

Electronic Communications System

Introduction

Networking has become an integral part of many businesses, college instruction, and K-12 education. Large scale networks (the internet) and support tools provide the following services: information, communication and resources. In a global environment, these tools and services are vital.

O.C. Net is the district's link to the internet. O.C. Net provides e-mail service, sharing of printers, storing of information, and accessing data from servers. O.C. Net is connected to the internet through ClackNet, Clackamas County Educational Services District's network. ClackNet is linked to NorthWestNet for access to global resources.

Because the internet is coordinated through a complex association of government agencies, regional, state and local networks, it is important that all O.C. Net participants adhere to the conduct defined in this policy. Mutual consideration for the rights of others by the users of O.C. Net is required to continue the smooth operation of the network.

Mission Statement

The Purpose of O.C. Net is to support lifelong learning by providing electronic communication and the sharing of information resources across the district and other sites in the world.

Sponsoring Networks

O.C. Net is constituent part of ClackNet, NFSNET, NorthWestNet, and OPEN. Users of O.C. Net are bound by the statement of purpose and acceptable use policies of these networks, as summarized below:

1. The purpose of ClackNet is to provide students, staff and administrators in Clackamas County access to the vast, diverse, and unique resources of the internet. The goal of this access is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.
2. The purpose of NSFNET (National Science Foundation Network) is to support research and education among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. All network use must be consistent with this purpose. Activities in direct support of this purpose (e.g. professional development, administrative communications, grant applications, new product announcement) are acceptable. All for-profit activities and extensive personal business activities are unacceptable.

3. The purpose of NorthWestNet is to promote research, education, and economic development by providing access to network communications, computing, and electronic information systems and services. Membership in NorthWestNet conveys the right to access NorthWestNet facilities and network services for research and educational purposes. All use of NorthWestNet network services shall be consistent with the mission of NorthWestNet. All use shall be intended to facilitate the exchange of information, intellectual property, and services to promote research, education, and technology diffusion, and otherwise be consistent with the broad objectives of NorthWestNet.
4. The purpose of OPEN (Oregon Public Education Network) is to promote educational excellence and share information. It provides schools with access to the internet, which holds a wealth of information for student and teachers. Teachers, students, and administrators have electronic mail access for receiving and sending information. OPEN allows schools to communicate, with each other, with the Department of Education and with ESD's. This link supports filing reports and other administrative functions such as transmitting transcripts from one school to another.

Network Access

The following people are entitled to use O.C. Net:

1. All Oregon City School District employees.
2. Student with parent or guardian permission if the student is under 18 years of age.
3. Other who request Guest Accounts from the O.C. Net management team. These request will be granted on the basis of existing resources and educational needs.

Definitions

1. "Technology protection measure," as defined by the Children's Internet Protection Act (CIPA) means a specific technology that blocks or filters Internet access to visual depictions that are:
 - a. Obscene, as that term is defined in Section 1460 of Title 18, United States Code;
 - b. Child pornography, as that term is defined in Section 2256 of Title 18, United States Code; or
 - c. Harmful to minors.
2. "Harmful to minors" as defined by CIPA means any picture, image, graphic image file or other visual depiction that:
 - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
 - b. Depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - c. Taken as a whole, lacks serious literary, artistic, political or scientific value to minors.
3. "Sexual act; sexual contact" as defined by CIPA have the meanings given such terms in Section 2246 of Title 18, United States Code.

4. “Minor” as defined by CIPA means an individual who has not attained the age of 17. For the purposes of Board policy and this administrative regulation, minor will include all students enrolled in district schools.
5. “Inappropriate matter” as defined by the district means material that is inconsistent with general public education purposes, the district’s mission and goals.¹

General Policy and Guidelines

It is a general policy that O.C. Net networks facilities (referred to here as O.C. Net) are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the Oregon City School District and the purposes of NSFNET, NorthWestNet, and OPEN. Users must acknowledge their understanding of the general policy and guidelines as a condition of receiving an O.C. Net account or using the network.

