

Rogue River School District #35 Acceptable Use Policy Staff Guidelines

Password Protection

These guidelines are intended for use by all authorized account owners who have been provided user accounts by Rogue River School District No. 35. Your password allows anyone who knows it to access whatever confidential or sensitive information you have access to. This is why password security is so critical.

Do:

- create a secure password at least 6 characters long containing both letters AND numbers (to be implemented for the 2008-09 school year).
- change your password to something unique as required.
- try to create passwords that can be easily remembered (but please don't use your name).
- refer anyone who demands your password to the Acceptable Use Policy.
- report anyone attempting to get your username and/or password.
- contact the Technology Department if you suspect an account or password has been compromised.

Don't:

- write down or store a password on-line or on ANY computer system.
- share a password with anyone, including administrative assistants or secretaries.
- reveal a password to co-workers while on vacation.
- use the "Remember Password" feature of applications.
- reveal a password over the phone to ANYONE (except the Technology Department).
- reveal a password in an email message (except to the Technology Department).
- reveal a password on questionnaires or security forms.
- use the same password for District accounts as personal (non-District) accounts.

Using School District Email Accounts

These guidelines are intended for use by all authorized account owners who access email accounts provided by Rogue River School District No. 35.

Do:

- be very cautious when using email and do not communicate with anyone unknown to you.
- use the District's email system in a professional, ethical and legal manner.
- use the email system for educational and professional activities.
- limit personal use of email.
- check your inbox at least twice a day.
- immediately report any message you receive that is inappropriate or makes you feel uncomfortable.
- delete or archive old messages'
- ensure that you have a relevant "Subject" line.
- create a brief signature for your email messages to help recipients identify you.

- be polite. Terseness can be misinterpreted.
- include the original message when replying.
- be careful when replying to mailing list messages, or to messages sent to many recipients. Are you sure you want to reply to the whole list?

Don't:

- provide personal identification information (full name, home address, telephone number, etc.) about yourself or other users in email messages.
- reply to an email message when angry, as you may regret it later. Once the message has been sent, you will not be able to recover it.
- type in CAPITALS as you are considered to be SHOUTING. This is rude.
- make personal remarks about third parties. You are responsible for the content of all messages you send.
- send excessive multiple postings to people who have no interest in the content. This is known as "spamming" and is not appropriate.
- send chain letters or any unsolicited mail.
- mark messages as Urgent unless they really are.

Internet and Web Site Safety

These guidelines are intended for use by all authorized account owners who access the Internet and/or develop/maintain Web sites through accounts provided by Rogue River School District No. 35.

Do:

- be very cautious about electronically providing a credit card number to anyone on-line. Make sure the site is trusted and secure.
- use only first names of students on Web site pages.
- visit search engine sites before demonstrating a new search project or new site to students.
- follow all links to ensure reliability of the links and appropriateness of content on the linked sites.
- include a disclaimer when creating links to external sites, to avoid the appearance of endorsing the site or information contained there. This disclaimer does not absolve the school or office of responsibility for establishing links to sites containing inappropriate material.
- if planning to use streaming video or audio in the classroom, please download your file(s) during off hours (before 9:30 am and after 2:30 pm).
- notify the Technology Department of any public chat rooms or other inappropriate sites that are not blocked by the District's system.

Don't:

- agree to meet in person with anyone you have met on-line.
- provide student information (full name, home address, telephone number, school name, and address, classroom, etc.)

- use photos that contain student last names or any information that may compromise student safety on Web sites.
- publish any student information on students that are flagged “No Directory Information” on the student system.
- use Web sites on District servers to promote political activities, personal business or to provide personal financial gain.
- create links from District Web sites to personal pages designed outside the school or office by students or employees.
- give the impression that opinions and other statements on individual sites are made on behalf of the District or any unit of the District unless appropriately authorized to do so.

Expectations of Privacy

The district retains ownership and control of its computers, hardware, software and data at all times. All communications and stored information transmitted received or contained in the district’s information systems, including e-mail, sent or received is not considered private or confidential and may be subject to monitoring by the superintendent or his designee; this may include real-time monitoring of network activity. By using the district’s system, individuals consent to have that use monitored by authorized district personnel. Rogue River School District #35 reserves the right to access and disclose, as appropriate, all data contained on district computers and district-owned e-mail system. Use of district equipment or software for any unauthorized purposes is prohibited.