

## JETNET ACCEPTABLE USE POLICY

### **A. Purpose**

1. The Western Heights ISD is providing employees and students with access to the District's electronic communication system, which includes Internet access, Email and through JetNet.
2. JetNet has a limited educational purpose. The purpose of JetNet is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. Additionally, the system will be used to increase District intercommunication, enhance productivity, and assist District employees in upgrading their skills through greater exchange of information with their peers. JetNet will also assist the District in sharing information with the local community including parents, social service agencies, government agencies, and businesses.
3. Users may not use JetNet for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use. District acquisition policies will be followed for District purchase of goods or services through JetNet.
4. Users may not use the system for political lobbying. District employees and students may use the system to communicate with their elected representatives and to express their opinion on political issues.
5. The term "educational purpose" includes use of the system for classroom activities, professional or career development, and limited high-quality self-discovery activities.

### **B. District Responsibilities**

1. The superintendent will serve as the coordinator to oversee the JetNet and will work with other regional or state organizations as necessary.
2. The building principal will serve as the building-level coordinator for JetNet, will approve building-level activities, ensure teachers receive proper training in the use of the system and the requirements of this policy, establish a system to ensure adequate supervision of students using the system, maintain executed user agreements, and be responsible for interpreting the JetNet Acceptable Use Policy at the building level.
3. The Director of Technology Services will establish a process for initiating individual and class accounts, set quotas for disk usage on the system, administer a retention schedule, maintain a District virus protection process, and other activities assigned by the superintendent.
4. Teachers, Librarians and Administrators will provide materials and opportunities to educate our students as well as parents/guardians about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response (electronic communication/cyber bullying is also addressed in Board Policy 4/120 Bullying Prevention).

### **C. Technical Services Provided through JetNet**

1. E-mail. E-mail will allow employees and students to communicate with people throughout the world. Users will also be able to subscribe to mail lists to engage in group discussions related to educational subjects.
2. World Wide Web. The Web provides access to a wide range of information in the form of text, graphics, photographs, video, and sound throughout the world. The Web is a valuable research tool for students and employees.
3. File Transfer Protocol (FTP). FTP allows users to download large files and computer software.
4. Newsgroups. Newsgroups are discussion groups that are similar to mail lists. The District will provide access to selected newsgroups that relate to subjects that are appropriate to the educational purpose of the system.

5. Internet Relay Chat (IRC). IRC provides the capability of engaging in "real-time" discussions. The District will provide access to IRC only for specifically defined educational activities.
6. Blocking software. The District will acquire and maintain software designed to block access to certain sites.

#### **D. Access to the System**

1. The JetNet Acceptable Use Policy will govern all use of JetNet. Student use of the system will also be governed by the disciplinary code. Employee use will also be governed by District policy.
2. World Wide Web. All District employees and students will have access to the Web through the District's networked computers. All students, employees and guests will be required to sign a user agreement. Parents may specifically request that their child(ren) not be provided such access by notifying the District in writing.
3. Classroom Accounts. Elementary age students will be granted e-mail access only through a classroom account. Elementary students may be provided with an individual account under special circumstances at the request of their teacher and with the approval of their parent. An agreement will only be required for an individual account, which must be signed by the student and his or her parent. Parents may specifically request that their child(ren) not be provided access through the classroom account by notifying the District in writing.
4. Individual E-mail Accounts for Students. Secondary students may be provided with individual e-mail accounts. Secondary students will not have dial-up access to the system. An agreement will be required for an individual e-mail account. This agreement must be signed by the student and his or her parent.
5. Individual E-mail Accounts for District Employees. District employees will be provided with an individual account and will have access to the system. A signed agreement will be required.
6. Guest Accounts. Guests may receive an individual account with the approval of a District administrator if there is a specific, District-related purpose requiring such access. Use of the system by a guest must be limited specifically to the District-related purpose. An agreement will be required and parental signature will be required if the guest is a minor (e.g., Districts may allow home schoolers to obtain access through the JetNet.)

#### **E. Parental Notification and Responsibility**

1. The District will notify parents about the District network and the policies governing its use. Parents must sign an agreement to allow their child to have an individual account. Parents may request alternative activities for their child(ren) that do not require Internet access.
2. Parents have the right at any time to investigate the contents of their child(ren)'s e-mail files. Parents have the right to request the termination of their child(ren)'s individual account at any time.
3. The JetNet Acceptable Use Policy contains restrictions for accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not be aligned with the particular values of the families of 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 them to access through the JetNet.
4. The District will provide students and parents with guidelines for student safety while using the Internet (refer to the portion of this policy entitled "JetNet Guidelines").
5. (Optional, if dial-up/VPN access is provided) Parents are responsible for monitoring their child's use of the Internet when they are accessing the system from home.
- 6.

