Electronic Communications System

General District Responsibilities

1.   Information Services will oversee MSDNET.

2.   The district shall cooperate fully with local, state or federal officials in any investigation concerning or relating to the misuse of MSDNET.

3.   The district may provide access to MSDNET for students and staff who have their own home computer hardware when feasible.

4.   The superintendent or designee may establish a retention schedule for electronic messages and remove messages posted locally that are deemed to be inappropriate.

5.   Information Services may set quotas for disk usage on the system. A system user who remains in noncompliance of disk space quotas seven calendar days after notification may have his/her files removed by the Information Services. System users may request their quota be increased by submitting a written request to Information Services stating the rationale for the quota increase.

General Building Principal Responsibilities

1.   A system administrator 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 is alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material or which is otherwise violating district procedures and/or work rules.

2.   The site administrator is responsible for enforcing MSDNET rules of conduct.

3.   The site administrator will be responsible for disseminating and interpreting district policy and administrative regulations governing use of MSDNET at the building level with all site/department system users.

4.   The site administrator will ensure employees receive training for proper use of MSDNET and will ensure that staff supervising students using the district's MSDNET provide similar training to their students. Prior to using MSDNET students will complete a student network access ethics unit. All MSDNET users will have on file in their building/department office a signed Medford School District Consent and Waiver form.

5.   The site administrator may request the monitoring or examination of all system activities according to district guidelines to ensure proper use of the system.

6. The site administrator will determine which information groups accessible to staff and/or students as part of the MSDNET, are most applicable to the curricular needs of the school. The administrator may make a written request to the Information Services manager to restrict access to only those groups.

System Access

1. The use of MSDNET is a privilege. This privilege is extended to the following individuals:

   a. All district employees;
   b. Students in grades K-12 may be granted an account for up to one academic year at a time. Teachers may apply for a class account. The teacher is ultimately responsible for use of the account and is required to maintain password confidentiality by not giving his/her password to students;
   c. All passwords should be changed frequently;
   d. Non-school persons who are directly involved with Medford Schools may submit a request for a guest account to the building principal. These requests will be forwarded to Information Services. Requests will be approved or denied on a case-by-case basis consistent with the district's mission and goals. Information Services will process these requests as resource allocations permit.

2. Students completing required course work on the system have first priority to use MSDNET during after school hours.

General User Responsibilities

1. MSDNET Content Rights

   a. The content of all MSDNET transmissions is the property of MSDNET.
   b. All users agree to give up the right to privacy transmissions once they log on.

2. Online Conduct

   a. The individual in whose name a system account is issued is responsible, at all times, for its proper use. MSDNET shall be used only for educational purposes consistent with the district's mission and goals. Commercial use of MSDNET is strictly prohibited.
   b. System users shall not submit, publish or display on MSDNET any inaccurate and/or objectionable materials as defined by the district.
   c. System users shall not encourage the use of tobacco, alcohol or controlled substances or otherwise promote any activity prohibited by district policy, state or federal law.
   d. Transmission of material, information, or software in violation of any district policy, local, state, or federal law is prohibited. The transmission of formulas for explosives, hallucinogenic agents, and other concoctions is strictly forbidden. The transmission of lewd, suggestive or erotic material is strictly forbidden.
   e. System users identifying a security problem on the district's system must notify the appropriate teacher, site administrator, and information services.
   f. System users will not use another individual's system account except as appropriate by Information Services in troubleshooting situations.

g. System users may identify a group account with access options for multiple users, but a single individual will assume the liability for this account.

h. System users who disclose personal information about another person will lose their user privileges and disciplinary action will follow and may include discipline up to and including suspension/expulsion for students, or dismissal for district staff.

i. Attempts by a student to log on to MSDNET as district staff will result in cancellation of user privileges that may result in disciplinary action up to, and including, suspension/expulsion.

j. Attempts by district staff to log on as another system user may result in disciplinary action in accordance with district policy and collective bargaining agreements for discipline and dismissal.

k. System users will not write to directories other than those assigned by MSDNET.

l. Teachers may require students to restrict access to course related program files.

m. Any system user identified as a security risk or having a history of violations of the district acceptable use policies may be denied access to MSDNET.

n. The following are prohibited:

    (1) Forgery or attempted forgery of electronic mail messages.
    (2) Attempts to read, delete, copy or modify the electronic mail of other system users.
    (3) Deliberate interference with the ability of other system users to send/receive electronic mail.
    (4) Any software having the purpose of damaging MSDNET or other user's system.

o. In order to reduce unnecessary system traffic, student system users may use real-time conference features such as talk/chat/internet relay chat only if this activity is consistent with an established lesson plan. Staff may use this feature only if it is consistent with their job description.

p. System users will remove electronic mail in accordance with established retention guidelines. Such messages may be removed by the system administrator if not attended to by the system user.

