

Electronic Communications System

Online Conduct

1. The individual in whose name a system account is issued is responsible at all times for its proper use. The district's system shall be used only for educational purposes consistent with the district's mission and goals. Commercial and/or personal use of the district's system is strictly prohibited.
2. System users shall not submit, publish or display on the district's system any inaccurate and/or objectionable material.
3. 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.
4. Transmission of material, information or software in violation of any district policy, local, state or federal law is prohibited.
5. System users identifying a security problem on the district's system must notify the appropriate teacher, principal or district coordinator.
6. System users may not use another individual's system account without written permission from the principal or district coordinator as appropriate.
7. Attempts by a student to log on to the district's system as a district administrator will result in cancellation of user privileges and may result in disciplinary action up to and including expulsion.
8. System users will not write to directories other than their own as identified by the district.
9. Teachers may require students to restrict access to course program files.
10. Any system user identified as a security risk or having a history of violations of district and/or computer-use guidelines may be denied access to the district's system.
11. 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/receive electronic mail.
12. In order to reduce unnecessary system traffic, system users may use realtime conference features such as talk/chat/Internet relay chat only as approved by the student's teacher.

13. System users will remove electronic mail in accordance with established retention guidelines. Such messages may be removed by the principal if not attended to by the system user.
14. System users will not evade, change or exceed resource quotas or disk usage quotas as set by the principal. A user who remains in non-compliance of disk space quotas after seven calendar days of notification may have their file removed by the principal. Such quotas may be exceeded only by requesting to the principal that disk quotas be increased and stating the need for the increase.
15. System users will do a virus check on downloaded files to avoid spreading computer viruses. Deliberate attempts to degrade or disrupt system performance will be viewed as a violation of district policy and administrative regulations and may be viewed as criminal activity under applicable state and federal laws.
16. Vandalism will result in cancellation of system use privileges. 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 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.
17. Any software having the purpose of damaging the district's system or other user's system is prohibited.
18. Copyrighted material may not be placed on any system connected to the district's system without the author's permission. Only the owner(s) or individuals the owner specifically authorizes may upload copyrighted material to the system.
19. System users may download copyrighted material for their own use. System users may redistribute non-commercially copyrighted programs only 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 regulations.
20. System users may upload public domain programs to the system. System users may also download public domain programs for their own use or noncommercially redistribute a public domain program. System users are responsible for determining whether a program is in the public domain.

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.
3. Commercial and/or personal use of the district's system is prohibited.

Updating Member Account Information

1. The district may require new registration and account information from system users to continue service.
2. System users must notify the district of any changes of account information such as address and phone number.
3. Student account information will be maintained in accordance with applicable education records law and district policy and administrative regulations.

Information Content/Third Party Supplied Information

1. System users and parents of system users are 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.
3. Parents of students with accounts on the district's system should be aware of the existence of such materials and monitor their student's home usage of the district's system accordingly.
4. Students knowingly bringing prohibited materials into the school environment may/will be subject to suspension and/or revocation of their privileges on the district's system and will be subject to discipline in accordance with the district's policy and applicable administrative regulations.
5. Staff knowingly bringing prohibited materials into the school will be subject to disciplinary action in accordance with district policy and collective bargaining agreements for discipline and dismissal.
6. 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.
7. System users may 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.
8. 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.
9. 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.

Termination/Revocation of System User Account

1. A guest system user's access to and use of the district's system may be terminated by the system user notifying the principal or district coordinator as appropriate.
2. Terminations by any system user will be effective on the day the principal or district coordinator receives notice of a guest system user's termination or of a student withdrawal or revocation of system privileges or on a future date if so specified in the notice.
3. 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.
4. 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.
5. Prior to a suspension or revocation of system service or as soon as practicable the principal or district coordinator will inform the system user of the suspected violation and give the system user an opportunity to present an explanation.
 - a. A system user may appeal the suspension or revocation within seven calendar days.
 - b. The district coordinator may conduct the hearing or designate the principal to conduct the hearing.
 - c. The principal or district coordinator who imposed the suspension or revocation will not hear a system user's appeal.