**F. District Limitation of Liability**

The District makes no warranties of any kind, either express or implied, that the functions or the services provided by or through JetNet 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 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 unauthorized use of the system.

**G. Due Process**

1. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through JetNet.
2. In the event there is an allegation that a student has violated the JetNet Acceptable Use Policy, the student will be provided with a written notice of the alleged violation and an opportunity to present an explanation before a neutral administrator.
3. Disciplinary actions will be tailored to meet specific concerns relating to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of other provisions of the District disciplinary code, the violation will be handled in accordance with the applicable provision(s) of the District disciplinary code.
4. Employee violations of the JetNet Acceptable Use Policy will be handled in accordance with District policy.
5. Any District administrator may terminate the account privileges of a guest user by providing notice to the user. Guest accounts not active for more than 30 days may be removed, along with the user's files, without notice to the user.

**H. Search and Seizure**

1. System users have a limited expectation of privacy regarding the contents of their personal files on the JetNet.
2. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the JetNet Acceptable Use Policy or the law.
3. An individual search will be conducted if there is reasonable suspicion that a user has violated the law. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.
4. District employees should be aware that their personal files are discoverable under state public records laws.

**I. Copyright and Plagiarism**

1. District policies regarding copyright laws will govern the use of material accessed through the JetNet. Because the extent of copyright protection of certain works found on the Internet is unclear, employees will make a standard practice of requesting permission from the holder of the work if their use of the material has the potential of being considered an infringement. Teachers will instruct students to respect copyright laws and to request permission when appropriate.
2. District policies on plagiarism will govern use of material accessed through the JetNet. Teachers will instruct students in appropriate research and citation practices.

**J. Academic Freedom, Student Rights to Free Speech, and Selection of Material**

1. Western Heights School District supports the concepts that academic freedom and student rights to free speech are prerequisite to effective citizenship in a democracy. These basic tenets will also govern the use of the Internet within the parameters listed in this policy.
2. When using the Internet for class activities, teachers will select material that is appropriate in light of the age of the students and relevance to the course objectives. Teachers will preview

the materials and sites they require or recommend to determine the appropriateness of the material contained on or accessed through the site. Teachers will provide guidelines and lists of resources to assist students in channeling research activities effectively and properly. Teachers will assist students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

#### **K. District Web Site**

1. District Web Site. The District will establish a Web site and will develop Web pages that will present information about the District. The Director of Technology Services or his/her appointee will be designated as the Webmaster, responsible for maintaining the District Web site.
2. School or Class Web Pages. Schools and classes may establish Web pages that present information about the school or class activities. The building principal will designate an individual to be responsible for managing the school Web site. Teachers will be responsible for maintaining their class site with supervision and monitoring by the building principal.
3. Student Web Pages. With the approval of the building principal, students may establish personal Web pages. The principal will establish a process and criteria for the establishment and posting of material, including pointers to other sites, on these pages. Material presented on the student's Web site must be related to the student's educational and career preparation activities. Student Web pages must include the following notice: "This is a student Web page. Opinions expressed on this page shall not be attributed to the District."
4. Extracurricular Organization Web Pages. With the approval of the building principal, extracurricular organizations may establish Web pages. The principal will establish a process and criteria for the establishment and posting of material, including pointers to other sites, on these pages. Material presented on the organization Web page must relate specifically to organization activities and will include only student-produced material.
5. Organization Web pages must include the following notice: "This is a student extracurricular organization Web page. Opinions expressed on this page shall not be attributed to the District."

#### **L. JetNet Guidelines**

- 1) Personal Safety (Restrictions are for students only)
  - a) Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.
  - b) Users will not agree to meet with someone they have met online without their parent's approval and participation.
  - c) Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
- 2) Illegal Activities
  - a) Users will not attempt to gain unauthorized access to the JetNet or to any other computer system through the JetNet, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files, even if only for the purposes of "browsing."
  - b) Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. Users will not tamper with computer hardware or connections. Under no circumstances should users disconnect and/or relocate computer equipment.

- c) Users will not use JetNet to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

### 3) System Security

- a) Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.
- b) Users will immediately notify the system administrator if they have identified a possible security problem. Users will not search for security problems, because this may be construed as an illegal attempt to gain access.
- c) To avoid the inadvertent spread of computer viruses, users must not disable the District's virus protection program if they download software.
- d) Personal computers not owned by the school district shall not be used in school except with permission of the superintendent or the superintendent's designee.

### 4) Inappropriate Language

- a) Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- b) Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c) Users will not post information that, if acted upon, could cause damage or a danger of disruption.
- d) Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e) Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.
- f) Users will not knowingly or recklessly post false or defamatory information about a person or organization.

