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

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

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

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

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

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42 The District does not assume liability for any information that is lost, damaged or unavailable. The  
43 District reserves the right to establish rules and regulations as necessary for the efficient operation of the  
44 electronic information services. The Superintendent will be responsible for establishing and enforcing the  
45 District's electronic information services guidelines and procedures for appropriate use. Acceptable use of  
46 Electronic Information Services (EIS) requires that the use of EIS resources be in support of education,  
47 educational research, and the educational goals of the District. Individual EIS users are responsible for  
48 their EIS behavior and communications, including their access to EIS.

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4 All EIS users shall strictly adhere to the following requirements:

- 5 • User shall use EIS for educational purposes only and shall not access any materials that are  
6 inappropriate to the educational environment.
- 7 • User shall not use EIS to submit, publish, display, retrieve or transmit any defamatory, inaccurate,  
8 abusive, obscene, profane, sexually oriented, threatening, disruptive, discriminatory, or illegal  
9 material.
- 10 • User shall not use EIS to harass, insult or attack others.
- 11 • User shall follow the District's code of conduct while using EIS.
- 12 • User shall use appropriate language while using EIS. Vulgarities are not permitted.
- 13 • User shall use only EIS account and password assigned to user. User shall use EIS only for  
14 purposes authorized for user's account. User shall not attempt to access information that is not  
15 authorized for user's access or account.
- 16 • User shall not use EIS to invade the privacy of others and shall not trespass into another users  
17 folders, work or files without proper authorization.
- 18 • User shall not reveal any home addresses or personal telephone numbers.
- 19 • User shall abide by all copyright laws and regulations.
- 20 • User shall not use EIS for commercial purposes, product advertising or political lobbying.
- 21 • User shall not attempt to harm, modify or destroy software or interfere with system security.
- 22 • User shall not introduce unauthorized software into the system.
- 23 • User shall not use EIS in any way that would disrupt the use of EIS by others.
- 24 • User shall not allow anyone else to access the system using user's account or password, unless  
25 user has authorization to allow such use by others. Users are ultimately responsible for all  
26 activity under their accounts.
- 27 • User understands that many services and products are available for a fee and acknowledges the  
28 responsibility for any expense incurred.

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

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

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

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

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42 Each student EIS user shall be required to sign an EIS Student User Agreement. A signature is required  
43 on the EIS Student User Agreement before a user account will be issued. Details of the EIS Student User  
44 Agreement and user requirements shall be discussed with each potential student user of EIS.

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A user who violates the provisions of the EIS Student User Agreement, the EIS policy, or this regulation may be subject to disciplinary action. Denial of access may result in removal of a student from a class where use of EIS is necessary. 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.

Policy History:

Adopted on: 04/05/2001

First reading on: 11/10/21

Second reading/Adopted on: 12/8/21