

# Multnomah Education Service District

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## Acceptable Use of Electronic Network Services for Students

### Background

The Internet can be a valuable learning tool. It is a global system of interconnected computers. Many people and organizations use the Internet. It offers resources similar to (or beyond) those offered by books, magazines, newspapers, and videos.

Students and teachers can use the Internet to access resources for new and exciting learning opportunities. As students prepare for the 21st century, schools must provide access to the tools they will use as adults. The Internet is one of those tools. It makes worldwide electronic resources and information accessible.

### Terminology

**Internet:** The Internet is a worldwide collection of computers. They are joined by telephone lines, fiber optic cables, and other electronic technologies.

**MESD Network:** The MESD network consists of interconnected computers and printers that share data. It includes the MESD Ainsworth building and remote sites, alternative schools, single classrooms, and individual users in the MESD service area.

**Network:** A network contains two or more computers that share files and/or printers. Note: In these guidelines, “network” refers to both the Internet and the MESD network. When the terms “Internet” and “MESD network” appear separately, they refer to particular collections of computers.

### Using the Internet and the MESD Network

Staff and students should use the MESD network in a responsible, efficient, ethical, and legal manner in accordance with the MESD educational objectives. Schools and the home must work together to help students develop network skills and attitudes. These skills and attitudes will enable students to:

1. Identify appropriate material relevant to the assignment;
2. Tell the difference between acceptable and unacceptable information;
3. Evaluate the accuracy of information;
4. Create projects using acquired information.

MESD will train authorized students and staff to use the network properly. This training will include the issues outlined in these guidelines. MESD will continue to support Internet access in schools. MESD will work to make sure this access is both current and constructive.

The Internet consists of constantly changing, unregulated information. It is impossible to predict the accuracy and appropriateness of material students may access. Students may run across sites with objectionable material. Staff will instruct students how to avoid or exit from such sites immediately. Staff will monitor students.

### **Purpose of the MESD Network**

The MESD network's purpose is to enhance the school curriculum, operations, and functions. It is a resource for improving, extending, and enriching teaching and learning. Users must ensure that their activities adhere to these uses and to generally accepted educational standards.

Use of the computer and the network can improve students' education by:

1. Requiring students to think critically, analyze information and write clearly;
2. Instilling teamwork, organizational and problem-solving skills;
3. Encouraging an attitude of lifelong learning;
4. Making learning fun!

### **Privileges of Using the Network**

Use of the network is a privilege and not a right. Based on need, there will be varying degrees of access to the network for different learners. MESD may determine whether specific uses of the network are appropriate. Anyone using these resources inappropriately may lose computer access. This may lead to disciplinary action and/or referral to legal authorities.

A complex association of government agencies and regional and state networks coordinates Internet access. The smooth operation of the Internet relies upon the proper conduct of end users who follow strict guidelines. These Acceptable Use Guidelines outline the responsibilities of students. They require efficient, ethical, and legal utilization of network resources.

Using the Internet allows students and teachers to receive information and news from people all over the world. They can access public domain programs and share-ware, as well as various discussion groups and university library materials.

### **Responsibilities of Students**

Students are responsible for understanding and following the Acceptable Use and Unacceptable Use portions of these Acceptable Use Guidelines. Students accessing the Internet from a school site are responsible for all of their activities that take place. Students must observe all rules pertaining to behavior or network use as outlined in the school's student handbook.

### **Responsibilities of Educators**

Educators are responsible for reviewing these Acceptable Use Guidelines with students. They must monitor student activity while on the Internet. They will take reasonable pre-cautions to prevent students from accessing inappropriate sites.

## **Responsibilities of Parents/Guardians**

Parents and guardians should read and discuss the Acceptable Use and Unacceptable Use portions of these Acceptable Use Guidelines with their children.

## **Code of Conduct Governing Behavior on the Internet - Netiquette**

### **Acceptable Use**

1. Use the network in support of education and research.
2. Tell a teacher or school administrator about any message you feel is inappropriate. Tell them about any message that makes you feel uncomfortable.
3. Use the network in a way that will not disrupt network use by others.
4. Learn the rules for using the network. Your teacher will review these rules with you. You are responsible for listening to your teacher.
5. Protect your privacy. Never reveal your complete name, address, telephone number, or Social Security number. Ask your teacher at once if you are not sure what to do.
6. Use appropriate language when you communicate with others.
7. Respect copyright law. Cite all quotations, references, and sources.
8. Avoid or back out immediately from any inappropriate Internet site. Tell a teacher or staff member about it at once.
9. Use the network only with the supervision of a teacher or other authorized staff member.
10. Tell your teacher about problems or suspicious activity immediately.

### **Unacceptable Use**

1. Do not use the network for personal profit, private business, or political lobbying.
2. Do not seek information about other users. Do not copy or modify another user's files or data. Do not use passwords belonging to others.
3. Do not perform deliberate acts of vandalism, such as attempting to harm or destroy data of another user or other networks connected to the Internet. This includes uploading or creating computer viruses.
4. Do not try to disrupt the use of the network by others. Do not destroy, modify, or abuse hardware or software.
5. Do not use hate mail, harassment, discriminatory remarks, or other antisocial behaviors on the network. Do not use impolite, abusive, or otherwise objectionable language.

6. Do not break copyright laws. Avoid copying and using others' materials as your own.
7. Do not install copyrighted software on MESD computers without permission or supervision of a teacher.
8. Do not use the network to access inappropriate material or files dangerous to the network structure.
9. Do not download files from the Internet without the permission and supervision of a teacher.
10. Do not download large files or perform other tasks that would slow the network or interfere with the work of others.
11. Do not expect that files stored on network servers will always be private.

### **Network Security**

Security on any computer system is a high priority. This is especially true when the system involves many users. If you can identify a security problem on the network, notify a teacher, system administrator, or technology coordinator. Do not show the problem to others.

### **Responsibility Statement**

All users assume full liability - legal, financial, or otherwise - for their actions when using the network.

It is impossible to predict what information students might locate on the Internet. The electronic information available does not imply endorsement by MESD of the content. MESD does not make any guarantee as to the accuracy of information received via the Internet. MESD will make every effort to ensure responsible use of this educational resource. Therefore, parents/guardians will not hold MESD responsible for materials acquired on the Internet.

MESD makes no warranties of any kind, whether expressed or implied, for the service it is providing. MESD will not be responsible for damages students may suffer. This damage could include loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by the system. It could include negligence on the part of MESD. It could also include the student's own errors or omissions. Students obtaining information via the Internet use it at their own risk.

Use of the Internet demands personal responsibility and understanding of these Acceptable Use Guidelines. General rules for behavior and communications apply when using the Internet. Every student accessing the Internet via the MESD network must agree to the conditions of this policy. Students, their parent(s) or guardian(s), and a sponsoring teacher must sign the Acceptable Use Agreement before the student uses the Internet or the MESD network services.