Failure to adhere to this policy and its guidelines may result in suspending or revoking the offender’s network privileges. Additional disciplinary actions may be taken at the building or district level. Law enforcement agencies may be involved as appropriate guidelines:

The district will:

1. Designate staff as necessary to ensure coordination and maintenance of the district’s electronic communications system which includes all district computers, e-mail and Internet access;
2. Provide staff training in the appropriate use of the district’s system including copies of district policy and administrative regulations. Staff will provide similar training to authorized system users;
3. Cooperate fully with local, state or federal officials in any investigation relating to misuse of the district’s system;
4. 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;
5. Provide technology protection measures that protect against Internet access by both adults and minors to visual depictions that are obscene, child pornography, or with respect to the use of computers by minors, harmful to minors. A supervisor or other individual authorized by the building principal may disable the technology protection measures to enable access for bona fide research or other lawful purposes, as deemed appropriate;
7. Prohibit access by minors, as defined by CIPA and this regulation, to inappropriate matter on the Internet and World Wide Web;

¹As inappropriate matter is not defined in the CIPA or regulations, districts should define the scope of what it will regard as inappropriate matter. The language provided in #5. is intended as a guide only.

8. Provide staff supervision to monitor the online activities of students to prevent unauthorized access, including “hacking” and other unlawful activities online, and ensure the safety and security of minors when authorized to use e-mail, chat rooms and other forms of direct electronic communication;
9. Determine which users and sites accessible as part of the district’s system are most applicable to the curricular needs of the district and may restrict user access, accordingly;
10. Notify appropriate system users that:
 - a. The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted, received or contained in the district’s information system are the district’s property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. 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, the school administrators may routinely review user files and communications;
 - b. Files and other information, including e-mail, sent or received, generated or stored on district servers are not private and may be subject to monitoring. By using the district’s system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail system;
 - c. The district may establish a retention schedule for the removal of e-mail;
 - d. E-mail sent or received by a Board member or employee in connection with the transaction of public business may be a public record and subject to state archivist rules for retention and destruction;
 - e. Information and data entered or stored on the district’s computers and e-mail system may become discoverable evidence if a public records request is made or a lawsuit is filed against the district. “Deleted” or “purged” data from district computers or e-mail system may be retrieved for later public records disclosure or disciplinary purposes, as deemed necessary by the district;
 - f. The district may set quotas for system disk usage. The district may allow system users to increase their quota by submitting a written request to the supervising teacher or system coordinator stating the need for the increase;
 - g. Passwords used on the district’s system are the property of the district and must be provided to their supervisor or designated district personnel, as appropriate. Passwords that have not been provided to the district are prohibited;
 - h. Transmission of any materials regarding political campaigns is prohibited.
11. Ensure all student, staff and nonschool 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 school office.
12. Notify users of known copyright infringing activities and deny access to or remove the material.

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 which require legal, ethical and efficient utilization of the district's system.

1. Prohibitions

The following conduct is strictly prohibited:

- a. Attempts to use the district's system for:
 - (1) Unauthorized solicitation of funds;
 - (2) Distribution of chain letters;
 - (3) Unauthorized sale or purchase of merchandise and services;
 - (4) Collection of signatures;
 - (5) Membership drives;
 - (6) Transmission of any materials regarding political campaigns.
- b. Attempts to upload, download, use, reproduce or distribute information, data, software, or file share music, videos or other materials on the district's system in violation of copyright law or applicable provisions of use or license agreements;
- c. 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;
- d. Attempts to evade, change or exceed resource quotas or disk usage quotas;
- e. Attempts to send, intentionally access or download any text file or picture or engage in any communication that includes material which may be interpreted as:
 - (1) Harmful to minors;
 - (2) Obscene or child pornography as defined by law or indecent, vulgar, profane or lewd as determined by the district;
 - (3) A product or service not permitted to minors by law;
 - (4) Harassment, intimidation, menacing, threatening or constitutes insulting or fighting words, the very expression of which injures or harasses others;
 - (5) A likelihood that, either because of its content or the manner of distribution, it will cause a material or substantial disruption of the proper and orderly operation of the school or school activity;
 - (6) Defamatory, libelous, reckless or maliciously false, potentially giving rise to civil liability, constituting or promoting discrimination, a criminal offense or otherwise violates any law, rule, regulation, Board policy and/or administrative regulation.
- f. Attempts to gain unauthorized access to any service via the district's system which has a cost involved or attempts to incur other types of costs without specific approval. The user accessing such services will be responsible for these costs;
- g. Attempts to post or publish personal student contact information unless authorized by the system coordinator or teacher and consistent with applicable Board policy pertaining to student

