

Access to Electronic Media Terms and Conditions 2024-2025

The Board of Education supports the right of students and employees to have reasonable access to various technology resources, including Internet and email, and believes it is incumbent upon students and employees to use this privilege in an appropriate and responsible manner.

ACCEPTABLE USE: Use shall be restricted to work-related tasks and educational objectives. To ensure appropriate use of resources and network security, the following procedures must be followed:

- Users may not violate State and Federal legal requirements addressing student and employee rights to privacy, including unauthorized disclosure, use and dissemination of personal information.
- Users may not share network accounts or passwords with anyone or gain unauthorized access to computers or computer systems, or attempting to gain such unauthorized access.
- Users shall not violate copyright laws, including illegal copying of commercial software and/or other protected material.
- Users may not access or alter another user's account.
- Users may not attempt to or break into other networks or secure locations on the schools' or District's networks, or in any way jeopardize the security of school or District networks, including attempts to bypass the District internet filtering and security solutions.
- Users may not damage computer systems, computer networks or school/District websites.
- Users may not create or share computer viruses.
- Users may not use District resources for games, chatting, or visiting inappropriate sites to access inappropriate material/information such as, but not limited to, pornography, hacking, gambling, gaming, unauthorized email, social networking, and gossip sites.
- Users may not utilize technology resources to bully, threaten or attack a staff member or student or to access and/or set up unauthorized blogs and online journals, including social networking sites, such as but not limited to MySpace.com, Facebook.com or Xanga.com.
- Users may not use District resources to access e-mail accounts other than those established by the District for their use.
- Users may not destroy equipment or another user's data.
- Users may not monopolize system resources by sending massive amounts of mail, running large programs during school hours, using streaming music or video other than for authorized educational purposes.
- Students may not download programs of any type. District employees may download approved work-related programs.
- Users shall not use power-on passwords, screen saver passwords or screen savers.
- Users shall not use computers, including laptops, for personal use.
- Users shall not use the network for commercial purposes, financial gain or any illegal activity.

ETHICAL USE: Transmission of any material in violation of any U.S., state or local regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for product advertisement or political purposes is not permissible. Except in cases involving students who are at least eighteen (18) years of age and have no legal guardian, parents/guardians may request that the school/District:

- Provide access so that the parent may examine the contents of their child(ren)'s email files;
- Terminate their child(ren)'s individual email account and/or Internet access; and
- Provide alternative activities for their child(ren) that do not require Internet access.

Parents/guardians wishing to challenge information accessed via the District's technology resources should refer to Policy 08.2322/Review of Instructional Materials and any related procedures.

NO PRIVACY GUARANTEE: The Superintendent/designee has the right to access information stored in any user directory, on the current user screen, or in electronic mail. Users are advised NOT to place confidential information or documents in these locations. Net management and monitoring software may be used for random