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, 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.

Dear Parents:

Your student will be using the district's electronic communications system if you approve. Your student will be able to communicate with other schools, colleges, organizations and individuals around the world through Internet and other electronic information systems/networks.

Internet is a system which links smaller networks creating a large and diverse network. Internet 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 regulations and agreement form and discuss these requirements together. Inappropriate system use will result in the loss of the privilege to use this educational tool.

In spite of our efforts to establish regulations for the district's electronic communications system, please be aware that there may be material or communications on the Internet that district staff, parents and students would find objectionable. We cannot filter out completely items posted on connecting computers by others.

Please 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,

Vale School District #84

**Vale School District #84
Employee Account Agreement**

Name _____ Position _____

School or Department _____

I have read the *Vale School District #84 Employee Acceptable Use Regulations*. I agree to follow the rules contained within these Regulations. I understand that if I violate the rules, I may face disciplinary action in accordance with the applicable employee bargaining agreement and/or established Vale School District #84 regulations.

I hereby release the Vale School District #84, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my negligent use of the network, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services from vendors. I hereby agree to pay the Vale School District #84 any fees or charges incurred by the District due to any illegal or inappropriate use of the network on my part. I also authorize the Vale School District #84 to deduct any fees or costs from my salary, charged to the District, due to any illegal or inappropriate use of the District network on my part. I understand that the district will inform me, prior to any deduction, of what has occurred, thus giving me opportunity to confirm or deny that any such activity was performed by me.

Signature _____ Date _____

Please return to the Superintendent's Office

VALE SCHOOL DISTRICT #84
STAFF ACCEPTABLE USE REGULATIONS

The Vale School District #84 offers network access for staff use. This document is the *Vale School District #84 Staff Acceptable Use Regulations* for staff use of the network.

1. Educational Purpose

- a. The district network has been established for an educational purpose. The term “educational purpose” includes classroom activities, career development, and high quality self-discovery activities for staff members.
- b. The network has not been established as a public access service or public forum. The district has the right to place reasonable restrictions on the material accessed or posted through the system. Staff members are expected to follow the *Vale School District #84 Staff Acceptable Use Regulations*, the applicable collective bargaining agreement, and state and federal law.
- c. Staff may not use the network for commercial purposes. Products, services, or other commercial activities may not be offered or provided for personal use through network.
- d. The network may not be used for political lobbying or for the dissemination of religious materials. The system may be used to express opinions in personal messages.

2. Staff Internet and Email Access

- a. Prior to being granted an Internet account, a *Vale School District #84 Employee Account Agreement* must be signed and submitted to the building Technology Committee Member. The *Vale School District #84 Employee Account Agreement* must be renewed on an annual basis.
- b. All staff may have Internet access as long as they adhere to building and district policies, and state and federal laws.
- c. Staff members may have an individual email account as long as they adhere to building and district policies, and state and federal laws.
- d. Staff members may create web pages in accordance with district policy.

3. Personal Safety

- a. Personal contact information includes but is not limited to your residence (home) address, mail or email address, telephone or fax number; school address, school telephone or fax number, work address, work telephone or fax number.
- b. Staff may post personal contact information for the purposes of maintaining professional contacts and exchanging information resources via email and the Internet. Staff may post personal contact information of others only with prior permission and/or to fulfill district responsibilities. Such postings shall conform to all district regulations and to state and federal law.
- c. When posting student information to a publicly accessible web site or other location, students will be identified by first name only.

4. **Illegal Activities**

- a. Staff will not attempt to gain unauthorized access to the network or to any other computer system through the district's network or go beyond their authorized access. This includes attempting to login through another person's account or to access another person's files without authorization. These actions are illegal, even if only for the purposes of "browsing". This is considered "hacking" and criminal charges may be filed.
- b. Staff will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal and criminal charges may be filed.
- c. Staff will not use the network to engage in illegal activity or conspiracy including, but not limited to, the manufacture, sale or purchase of an illegal drug, the purchase or sale of alcohol, the purchase or sale of stolen property, criminal gang activity, or threatening the safety of another person.

