

Board of Education Policy

COMPUTER NETWORK FOR EDUCATION REGULATION

The following comprise the rules and regulations relating to the use of the District's computer network system:

Administration

1. The Superintendent of Schools shall designate a District technology administrator to oversee the District's computer network.
2. The District technology administrator shall monitor and examine all network activities as deemed appropriate to ensure proper use of the system.
3. He/she shall disseminate and interpret District policy and regulations governing use of the District's network at the building level with all network users.
4. He/she shall provide employee training for proper use of the network and will ensure that staff supervising students using the District's network provide similar training to their students, including copies of District policy and regulations governing use of the District's network.
5. He/she shall ensure that all flash drives and software loaded onto the computer network have been scanned for computer viruses.
6. All student agreements to abide by District policy and regulations shall be kept on file in the District's office.

System Access

The following individuals may be designated as users with access to the computer network system:

1. Elementary, middle, and secondary students may be granted access to the computer network system, upon receipt of a signed Student Agreement (attached to this Policy as Exhibit 4526-E.2), granting the District permission to issue an account for such student(s) under the direct supervision of a teacher or other designated District personnel.
2. Teachers may apply for access to the system and will be permitted such access upon receipt of a signed Employee Internet User Agreement (pursuant to Policy No. 4526.1F), and only after receiving written approval from District administration.
3. Other District employees, upon receipt of a signed Employee Internet User Agreement and only upon written approval from District administration.

Procedures for Proper Use

1. The District's computer network shall be used only for educational purposes consistent with the District's mission and goals, and in accordance with the District's policies and regulations.
2. The individual in whose name an account is issued is responsible at all times for its proper use.

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3. Network users will be issued a log-in name and password. Passwords must be changed by the user every 30 days.
4. Only those network users with written permission from the Principal or District technology administrator may access the District's system while off-site (i.e. from home).
5. Network users identifying a security problem on the District's system must immediately notify the appropriate teacher, administrator, or the District technology administrator. Do **not** demonstrate the problem to anyone except the appropriate teacher, administrator, or District technology staff.
6. Student account information will be maintained in accordance with the applicable education records law and District Policy No. 5500 and Regulation No. 5500-R.
7. Copyrighted material may not be placed on any computer connected to the District's network without the author's permission. Only staff specifically authorized may upload copyrighted material to the network.
8. Network users may download copyrighted material for their own personal use as permitted by law. Copyrighted material may only be used in accordance with the applicable state, federal, and local laws. The user of the network who makes use of copyrighted material does so at his/her own risk. The District shall have no responsibility for illegal use of copyrighted material by anyone gaining access the District's computer network.
9. Any network user identified as a security risk or having a history of violations of District computer use guidelines may be denied access to the District's network.

Prohibitions

The following is a list of prohibited actions concerning use of the District's computer network. Violation of any of these prohibitions may result in discipline or other appropriate penalties, including suspension or revocation of a user's access to the network.

1. There must be no sharing of passwords.
2. Attempts to read, delete, copy, or modify the electronic mail of other system users is prohibited as is deliberate interference with the ability of other system users to send/receive electronic mail. Forgery or attempted forgery of electronic mail messages is prohibited.
3. No personal software or devices may be loaded onto the District's computers and/or network without permission of the District administrator.
4. Attempts by a student to log on to the District's system in the name of another individual with or without the individual's password is prohibited.
5. System users shall not encourage the use of tobacco, alcohol, or controlled substances or otherwise promote any other activity prohibited by District policy or regulation, state, federal, or local law, ordinance, or code.
6. Use of computer access to data and access to secure areas other than for educational purposes is prohibited.

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7. System users shall not evade, change or exceed resource quotas as set by District administration. A user who continues to violate drive quotas after seven (7) calendar days of notification may have his/her file removed by the Instructional Technology Department. Such quotas may be exceeded only by requesting to the appropriate District administrator that drive quotas be increased and stating the need for the increase.
8. Transmission of material, information or software in violation of any District policy or regulation, local, state, or federal law or regulation, ordinance, or code is prohibited.
9. Vandalism will result in cancellation of system use privileges.
10. Tampering with or misuse of, the computer system or taking any other action inconsistent with the District's policy and this regulation will be viewed as a security violation.

Adopted: 04/18/1996

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