

Electronic Resources

K-20 Network Acceptable Use Guidelines/Internet Safety Requirements

These procedures are written to support the Electronic Resources Policy of the board of directors and to promote positive and effective digital citizenship among students and staff. Digital citizenship represents more than technology literacy. Successful, technologically fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student and staff behavior online are no different than face-to-face interactions.

Network

The district network includes wired and wireless computers and peripheral equipment, files and storage, e-mail and Internet content (blogs, web sites, web mail, groups, wikis, etc.). The district reserves the right to prioritize the use of, and access to, the network.

All use of the network must support education and research and be consistent with the mission of the district.

Acceptable network use by district students and staff includes:

- Creation of files, projects, videos, web pages and podcasts using network resources in support of educational research;
- Participation in closed blogs, wikis, bulletin boards, local social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support educational research and class project must have written approval;
- With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
- Staff use of the network for incidental personal use in accordance with all district policies and guidelines;

Network Offenses: Unacceptable network use by district students and staff includes but is not limited to:

- Personal gain, commercial solicitation and compensation of any kind; Liability or cost incurred by the district;
- Downloading, installation and use of games, audio files, video files or other applications (including shareware or freeware) without permission or approval from the Manager of Technology Services or designated appointee;
- Support or opposition for ballot measures, candidates and any other political or union activity;
- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, Time Bombs and changes to hardware, software and monitoring tools, wares, software piracy, or any illegal activity;
- Unauthorized access to other district computers, networks and information systems;
- Use of portable hard drives except when authorized as storage for very large classroom projects;
- Use of USB flash drives to deliver prohibited content;

- Attaching unauthorized equipment or software to the district network. Any such equipment or software will be confiscated and may be destroyed. The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the Internet.
- Users will not take actions that are harmful to District equipment (Vandalism) including but not limited to the removal of manufacturer logos, mice parts, keys, and/or license stickers.
- Transferring and or distributing of copyrighted material that does not comply with Copyright Law.
- Making any intentional changes to computer settings that impact the use of the machine by other users, examples would be: Changing resolution, rotating the screen, changing accessibility options, and etc.
- Harassing of any kind, defamation, discriminatory remarks directed toward any person or group.

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the Internet.

Legal Guardian Rights and Responsibility

Legal Guardian(s) must sign an agreement to allow their student to have an individual account. Legal Guardian(s) may request alternative activities for their child(ren)'s that do not require Internet access.

Legal Guardian(s) has the right to request a copy of their child(ren)'s files currently on the server. The Legal Guardian(s) also have the right to request the termination of their child(ren)'s Internet or Network account.

The District Acceptable Use Policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not practically possible for the District to monitor and enforce a wide range of social values in student use of the Internet. Further, The District recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. The District will encourage parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the District system.

Internet Safety

Personal Information and Inappropriate Content:

- Students and staff should not reveal personal information, including a home address and phone number, on web sites, blogs, podcasts, videos, wikis, e-mail or as content on any other electronic medium.
- Students and staff should not reveal personal information about another individual on any electronic medium.
- No student pictures or names can be published on any class, school or district web site unless the appropriate permission has been verified according to district policy.

- If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.
- Students shall not meet with anyone they have met online and need to notify the appropriate school authority of any such attempt.
- Use of Internet on any device that is not provided by Ridgefield School District is strictly prohibited in classrooms.

Filtering and Monitoring

Filtering software is used to block or filter access to visual depictions and inappropriate content that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes "other objectionable" material is a local decision.

- Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites;
- E-mail inconsistent with the educational and research mission of the district will be considered SPAM and blocked from entering district e-mail boxes;
- The district will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to district computers;
- Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district; and
- Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively.

Internet Offenses: Unacceptable internet use by district students and staff includes but is not limited to:

- Chat sites;
- Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes, and remarks;
- Accessing, uploading, downloading, storage and distribution of obscene, pornographic, or sexually explicit material;
- Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacturing);
- Personal gain, commercial solicitation, and compensation of any kind; Liability or cost incurred by the district;
- Any attempts to defeat or bypass the district's Internet filter or conceal Internet activity, proxies, modifications to district browser settings, and any other techniques designed to evade filtering or enable the publication or viewing of inappropriate content;
- Intentionally searching for content that is inappropriate or violates user agreement.
- Any unauthorized, non-educational game playing.

Copyright

Downloading, copying, duplicating, and distributing software, music, sound files, movies, images, or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

All student work is copyrighted. Permission to publish any student work requires permission from the parent or guardian.

Network Security and Privacy

Network Security

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account for authorized district purposes. Students and staff are responsible for all activity on their account and must not share their account password.

The following procedures are designed to safeguard network user accounts:

- Change passwords according to district policy;
- Do not use another user's account;
- Do not give out your user account;
- Report yours or other user's account if compromised immediately upon discovery;
- Do not insert passwords into e-mail or other communications;
- If you write down your user account password, keep it in a secure location;
- Do not store passwords in a file without encryption;
- Do not use the "remember password" feature of Internet browsers; and
- Lock the screen, or log off, if leaving the computer.

Student Data is Confidential

District staff must maintain the confidentiality of student data in accordance with the Family Educational Rights and Privacy Act (FERPA).

No Expectation of Privacy

The district provides the network system, e-mail and Internet access as a tool for education and research in support of the district's mission. The district reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of:

- The network;
- User files and disk space utilization;
- User applications and bandwidth utilization;
- User document files, folders and electronic communications;
- E-mail;
- Internet access; and
- Any and all information transmitted or received in connection with network and e-mail use.

Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the District Acceptable User Policy or the law.

No student or staff user should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.

Archive and Backup

Backup is made of all district e-mail correspondence for purposes of public disclosure and disaster recovery. Barring power outage or intermittent technical issues, staff and student files are backed up on district servers nightly – Monday through Friday. Refer to the district retention policy for specific records retention requirements.

Disciplinary Action

All users of the district's electronic resources are required to comply with the district's policy and procedures [and agree to abide by the provisions set forth in the district's user agreement]. Violation of any of the conditions of use explained in the (district's user agreement), Electronic Resources Policy or in these procedures could be cause for disciplinary action, including suspension or expulsion from school and suspension or revocation of network and computer access privileges. Additionally any activities that violate state RCW: 9A.52.110, 9A.52.120, 9A.52.130, or any applicable law could result in notification of Law Enforcement.

Students who are found violating Acceptable User Policy will be considered to have committed a violation in one or both of two categories: Internet Violation or Network Violation. Typical punishments for Internet Violations include but are not limited to: Removal of internet on first offense for a period determined by on-site Administration second offense, longer removal of internet access, possible loss of network privileges and conference with Legal Guardian(s), total loss of network and internet access for remainder of current school year, as well as discipline decided by school Administration. Typical punishments for Network Violations include but are not limited to: Removal of all network access for a period determined by on-site Administration for first offense, second offenses typically removal of network access for a extended period possible conference with legal Guardian(s), and third offense, total removal of Network privileges for rest of year and disciplinary action.

All disciplinary actions taken are at discretion of the Administration of the building in which they happen. The Superintendent or an appointee may intercede at their discretion.

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