- directory information and personally identifiable information. Personal contact information includes photograph, age, home, school, work or e-mail addresses or phone numbers or other unauthorized disclosure, use and dissemination of personal information regarding students;
- h. 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;
 - I. Attempts to use the district's name in external communication forums such as chat rooms without prior district authorization;
 - j. Attempts to use another individual's account name or password, failure to provide the district with individual passwords or to access restricted information, resources or networks to which the user has not been given access.

Student Rights:

1. Student have the right of access to the internet to facilitate personal educational growth in technology, information gathering skills, and communications skills.
2. Students have the right to send appropriate e-mail to any member on the network provided they adhere to the above guidelines and those in Attachment A.

Student Violation/Consequences

1. Students who violate general system user prohibitions shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges.
2. Violations of law will be reported to law enforcement officials and may result in criminal or civil sanctions.
3. Disciplinary action may be appealed by parents, students and/or a representative in accordance with established district procedures.

Student Responsibilities

1. The student using the internet shall accept the responsibility for all material received under his/her account.
2. Students have the responsibility to monitor all material received via the internet under their user account.
3. Students will accept the responsibility of keeping copyrighted software and materials of any kind from entering the school unless properly purchased.
4. Students will accept the responsibility for keeping all inappropriate materials or files dangerous to the integrity of the network from entering the school.

District Responsibilities

Oregon City School District will:

1. Inform users of proper techniques and standards of participation on the internet described in the guidelines of this policy and attachment A.
2. Inform users how to access appropriate information.
3. Require written permission from the student and the parent/guardian, if the student is under 18 years of age, before the student can use the internet.
4. Notify users that if they misuse the network they will lose their accounts.
5. Acquire written student and parent/guardian permission before publishing student work.
6. Monitor network activity when necessary to protect the integrity of the network and the security of students and staff.

Staff Violation/Consequences

1. Staff who violate 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 and may result in criminal or civil sanctions.
3. Violations of applicable Teacher Standards and Practices Commission (TSPC), Standards for Competent and Ethical Performance of Oregon Educators will be reported to TSPC as provided by OAR 584-020-0041.
4. Violations of ORS 244.040 will be reported to GSPC.

Others Violation/Consequences

1. Other guest users who violate general system user prohibitions shall be subject to suspension of system access up to and including permanent revocation of privileges.
2. Violations of law will be reported to law enforcement officials or other agencies, as appropriate, and may result in criminal or civil sanctions.

System Access

1. Access to the district's system is authorized to:

Board members, district employees, students in grades K-12, with parent approval and when under the direct supervision of staff, and district volunteers, district contractors or other members of the public as authorized by the system coordinator or district administrators consistent with the district's policy governing use of district equipment and materials.

2. Students, staff and Board members may be permitted to use the district's system to conduct business related to the management or instructional needs of the district or to conduct research related to education. Personal use of district computers including Internet and e-mail access by students and Board members is strictly prohibited. Personal use of district computers including Internet access and e-mail by staff is restricted. Any personal use by staff is limited to such uses as deemed permissible under the Oregon Government Standards and Practices Commission (GSPC) guidance (e.g., occasional use to type a social letter to a friend or family member, preparation of application materials for another position in the district, or computer games which may serve to improve the individual's keyboard proficiency and software component familiarity). Such use is restricted to the employee's own time.

