

District-Provided Access to Electronic Information, Services, and Networks

USE OF TECHNOLOGY RESOURCES IN INSTRUCTION

The District may provide electronic information services (EIS) to qualified students, teachers, and other personnel who attend or who are employed by the District. Electronic information services include, but are not limited to, network services (Internet), databases, and any computer-accessible source of information, whether from hard drives, tapes, compact discs (CDs), floppy disks, or other electronic sources. The use of the services shall be in support of education, research, and the educational goals of the District. To assure that the EIS is used in an appropriate manner and for the educational purposes intended, the District will require anyone who uses the EIS to follow its guidelines and procedures for appropriate use. Anyone who misuses, abuses, or chooses not to follow the EIS guidelines and procedures will be denied access to the District's EIS and may be subject to disciplinary action, in accordance with governing board policy.

EIS provided by the District are the property of the district. The District may review files and communications and monitor system utilization at any time without notice or permission including the maintenance of a usage record log. Users should not expect that EIS utilization, communications, or information sent, retrieved, or stored, via EIS, including electronic mails and files stored on District servers, will be private. The District may, in its sole discretion, close accounts and review or delete files at any time.

The Board expects that District staff, who are responsible for supervising student EIS use, will provide reasonable guidance and instruction to students on such use. In addition, such staff will consult and observe relevant Board policies on curriculum and instructional materials. The District will make a reasonable effort to create filters or "firewalls" to prevent student access to inappropriate information. Ultimately, individual EIS users are responsible for their communications and use of EIS. Each user will be required to sign an EIS user's agreement that will be kept on file at each access site. Supervisors of each EIS access site will maintain the user's agreement file, establish access site procedures, and determine a fixed period of limited time for individual user access. The Superintendent or his designee will ensure that EIS access site supervisors receive appropriate training, provide EIS usage information to parents, maintain an access site record, and ensure that EIS access site supervisors and users adhere to the directives of this policy and accompanying regulations.

The District does not assume liability for an EIS user's inappropriate use of EIS, nor for information retrieved via EIS. The District is not responsible for any service interruptions or changes, or any consequences of service interruptions or changes.

The District does not assume liability for any information that is lost, damaged or unavailable.

The District reserves the right to establish rules and regulations as necessary for the efficient operation of the electronic information services. The Superintendent will be responsible for establishing and enforcing the District's electronic information services guidelines and procedures for appropriate use.

Acceptable use of Electronic Information Services ("EIS") requires that the use of EIS resources be in support of education, educational research, and the educational goals of the District. Individual EIS users are responsible for their EIS behavior and communications, including their access to EIS.

All EIS users shall strictly adhere to the following requirements:

- User shall use EIS for educational purposes only, and shall not access any materials that are inappropriate to the educational environment.
- User shall not use EIS to submit, publish, display, retrieve or transmit any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, disruptive, discriminatory, or illegal material.
- User shall not use EIS to harass, insult or attack others.
- User shall follow the District's code of conduct while using EIS.
- User shall use appropriate language while using EIS. Vulgarities are not permitted.
- User shall use only EIS account and password assigned to user. User shall use EIS only for purposes authorized for user's account. User shall not attempt to access information that is not authorized for user's access or account.
- User shall not use EIS to invade the privacy of others, and shall not trespass into another user's folders, work or files without proper authorization.
- User shall not reveal any home addresses or personal telephone numbers.
- User shall abide by all copyright laws and regulations.
- User shall not use EIS for commercial purposes, product advertising or political lobbying.
- User shall not attempt to harm, modify or destroy software or interfere with system security.
- User shall not introduce unauthorized software into the system.
- User shall not use EIS in any way that would disrupt the use of EIS by others.
- User shall not allow anyone else to access the system using user's account or password, unless user has authorization to allow such use by

others. Users are ultimately responsible for all activity under their accounts.

- User understands that many services and products are available for a fee and acknowledges the responsibility for any expense incurred.

In addition to the above requirements, acceptable use for District employees is extended to include requirements to:

- Take reasonable precautions, including password maintenance and file and directory protection measures, to prevent the use of personal accounts by unauthorized persons.
- Consult board policies on curriculum and instructional materials and promote and honor District goals contained in such policies.

District employees who allow students to use EIS in a classroom or school setting shall:

- Maintain adequate supervision of such students using EIS in a classroom or school setting.
- Ensure that all students allowed to use EIS have an authorized users agreement on file.
- Maintain a users agreement file at each access site.

Personnel who violate the provisions of this EIS policy, or any accompanying regulation may be subject to disciplinary action up to and including dismissal. When applicable, law enforcement authorities may be notified.

The District reserves the right to establish additional rules and regulations as necessary for the efficient operation of EIS.

Adopted on: 8/9/01

Revised on: