning merchandise and services ordered including, but not limited to, purchase terms, payment terms, warranties, guarantees and delivery are solely between the seller and the system user. The district makes no warranties or representation whatsoever with regard to any goods or services provided by the seller.
- H. District employee and administration shall not be a party to any such transaction or be liable for any costs of damages arising out of, either directly or indirectly, the actions or inaction of sellers.

VI. Termination/Revocation of System User Account

The district may suspend or revoke a system user's access to the district system upon any violation of district policy and/or administrative rule. Appeal will follow normal district procedures.

VII Disclaimer

The district does not warrant that the functions or services performed by or that the information or software contained on the system will meet the system user's requirements or that the system will be uninterrupted or error free or that defects will be corrected. The district's system is provided on an "as is/available" basis. The district does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any service provided by the system and any information of software contained therein.

VIII. District Employee Responsibilities

The purpose of the district electronic communication system is to support instruction and the goals of the Greater Albany Public Schools.

Employee use will comply with the following standards:

- A. Any use of the network for commercial or profit making purposes is prohibited.
- B. Extensive use of the network for personal and private use is prohibited.
- C. The network shall not be used to promote religious or political views.
- D. The network shall not be used to alter, destroy, dismantle or disfigure district information technologies or third party properties and/or facilities. Also, it shall not be used to threaten the atmosphere or security within which members may create intellectual products and/or maintain district records.
- E. The network shall not be used for illegal, harassing, vandalizing, inappropriate or obscene purposes or to support such activities.
 1. Illegal activities are those that violate local, state and/or federal laws.
 2. Harassment is defined as slurs, comments, jokes, innuendos, unwelcome compliments, cartoons, pranks and/or other verbal conduct relating to an individual or group that (1) has the purpose or effect of creating an intimidating, hostile or offensive environment, or (2) has the purpose or effect of unreasonably interfering with an individual's work, or (3) interferes with school operations.
 3. Vandalism is defined as any malicious attempt to harm or destroy operating systems, application software or data of another user.
 4. Inappropriate use is defined as violations of the intended use of the network purpose and goals.
 5. Obscene activities are defined as violations of generally accepted social standards for use of a publicly owned and operated communication vehicle.

- F. Employees are responsible for all activity on the district computer system being operated under the employee's account.
- G. Communications accessible through the network should not be assumed to be private property and information cannot be guaranteed to be inaccessible to other users or confidential.
- H. District employees will take the following precautions when using email to communicate with a student's parents (or guardian) about a student:
 - 1. Verify that the email address for the parent or guardian is correct;
 - 2. Remind the parent or guardian that email can be intercepted and is not entirely secure;
 - 3. Refrain from putting anything in an email that would not be appropriate to put in a signed letter on school letterhead to the parent/guardian or student;
 - 4. Refrain from using email to communicate contentious, emotional or highly confidential issues that should be discussed in person or over the telephone;
 - 5. Establish reasonable expectations (such as responding once a week) for on-going email correspondence with parents or guardians.

The district will take prudent steps to implement and maintain security measures to insure the integrity of individual and district information and communication systems.

The district reserves the right to monitor or log network use and file server space utilization. The district reserves the right to suspend and/or remove a user's account if it is determined that the user is engaged in unauthorized activity or is violating these standards. Disciplinary action shall be consistent with the district's standard disciplinary policies and practices.

IX. Network Etiquette

Users of email and other network services should be aware of the common expectations and etiquette that users expect from one another. These include:

- A. Protecting the privacy of other people;
- B. Avoiding publicly criticizing or inflaming others;
- C. Posting the personal addresses or phone numbers of colleagues without their permission;
- D. Responding to unknown sources;
- E. Recognizing that the expectation of privacy is not the same with email messages as with some other kinds of communication;
- F. Realizing that email messages are a public form of communication, and not for posting messages to user groups that are not applicable to all of them;

- G. Not using the web site for personal commercial purposes;
- H. Proof reading and editing messages before they are sent, but being tolerant of errors in messages received from others;
- I. Being careful of sarcasm of humor, since network humor may not be as easily recognizable as is fact to face humor;
- J. Understanding that messages written in all capitol letters are sometimes difficult to read and are the network equivalent of shouting.

Permission Form for Student Use of Electronic Communication

Student access to electronic mail and internet system services is available in Albany schools. This enables students to explore thousands of databases and websites, including libraries and electronic bulletin boards. This access has the potential to be a wonderful educational tool and students can benefit from its use. However, this tool can be misused, and the cooperation of students, parents or guardians and the school is necessary to insure appropriate use.

The district recognizes the significant influence that parents/guardians play in setting and conveying the standards their children should follow when using all media and information services. It is the district's intent to provide students with access to information without exposing them to objectionable material as defined by law or school policy. The school employees will do their best to monitor the use of computers capable of electronic communication by students. Also, a software filter to screen out pornographic or other objectionable material is built into network.

General school rules for behavior and communication apply to the use of electronic communication. Some specific rules for the use of electronic communication are listed on the reverse side of this form. Student and parental signatures are required by the district for use of the school electronic communication system.

Student Section

I agree to abide by the rules established by the school district regarding the use of e-mail, the Internet and other electronic communication. I understand that violations of these rules may result in disciplinary action. I further understand that violation of copyright law may result in criminal or civil sanctions.

Student Name (Please Print) _____ Date _____

Student Signature _____

Parent/Guardian Section

As a parent or legal guardian of the student signing above, I grant permission for my son/daughter to access networked computer services, such as electronic mail and the Internet. I understand that some materials on the Internet may be objectionable, but accept responsibility for guidance of my student for use of the Internet and other electronic communication. I also release the district from any liability claims or damages of any nature arising from my son or daughter's use of computer services, including, without limitation, my son or daughter's posting, accessing, or viewing images or information on the Internet that I may find objectionable.

Parent/Guardian Name (Please Print) _____ Date _____

Parent Signature _____

This permission applies as long as the student remains at the school attended when permission was given. Permission must be renewed when the student moves to another school. Parents may revoke this permission at any time with written notification to the school.

Rules for Student Use of the Internet in Albany Schools

1. Students may use the Internet at school only when supervised by a staff member.
2. Students sending messages to others through the Internet, including electronic mail, shall not use inappropriate language or symbols, harass or threaten others, or publish or display objectionable materials such as pornography.
3. Students shall not use any electronic mail to encourage the use of tobacco, alcohol or other controlled substances or otherwise promote any activity prohibited by school or district policy or by the law.
4. Students shall not use more than their assigned amount of storage space on the school's computer system or knowingly take steps to avoid the district network filter unless authorized to do so by a school staff member.
5. Students shall not use another person's account number, password or other computer user information to access the school's computer system and/or Internet.
6. Students shall not access or utilize school data bases or information systems that are not designed for student use.
7. Students shall not read, copy, change or otherwise interfere with another student's use of the Internet or e-mail.
8. Students shall not vandalize, damage, alter or destroy school computer equipment, including computer hardware and software or information contained in the school's computer system.
9. Students shall not upload, download, use, reproduce or distribute information, data, software or file share music, videos or other copyrighted material on the school system or Internet without the author's permission. Copyright materials include written, musical, graphic or other artistic work created by someone other than the student and protected by copyright laws.

Off campus and outside-of-school-time conduct that violates this regulation or the district's Student Code of Conduct may also be the basis for discipline if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.

Failure to follow any of the rules regarding computer use may result in disciplinary consequences for offending students, including the loss of computer privileges or suspension or expulsion from school. Violation of copyright law may be reported to law enforcement officials and may result in criminal or civil sanctions.