Complaints

Complaints regarding use of the district's Electronic Communications System may be made to the teacher, principal, employee's supervisor or system coordinator. The district's established complaint procedure will be used for complaints concerning violations of the district's Electronic Communications System policy and/or administrative regulation. See Board policy KL and accompanying administrative regulation.

Telephone/Membership/Other Charges

1. 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.
2. 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

1. 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.
2. 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.

3. System users may, with supervising teacher or system coordinator approval, order services or merchandise from other individuals and agencies that may be accessed through the district's system. These individuals and agencies are not affiliated with the district. 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. District staff and administration shall not be a party to any such transaction or be liable for any costs or damages arising out of, either directly or indirectly, the actions or inactions of sellers.

4. 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.

Sample Parent Letter

Dear Parents:

Your student has [requested] [been selected] to participate in the district's electronic communications program and needs your permission to do so. Your student will be able to communicate with other schools, colleges, organizations and individuals around the world through the Internet and other electronic information systems/networks.

The Internet is a system which links networks creating a large and diverse communications network. Internet access allows your student the opportunity to reach out to many other people to share information, learn concepts and research subjects by the sending and receiving of messages using a computer, modem and phone lines.

With this educational opportunity also comes responsibility. It is important that you and your student read the enclosed district policy, administrative regulation and agreement form and discuss these requirements together. Inappropriate system use will result in discipline up to and including expulsion from school, suspension or revocation of your student's access to the district's system and/or referral to law enforcement officials.

Although the district is committed to practices that ensure the safety and welfare of system users, including the use of technology protection measures such as Internet filtering, please be aware that there may still be material or communications on the Internet that district staff, parents and students may find objectionable. While the district neither encourages nor condones access to such material, it is not possible for us to eliminate that access completely.

Attached to this letter are the following important documents:

1. An agreement for your student to read and sign stating his/her agreement to follow the district's Electronic Communications System policy and administrative regulation. This agreement requires your signature. It must be signed and renewed each year and will be kept on file at the school;
2. The district's Electronic Communications System policy and administrative regulation.

Please review these materials carefully with your student and return the attached agreement form to the [school office] indicating your permission or denial of permission for your student to participate in the district's electronic communications system.

Sincerely,

[System Coordinator/Administrator]

Internet Use Parent Permission Form

Within reason, freedom of speech and access to information will be honored. During class time, staff will guide students toward appropriate classroom materials. Outside of school and for general use, families have the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

User Agreement and Parent Reviewed Permission Form

As a user of the district computer network, I hereby agree to comply with the district policies and administrative regulations for electronic communication as reviewed by my homeroom teacher/staff member. Violations may result in a loss of access as well as other disciplinary or legal action

Student Signature _____

Homeroom Teacher/Staff Member _____

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the internet may be objectionable, but I accept responsibility for setting and conveying standards for my student to follow when selecting, sharing or exploring information and media.

Parent Signature _____ Date _____

Name of Student _____ Date _____

School _____ Grade _____ Birth Date _____

Address _____

City/State/Zip _____ Home telephone _____

Return to your homeroom teacher or staff member.

Full text of electronic use policies and administrative regulations available at www.orecity.k12.or.us all school offices and the administration office.

Internet Network Account Agreement for District Employees

(Please complete and return this agreement to your building administrator.)

To Oregon City School District Staff:

Network services are now available in nearly all locations in the district. Most staff have access to many new and useful resources, including:

1. E-mail;
2. World Wide Web access;
3. Shared files on district services;
4. Printing services.

These services are a public resource for the benefit of educating students. Our network is also a part of a county and state-wide network. What we do on our network can affect people far beyond our district network.

For these reasons, staff need to be aware of the capabilities of the network, problems that can occur, as well as how to properly use the network. Please review the attached Oregon City School District acceptable Use Policy, which includes "Guidelines for Acceptable Use."

