



Book	Policies
Section	7000 Property
Title	ACCEPTABLE USE; USE OF TECHNOLOGY RESOURCES, TECHNOLOGY NETWORKS, AND THE INTERNET
Number	7540
Status	Active
Legal	

Purpose:

This policy governs the conditions of access and the acceptable use of the District's electronic communication system and technology networks, which includes access to the Internet. Access to these services promotes learning by facilitating resource sharing, innovation, and communication.

Policy:

The District electronic communication system is to be used for educational purposes only and activities which are illegal, or which do not support curriculum and instruction, are prohibited.

The use of the District electronic communication system is a privilege, not a right. Users who violate this policy and the cross-referenced policies may have their use privileges suspended or revoked, and may have disciplinary action taken against them.

Students and staff desiring access to the District's electronic communication system must electronically sign the "User Agreement Statement" annually. Students will find this "User Agreement Statement" in the Student Handbook and staff members will find theirs in the Employee Handbook.

Users must adhere to the conditions and expectations for acceptable and unacceptable use set forth below, as well as in the following cross-referenced policies:

- Policy 7540.01 Technology Privacy
- Policy 7540.02 District Web Page
- Policy 7540.03 Student Network and Internet Acceptable Use and Safety
- Policy 7540.04 Staff Network and Internet Acceptable Use and Safety
- Policy 7540.06 Electronic Mail

Other requirements established by law shall also be followed.

A. **District Limitation of Liability**

The District makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for accuracy or quality of the information obtained through or stored on the District system. The District will not be responsible for financial obligations arising through the unauthorized use of the District system.

B. System Security

1. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from using their account. Under no condition should a user provide their password to another person.
2. Users will immediately notify their building principal if they have identified a possible security problem. Users shall not go looking for security problems, because this may be construed as an illegal attempt to gain access.
3. Users will avoid the inadvertent spread of computer viruses from downloaded software by following the District virus protection procedures.

C. Respect for Privacy

Users are strongly discouraged from posting/sending private information about another person.

D. Respect for Resource Limits

1. Users will use the system only for education and professional or career development activities.
2. Users will not download large files unless absolutely necessary due to the impact on capacity of the systems.
3. Users will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
4. Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail storage quota.
5. Users will subscribe only to discussion groups and list-servers that are relevant to their education and/or professional/career development.
6. Users will not use District resources for personal use.

E. Specific Unacceptable Uses

1. Users will not use the District system for commercial purposes defined as offering or providing goods or purchasing services for personal use. District acquisition policies will be followed.

2. Users will not attempt to gain unauthorized access to the District system or to any other computer system through the District system, or circumvent their authorized access. This includes attempting to log in through another person's account or accessing another person's files.
3. Users will not use the District system to engage in any illegal or unethical acts which include but are not limited to:
 - a. posting information that could cause damage or a danger of disruption
 - b. posting false or defamatory information about a person or organization
 - c. plagiarizing works that they find on the Internet
 - d. infringing upon materials protected by a copyright
 - e. using the District system to access materials that are profane or obscene (pornography), that advocate violence, or discriminate against others

F. Search and Seizure

District system users shall have a limited privacy expectation in the contents of their personal files on the District system. Routine maintenance and monitoring of the system may lead to evidence that the user has, or is, violating this policy, or applicable law. The Superintendent is authorized to conduct an individual electronic search if there is reasonable suspicion that a user has violated this policy or the law. Parents also have the right to investigate contents of their child(ren)'s personal file(s).

G. Investigations

1. The District will cooperate fully with local, State, or Federal officials in any investigation concerning, or related to illegal activities conducted through the District system.
2. The District will have the right to investigate possible violations by students and/or employees.

H. Accessing Inappropriate Material

There is a wide range of material available on the Internet, some of which may conflict with the particular values of the families of students. It is not possible for the District to monitor and enforce a wide range of social values when students use the Internet. Furthermore, the District recognizes that parents bear primary responsibility for communicating their 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. The District will follow applicable policies.

Cross References:

- Policy **7541** - Technology Privacy
- Policy 7542 - District Web Page
- Policy 7544 - Student Network and Internet Acceptable Use and Safety
- Policy 7546 - Staff Network and Internet Acceptable Use and Safety
- Policy 7550 - Electronic Mail

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