5. **Inappropriate Activities**

- a. Restrictions against inappropriate activities apply to all uses of network resources.
- b. Staff will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
- c. Staff will not post or send messages intending to cause damage or disruption.
- d. Staff will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. Staff will not harass another person. Harassment is persistently acting in an inappropriate manner that distresses or annoys another person.
- f. Staff will not knowingly or recklessly post false or defamatory information about a person or organization.
- g. Staff will not seek to view or download inappropriate media, i.e., pornographic or offensive images and/or literature, or gratuitous violence.
- h. Failure to follow district policy may lead to disciplinary action. In addition, criminal and/or civil charges may be filed.

6. **System Security**

- a. Staff members are responsible for their account(s) and should take all reasonable precautions to prevent others from being able to use their account(s). Under no conditions should you provide access to your account(s) to another person. Staff members are authorized to use their own accounts or a temporary user account made available for instructional purposes by the building Technology Committee Member or district network administrator. Staff may not use any other method to gain access to the network.
- b. You will immediately notify your principal, building Technology Committee Member, or the district network administrator if a possible security problem has been identified. Staff shall not search for security problems, because this may be considered as an attempt to gain illegal access.
- c. Staff will avoid the spread of computer viruses by following district virus protection procedures. If a virus is suspected, the building Technology Committee Member or district network administrator shall be notified immediately.

- d. No operating system, office suites or licensed software (i.e. Photoshop, MS Office 2000, Linux, etc.) other than district approved/purchased software is to be loaded on any district computer. Installation of new software is to be approved by the Technology Committee.
- e. District owned software may not be copied to another media or transmitted in any form for the purpose of being used on any system outside the district without permission from the Technology Committee and/or the district network administrator.

7. Respect for Privacy

Staff will not re-post a message that was received and marked “confidential” without permission of the person who sent the message.

8. Respecting Resource Limits

- a. Staff should monitor their disk space usage.
- b. Email attachments and message sizes are limited by the system. The district network administrator must approve any exceptions to these limits.
- c. Staff will avoid exchanging chain letters and sending unnecessary messages (spamming) to a large number of people.
- d. Staff will check their e-mail frequently and shall regularly maintain their mailboxes.
- e. Staff will subscribe only to high-quality discussion group mailing lists that are relevant to their educational or professional/ career development and/or district responsibilities.

9. Copyright Infringement and Plagiarism

Staff will respect the rights of copyright owners. Staff will not plagiarize electronic resources. If unsure whether or not an electronic resource may be used, permission must be requested from the copyright owner.

10. Free Speech

The district network is a limited forum established for educational purposes (similar to a school newspaper). Therefore, the district has placed restrictions on the use of the network, which limit or prohibit certain forms of speech and/or expression.

11. Search and Seizure

- a. The Oregon Public Records Law is applicable to the network. This law states that the owner of a records system, i.e. a computer network, is the owner of and may access all records contained within that system. Since system maintenance and management require monitoring of resources and records, users should not expect complete confidentiality when using the district’s network.
- b. Maintenance and monitoring of the network may lead to discovery of a possible violation of these Regulations or the law. An investigation will be conducted if there is reasonable suspicion that a staff member may have violated the *Vale School District #84 Employee Account Agreement*, the applicable collective bargaining agreement, or the law.

The investigation will be reasonable and related to the suspected violation, and subject to the requirements of state and federal law.

- c. The district will cooperate fully with local, state, or federal officials in any investigation pertaining to a suspected illegal activity conducted through the network.

12. **Due Process**

In the event that there is a claim that you have violated this Acceptable Use Regulations, you will be provided with written notice of the suspected violation and an opportunity to present an explanation before a neutral district administrator.

13. **Limitation of Liability**

The district makes no guarantee that the functions or the services provided by or through the network will be error-free or without defect. The district will not be responsible for any damages suffered, including but not limited to loss of data or interruption of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district will not be responsible for financial obligations arising through the unauthorized use of the network.