Once you have reviewed the information, please complete this form and return to your building administrator.

Current Date: _____

Name of applicant: (First) _____ (MI) _____ (Last) _____

Job Title (Teacher, Administrator, Instructional Assistant, etc.): _____

School/Department: _____

1. I have read the Oregon City School District Acceptable Use Policy and I agree to follow the guidelines and rules contained in this policy. I understand that if I violate this policy my account can be terminated and I may face other disciplinary measures.
2. I hereby release the Oregon City School District, its personnel, and any institutions with which is affiliated, from any and all claims and damages of any nature of any nature arising from my use of, or inability to use the Oregon City School District Network System.

Signature: _____

Date: _____

Permission to Include Photo and Student Work in District Sponsored Electronic Publishing.

I understand that the internet is a public forum accessible by all. Please consider the information you are willing to release for publication on the internet and check the boxes that apply. This permission will be valid for the current school year in the district unless specifically revoked in writing. If you have questions, please contact your building principal or Allan Dunn, district technology coordinator (657-2533).

Please check one (images)

- I give my permission for my student's image in the form of a scanned photograph, digital photograph, or video clip to be posted on the world wide web as part of a school developed page.
- I do not give my permission for my student's image to be posted on the world wide web.

Please Check One (student work)

- I give my permission for my student's school work to be posted on the world wide web as part of a school developed page.
- I do not give my permission for my student's school work to be posted on the world wide web.

Please check one (first name)

- I give my permission for my student's first name to be used in conjunction with displayed student work.
- I do not give my permission for my student's school work to be posted on the world wide web.

Please print the following information:

Student's Name: _____

Parent or Guardian Name: _____

Home Address: _____

City, State, Zip: _____

Home Phone: _____

Parent Signature: _____ Date: _____

Please return this form to your student's school after a copy has been made for your records.

Acceptable Network Use Teaching Guide Oregon City School District

Guidelines

1. Acceptable uses of the network are activities which support learning and teaching. Students and staff have the right to access the internet to facilitate personal educational growth in technology, information gathering skills and communication skills.
2. Assume that information passes over the network is like a postcard in the mail and is not private.
3. The person in whose name an account is issued is responsible at all times for its proper use. Users have the responsibility for all material sent, accessed or received under his or her user account.
4. Use appropriate language and graphics when communicating information. Do not use profanity, obscenity, or inappropriate language or graphics.
5. Respect the rights of copyrights owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright.
6. Users will not plagiarize works that they find on the internet or network. Plagiarism is taking the ideas or writing of others and presenting them as if they were the users.
7. Do not use the network for financial gain or for any commercial or illegal activity. The network is a public resource and is not to be used for personal profit.
8. Respect others. Do not send, access or display offensive messages or materials, including prejudicial or discriminatory material (such as one's race, religion, sex, sexual orientation, culture, and national origin). If both the teacher and the parent approve, exceptions may be made if the purposes of such access is to conduct research.
9. Do not send, access or display harassing or attaching material.
10. Use only your password, accounts, folders, etc. unless you have permission from other users to access their information.
11. We all sharing the same network, printers, and computers. Use the resources efficiently so that the network functions as effectively as possible. Avoid sending large or numerous files, printing unnecessary documents, making board, vague, and numerous searches etc. Check email frequently and delete unwanted messages promptly. Do not engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
12. Respect your privacy and the privacy of others. Do not post personal information about yourself, including address, telephone, home address, work address, etc. The district address and email address maybe used when it is necessary to receive information. Also, do not post personal information about other people without their permission. For example, student web pages may not list student or staff names, addresses, phone number, etc. unless permission is granted.
13. Do not access or post information that, if acted upon, would cause damage or disruptions.
14. Our network must remain a safe and positive learning environment. If you suspect any attempt to improperly meet or make contact with you, or receive any message that is inappropriate, report such actions to your teacher or other school employee. The district will monitor network activity, when necessary, to protect the integrity of the network and the security of students and staff.