

Electronic Communications System

General District Responsibilities

The district will:

- A. Designate staff as necessary to ensure coordination and maintenance of the district's electronic communications system;
- B. Provide staff training in the appropriate use of the district's system including copies of district policy and administrative regulations.
- C. Cooperate fully with local, state or federal officials in any investigation relating to misuse of the district's system;
- D. Use only properly licensed software, audio or video media purchased by the district or approved for use by the district. The district will comply with the requirements of law regarding the use, reproduction and distribution of copyrighted works and with applicable provisions of use or license agreements;
- E. Retain ownership and control of its computers, hardware, software and data at all times. To maintain system integrity, monitor network etiquette and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications. The district will inform system users that files and other information, including E-mail, generated or stored on district servers are not private and may be subject to such monitoring;
- F. Provide electronic access filtering or security software to help prevent inappropriate use of the district's system;
- G. Ensure all student and non-school system users complete and sign an agreement to abide by the district's electronic communications policy and administrative regulations. All such agreements will be maintained on file in the information services office.

System Access

- A. Access to the district's system is authorized to the following:
 1. Board members;
 2. District employees;
 3. Students in grades K-12 when under the direct supervision of staff;
- B. Users may be permitted to use the district's system for personal use, consistent with the general use prohibitions and guidelines/etiquette set forth in this administrative regulation.

General Use Prohibitions/Guidelines/Etiquette

Operation of the district's system relies upon the proper conduct and appropriate use of system users. Students, staff and others granted system access are responsible for adhering to the following prohibitions and guidelines that require legal, ethical and efficient utilization of the district's system.

A. Prohibitions

The following conduct is strictly prohibited:

1. Attempts to use the district's system for commercial, personal gain purposes, political or public lobbying;
2. Attempts to use reproduce or distribute material on the district's system in violation of copyright law or applicable provisions of use or license agreements;
3. Attempts to degrade disrupt or vandalize the district's equipment, software, materials or data or those of any other user of the district's system or any of the agencies or other networks connected to the district's system. This prohibition includes attempts to gain unauthorized access to restricted information, networks, other user's accounts or files;
4. Attempts to intentionally access or download any text file or picture or engage in any conference that includes material which is libelous, obscene, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation of the school or school activities will cause the commission of unlawful acts or violation of lawful Board policies and/or administrative regulations;
5. Attempts to gain access to any service via the district's system that has a cost involved or attempts to incur other types of unauthorized costs. The user accessing such services will be responsible for these costs;
6. Attempts to post or publish personal student contact information unless authorized by the system coordinator or teacher. Personal contact information includes photograph, age, home, school or work addresses or phone numbers;
7. Attempts to arrange student meetings with anyone on the district's system, unless authorized by the system coordinator or teacher and with prior parent approval.

B. Guidelines/Etiquette

System users will:

1. Adhere to the same standards for communicating on-line that are expected in the classroom and consistent with Board policy and administrative regulations;
2. Respect other people's time and cyberspace. Use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher or system coordinator. Avoid downloading excessively large files. Remain on the system long enough to get needed information then exit the system. Act as though every byte sent costs somebody time and money, because it does;
3. Take pride in communications. Check spelling and grammar;
4. Respect the privacy of others. Do not read the mail or files of others without their permission;
5. Cite all quotes, references and sources;
6. Adhere to guidelines for managing and composing effective E-mail messages:

- One subject per message - avoid covering various issues in a single E-mail message;
 - Use a descriptive heading;
 - Be concise - keep message short and to the point;
 - Write short sentences;
 - Use bulleted lists to break up complicated text;
 - Conclude message with actions required and target dates;
 - Remove E-mail in accordance with established guidelines;
 - Remember, there is no expected right to privacy when using E-mail. Others may
 - Read or access mail;
 - Always sign messages;
 - Always acknowledge receipt of a document or file.
7. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted with supervising teacher or system coordinator approval only;
 8. Communicate only with such users and/or the district may authorize sites as;
 9. Report security problems to the supervising teacher or system coordinator;
 10. The district makes no guarantee to privacy. E-mail generated on the district's system shall be considered public record.

Violations/Consequences

Staff

1. Staff who violates general system user prohibitions shall be subject to discipline up to and including dismissal in accordance with Board policy, collective bargaining agreements and applicable provisions of law.
2. Violations of law will be reported to law enforcement officials.

Telephone/Membership/Other Charges

- A. The district assumes no responsibility or liability for any membership or phone charges including, but not limited to, long distance charges, per minute (unit) surcharges and/or equipment or line costs incurred by any home usage of the district's system.
- B. Any disputes or problems regarding phone services for home users of the district's system are strictly between the system user and his/her local phone company and/or long distance service provider.

Information Content/Third Party Supplied Information

- A. System users and parents of student system users are advised that use of the district's system may provide access to materials that may be considered objectionable and inconsistent with the district's mission and goals. Parents should be aware of the existence of such materials and monitor their student's home usage of the district's system accordingly.
- B. Opinions, advice, services and all other information expressed by system users, information providers, service providers or other third party individuals are those of the providers and not the district.

- C. 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, as 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 services provided by the system and any information or software contained therein.

Staff Agreement for an Electronic Communications System Account

I have read the district's Electronic Communications System policy and administrative regulation and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access and related privileges and/or referral to law enforcement officials.

In consideration for the privilege of using the district's Electronic Communications System and in consideration for having access to the public networks, I hereby release the district, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use or inability to use the system including, without limitation, the type of damages identified in the district's policy and administrative regulation.

I understand that my district electronic communications are subject to public records law.

Signature: _____

Printed Name: _____

Building/Department: _____

Home Address: _____

Date: _____ Home Phone Number: _____

This space reserved for System Coordinator

Assigned Username: _____

Assigned Password: _____