### 5) Respect for Privacy

- a) Users will not repost a message that was sent to them privately without permission of the person who sent them the message.
- b) Users will not post private information about another person.

#### Respecting Resource Limits

- a) Users will use the system only for educational and professional or career development activities (no time limit), and limited, high-quality, self-discovery activities. For students, the limit on self-discovery activities is no more than 20 hours per week.
- b) Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer.
- c) Users will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
- d) Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota as defined by the Director of Technology Services.
- e) Users will subscribe only to high quality discussion group mail lists that are relevant to their education or professional/career development.

### 6) Plagiarism and Copyright Infringement

- a) Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
- b) Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

#### 7) Access to Inappropriate Material

- a) Users will not use the JetNet to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). For students, a special exception may be made if the purpose of such access is to conduct research and access is approved in advance, in writing, by both the teacher and the parent. District employees may access the above material only in the context of legitimate research.
- b) If a user inadvertently accesses such information, they should immediately disclose the inadvertent access to the respective authority (teacher, building administrator, or immediate supervisor). This will protect users against an allegation that they have intentionally violated the JetNet Acceptable Use Policy.

#### 9) Software Policy

A software license agreement is a legal agreement between Western Heights Public School District and the corporation who produced the software. This includes computer software and may include associated media, printed material and "online" or electronic documentation ("SOFTWARE PRODUCT"). By installing, copying, or otherwise using a "SOFTWARE PRODUCT" on a school district computer, school district employees agree to be bound by the terms of the license agreement with the corporation providing the "SOFTWARE PRODUCT", and the provisions of school district policy concerning the use and installation of "SOFTWARE PRODUCT" on district computers. Copyright laws and international copyright treaties, as well as other intellectual property laws and treaties protect the "SOFTWARE PRODUCT." The "SOFTWARE PRODUCT" is licensed, not sold.

- a) Employees of the Western Heights School District shall limit the school use of personally or district purchased single user "SOFTWARE PRODUCT", to a single district owned computer. Employees may not load single user licensed "SOFTWARE PRODUCT" simultaneously on subsequent district or home based computers without obtaining additional "SOFTWARE PRODUCT" licenses. **(If Employees install and maintain a single licensed "SOFTWARE PRODUCT" simultaneously on a computer located somewhere other than on school premises and on a school district computer, then both the employee and the district may be held liable for copyright violation. Single licensed software may not be installed on more than one district owned computer at a time).**
- b) The "SOFTWARE PRODUCT" license for all "SOFTWARE PRODUCTS" installed on Western Heights School District Computers will be physically maintained on the premises of Western Heights School District. **(If employees install personal software on a district owned machine, then the license for the software must be physically maintained either in the employee's work area, or at the office of the district technology director.)**
- c) Computer software will be installed into, or removed from, school district computers only by, or at the direction of, authorized faculty members. No commercial software will be

installed in or used on a district computer except in accordance with a user site license granted by the software developer. Students are prohibited from installing software of any kind or loading or reading personal data into a school district computer or computer system except as part of a class project or except as directed by authorized faculty members. Personally owned floppy diskettes or tape cartridges or any other removable media will not be used in school computers except by authorized faculty members.

**Failure to comply with this policy may result in termination of employment with Western Heights Public Schools and could lead to criminal prosecution for copyright violation. The current sentences for copyright violation may include; a fine of up to \$250,000.00 and/or five years in prison for each offense.**

Adopted: 02-06-95  
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Revised: 08-13-12

**STUDENT INTERNET ACCESS AGREEMENT**

User's Full Name (please print) \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Check one:  
\_\_\_\_\_ school employee \_\_\_\_\_parent \_\_\_\_\_ student

I understand and will abide by the Terms and Conditions for Internet access. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken.

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PARENT OR GUARDIAN (If student is under the age of 18, a parent or guardian must also read and sign this agreement.)

As the parent or guardian of the above named student, I have read the Terms and Conditions for Internet access. I understand that this access is designed for educational purposes and that the district and OSDE have taken available precautions to eliminate controversial material. However, I also recognize it is impossible for the district and the OSDE to restrict access to all controversial materials. I will be financially responsible for any debt incurred because of my child's unauthorized use of the Internet System. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to grant access for my child and certify that the information contained on this form is correct.

Parent or Guardian (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SPONSOR (Must be signed if the applicant is a student).

As the sponsor of this student, I have read the Terms and Conditions for Internet access. I agree to instruct the student on acceptable use of the network and proper network etiquette. However, since the student may use the network for individual work or in the context of another class, I cannot be held responsible for the students use of the network.

Sponsor's Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_