q. System users will not evade, change, or exceed resource quotas or disk usage quotas as set by Information Services. A user who remains in non-compliance of disk space quotas after seven calendar days of notification may have his/her files removed by the Information Services unless there has been received an approved request for additional space.

r. System users will not disable the virus check program unless a specific recognized procedure requires temporary suspension (i.e., defragmentation). Attempts to degrade or disrupt system performance will be viewed as a violation of district policy and administrative regulations and will be viewed as criminal activity if applicable under state or federal laws.

s. Vandalism will result in cancellation of system use privileges. Student vandalism may result in disciplinary action, which can include suspension/expulsion. Staff vandalism may result in disciplinary action in accordance with district policy and collective bargaining agreements for discipline and dismissal. Fines will 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 MSDNET, or any of the agencies or other networks that are connected to Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

t. Copyrighted material may not be placed on any system connected to MSDNET without proper permission. Proper permission includes; the Instructional Media Center has a record of the method of acquisition, has been contacted, and has provided a method for acquisition, and Information Services has been contacted and has provided a method for installation of this product.

u.   System users may not download copyrighted material for their own use. System users may redistribute non-commercially copyrighted programs only with the expressed written permission of the owner or authorized person. Such permission must be specified in the associated document, or must be obtained directly from the copyright holder in accordance with applicable copyright laws, district policy, and administrative regulations.

v.   System users may download public domain programs for their own use. However, prior to these programs being activated on any 549C system, Information Services must be contacted and permission received for activation. System users are responsible for determining whether a program is in the public domain.

w.   Home pages will be thoroughly checked by the building administrator or their designee prior to being forwarded to Information Services for inclusion on MSDNET. Home pages for schools may be updated monthly.

x.   E-mail users should adhere to these guidelines for managing and composing effective messages:

(1)   Generally have one subject per message, avoid covering various issues in a sing e-mail message;
(2)   Use a descriptive subject heading;
(3)   Be concise and keep messages short and to the point;
(4)   Use short sentences;
(5)   Use bulleted lists to break up complicated text;
(6)   Conclude message with actions required and target dates;
(7)   Remove e-mail in accordance with established guidelines;
(8)   Remember that there is no expected right to privacy when using e-mail;
(9)   Sign messages by including your name and site location;
(10) Acknowledge receipt of a document as appropriate;
(11) Do not include derogatory or libelous comments in e-mail;
(12) Information and data entered or stored on the district's computers and e-mail system may become discoverable evidence if a public record request is made or a lawsuit is filed against the district.

Communication Systems/Membership/Other Charges

1.   The district assumes no responsibility or liability for any membership or phone charge including, but not limited to, long distance charges, per minute (unit) surcharges and/or equipment or line costs incurred by any system user. All incurred charges associated with MSDNET use will be the responsibility of the system user.

2.   Commercial use of MSDNET is prohibited.

Updating Member Account Information

1.   The district may require new consent and waiver forms from system users to continue service.

2.   Student access information and consent and waiver forms will be maintained in accordance with applicable education records law, district policies, and administrative regulations.

Information Content/Third party Supplied Information

1.   System users and parents of system users are to be advised that use of the district's system may provide access to other electronic communications systems that may contain inaccurate and/or objectionable material.

2.   The district does not condone the use of objectionable materials. Such materials are prohibited in the school environment. Parents of students using MSDNET should be aware of the existence of objectionable materials on the Internet.

3.   Students who knowingly bring prohibited materials into the school environment will be subject to suspension and/or revocation of their privileges on MSDNET and will be subject to additional discipline in accordance with the district's policies and applicable administrative regulations.

4.   Staff members who knowingly bring prohibited materials into the school will be subject to disciplinary action in accordance with district policies and collective bargaining agreements for discipline and dismissal.

5.   Opinions, advice, services, and all other information expressed by system users, internet users, service providers or other third party individuals in the system are those of the providers and not the district.

6.   System users may not order services or merchandise from other individuals and agencies that are accessed via MSDNET.

Termination/Revocation of System User Account

1.   System user accounts and user files may be erased during the month of July as part of periodic system maintenance.

2.   Guest system accounts inactive for more than 30 calendar days may be removed along with the system user's files without notice given to the system user.

3.   The district may suspend or revoke a system user's access to the district's system upon any violation of district policy and/or administrative regulation.

4.   Prior to a suspension or revocation of system service or as soon as practicable the system administrator will inform the system user of the suspected violation and give the system user an opportunity to present an explanation.

Disclaimer

The district does not guarantee that the functions or services performed by or that the information or software contained on the system will meet the system user's requirements. The district does not guarantee that the system will be uninterrupted or error-free nor that defects will be corrected. MSDNET is provided on an "as is, as available" basis. The district does not make any guarantees, whether expressed or implied including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by MSDNET and any information or software contained therein.