14. **Violation of Vale School District #84 Acceptable Use Regulations**

If you violate the Vale School District Acceptable Use Regulations you will be subject to disciplinary measures including verbal warnings, loss of computer privileges or suspension. The principal, vice-principal and/or Superintendent will determine the consequences of the violation.

**Vale School District #84
Student Account Agreement**

Student _____ Grade _____

I have read the *Vale School District #84 Student Acceptable Use Regulations*. I agree to follow the rules contained in these regulations in both the use of Vale School District #84's computer network and the Internet. I understand that if I violate these rules, my privileges of using the network and/or Internet accounts through the district may be terminated and I may face other disciplinary measures.

Student Signature _____ **Date** _____

Parent or Guardian Section

I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the district system. This includes, but is not limited to, claims that may arise from the unauthorized or illegal use of the network and/or the Internet to purchase products or services.

I will instruct my child regarding the rules set forth in the *Vale School District #84 Student Acceptable Use Regulations*. I will emphasize to my child the importance of following the rules for personal safety, and stress to my child that the district computers are for educational purposes only.

I certify that I have read the *Vale School District #84 Student Acceptable Use Regulations* and have discussed the contents of it with my child. I understand that by signing this form, I am giving the district permission to issue an Internet account for my child and certify that the information contained in this form is correct.

Vale Elementary and Vale Middle School students are not allowed access to personal e-mail accounts or Messenger sites.

Parent/Guardian Signature _____ **Date** _____

Parent/Guardian Name (Print) _____

Home Address _____ Phone _____

Please return this completed form to Vale School District Computer Staff

VALE SCHOOL DISTRICT # 84
Student Acceptable Use Regulations

The Vale School District #84 offers network access for student use. This document is the Acceptable Use Regulations for student use of the district's network.

1. Educational Purpose

- a. The network has been established for an educational purpose. The term educational purpose includes classroom activities, career development, and high-quality self discovery activities.
- b. The network has not been established as a public access service or public forum. The district has the right to place reasonable restrictions on the material accessed or posted through the system. Students are expected to follow the district's Student Acceptable Use Regulations, the applicable school discipline policy, and the state and federal laws.
- c. Students may not use the network for commercial purposes. Products, services or other commercial activities may not be offered or provided through the network.
- d. The district network may not be used for political lobbying or for the dissemination of religious materials. The system may be used to express opinions in personal messages.
- e. Students may not download and/or install software without prior approval from the classroom teacher or the district's network administrator.
- f. Games accessed through the network must be of educational value or related to the district's adopted curriculum.

2. Student Internet and Email Access

- a. Prior to being granted an Internet account, a Student Use Agreement Form must be signed by a parent/guardian and the student and submitted to the building Technology Committee Member. The Student Use Agreement must be renewed on an annual basis. A parent/guardian may withdraw their approval by submitting an amended Student Use Agreement Form.
- b. Students may have Internet access as long as they adhere to building and district policies, and state and federal laws.
- c. In order to receive an account, a signed Student Use Agreement Form must be submitted, training must have taken place, and any additional building requirements must be completed. Students may not access an outside email agency, such as Hotmail or Yahoo!Mail through the network, or a messenger service such as MSN Messenger or Yahoo! Messenger.

3. Personal Safety

- a. Students will not post personal contact information about other people or themselves. Personal contact information includes, but is not limited to, residence (home), mail, or email address, telephone or fax number.
- b. The district strongly recommends that students not meet with, telephone or otherwise contact someone they have met on-line.
- c. Students will not read or post personal ads.
- d. Students will promptly disclose to a teacher or to a school staff member any message received that is inappropriate or makes the student feel uncomfortable.

4. Illegal Activities

- a. Students will not attempt to gain unauthorized access to the district's network or to any other computer system through the network or go beyond their authorized access. This includes attempting to login through another person's account to access another person's files without authorization. These actions are illegal, even if only for the purposes of browsing. This is considered hacking and criminal charges may be filed.
- b. Students will not make deliberate attempts to disrupt any computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal and criminal charges may be filed.
- c. Students will not use the network to engage in illegal activity or conspiracy including, but not limited to, the manufacture, sale or purchase of an illegal drug, the purchase or sale of alcohol, the purchase or sale of stolen property, criminal gang activity, or threatening the safety of another person.
- d. Students will/ not use the network to access material that obscene (i.e., pornography), that advocates illegal acts, or that advocates violence or discrimination toward other people.
- e. If a student accesses inappropriate information, he/she must immediately tell his/her teacher, principal or district network administrator. This will protect against a claim of intentional violation of this regulation and/or state and federal law.

5. Inappropriate Activities

- a. Restrictions against inappropriate activities apply to all uses of the network resources.
- b. Students will/ not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. Students will not post or send messages intending to cause damage or disruption.
- d. Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. Students will not harass another person. Harassment is persistently acting in an inappropriate manner that distresses or annoys another person
- f. Students will not knowingly or recklessly post false or defamatory information about a person or organization.
- g. Students will not seek to view or download inappropriate media, i.e., pornographic or offensive images and/or literature, or gratuitous violence. An exception may be made for hate literature if the purpose is to conduct research and both teacher and parent(s) have approved. Students inadvertently accessing such material will promptly and quietly notify the supervising staff member without unnecessarily involving other students.
- h. Failure to follow district regulations may lead to disciplinary action. In instances of repeated violations and/or violations considered by the school to be of an extremely serious nature, loss of the network and/or Internet privileges may be permanent and criminal and/or civil charges may be filed.

6. System Security

- a. Students are responsible for their account(s) and should take all reasonable precautions to prevent others from being able to use their account(s). Under no conditions should you provide access to your account(s) to another person. Students are authorized to use their own accounts or a temporary user account made available for instructional purposes by the staff or

- district network administrator. Students may not use any other method to gain access to network.
- b. Students will immediately notify the principal, staff or the district network administrator if a possible security problem has been identified. Students shall not search for security problems, because this may be considered as an attempt to gain illegal access.
 - c. Students will avoid the spread of computer viruses by following district virus protection procedures. If a virus is suspected, the staff or district network administrator shall be notified immediately.
 - d. No software other than district approved/purchased software is to be loaded on any district computer. Unless authorized by the staff or district network administrator, no student may download, install/uninstall, or otherwise alter software and hardware systems.

7. Copyright Infringement and Plagiarism

Students will respect the rights of copyright owners. Students will not plagiarize electronic resources. If unsure whether or not an electronic resource may be used, permission must be requested from the copyright owner.

8. Free Speech

The district's network is a limited forum established for educational purposes (similar to a school newspaper). Therefore, the district has placed restrictions on the use of the network, which limit or prohibit certain forms of speech and/or expression.

9. Search and Seizure

- a. The Oregon Public Records Law is applicable to the district's network. This law states that the owner of a records system, (i.e. a computer network), is the owner of and may access all records contained within that system. Since system maintenance and management require monitoring of resources and records, users should not expect complete confidentiality when using the network.
- b. Maintenance and monitoring of the network may lead to discovery of a possible violation of these regulations or the law. An investigation will be conducted if there is reasonable suspicion that a student may have violated the *Vale School District #84 Student Acceptable Use Regulations*, the individual building discipline code or the law. The investigation will be reasonable and related to the suspected violation, and subject to the requirements of state and federal law.
- c. The district will cooperate fully with local, state, or federal officials in any investigation pertaining to a suspected illegal activity conducted through the network.

10. Due Process

In the event that there is a claim that a student has violated this Acceptable Use Regulations a written notice of the suspected violation will be provided. The student will have an opportunity to present an explanation before a district administrator.

11. Limitation of Liability

The district makes no guarantee that the functions or the services provided by or through the network will be error-free or without defect. The district will not be responsible for any damages suffered, including but not limited to loss of data or interruption of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district will not be responsible for financial obligations arising through the unauthorized use of the network.

12. Violations of Vale School District#84 Acceptable Use Regulations

If you violate the Vale School District Acceptable Use Regulations you will be subject to disciplinary measures including verbal warnings, letter to your parents, loss of computer privileges, detention, suspension, or expulsion. The principal, vice-principal and/or staff will determine the consequences of the violation.