

School District of Grantsburg

ACCEPTABLE USE POLICY for COMMUNICATION SYSTEMS

These systems include (but not limited to) computer hardware/software, printers, copy machines, telephones, etc. Students and staff are assigned a network user account, Internet access, and access to telephones after the required user agreement and/or parental permission form is on file in the district. The smooth operation of the Grantsburg Communication and Network Systems relies upon the proper conduct of the users who must adhere to these school district guidelines. In general, this requires efficient, ethical and legal utilization of the system resources.

The Telecommunications (Communications) and Network Systems are the property of the Grantsburg School District and use of the system is considered a responsibility and privilege, not a right. All of the information on this network is legally public information. Some parts of this are more secure than others. For example, e-mail is not currently secure and should contain information that could be posted on a school bulletin board. Telephones are more secure, but should be used with caution for very confidential information. Some confidential information is only available to guardians.

The Communication and Network Systems must be used to support learning activities, education research and appropriate professional use. The use of system resources needs to be consistent with the educational objectives of the district. Transmission of any material in violation of any United States, state, or school district regulations is prohibited (e.g., copyrighted material, threatening material). The district will not allow transmissions or the viewing of materials that are in violation of generally accepted social standards including, but not limited to, materials that are defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal. The use of District Communication Systems for commercial activity, product advertisements or political lobbying is also prohibited. District network system users are expected to abide by generally accepted rules of etiquette. Personal telephone calls, printing/copying, etc. that incur an expense should be paid as per district policy.

These rules include the following:

1. **USERS WILL NOT GIVE THEIR PASSWORD TO ANYONE.** Giving your password to someone else, discovering another user password, or logging in as someone other than yourself will result in disciplinary action and/or loss of network privileges as per handbook policies.

2. Computer viruses have the potential to wipe out large amounts of data – all students and staff must be careful of incoming mail and floppy disks to protect our network. We have anti-virus software protection on all staff machines and servers, but it will not protect from all viruses.
3. Privacy is not guaranteed. Staff users are advised not to reveal their personal addresses or telephone numbers, nor the addresses or telephone numbers of other students or staff members. Electronic mail (e-mail) is not to be assumed to be private. DTC (District Tech Center) system operators could have access to all e-mail if necessary. All Internet Email that comes through our servers is subject to monitoring/filtering software. Students will not be allowed to reveal their personal address or telephone number on line.
4. Students will not be allowed to use Internet without monitoring by staff. School staff are responsible for student supervision at all times.
5. Use of the network to harm or harass others is not acceptable (e.g., sending inappropriate jokes, unwanted e-mail or chain e-mail messages).
6. The network shall not be used in such a way that would disrupt the use of the network by others (e.g., downloading excessively large files during busy times).
7. All users will be responsible for keeping inappropriate images, software or files dangerous to the integrity of the network from entering the district computer systems.
8. No software may be installed on the local HD without filing the license and software with the DTC. All licensing requirements must be strictly followed. Students are not allowed to install software on district computers unless under supervision of DTC system operators.
9. Data stored on local HD (if allowed) will not be backed up and may be lost at any time due to HD failure or re-imaging the machine. It is recommended that staff and students save all data (including email) to the secure network space (drive H:).
10. All district software purchasing and installation needs to be done through the DTC.
11. All software needs approval by the DTC to be sure it will run on our operating systems.
12. All school web site links should contain only educationally appropriate links. Staff will monitor these links.

To maximize learning experiences, students and staff will be instructed in the appropriate use of network systems and will be supervised by authorized personnel. Students and staff will be ultimately responsible for their own actions in accessing network services and adhering to the Grantsburg School District Acceptable Use Communication Systems Policy, procedures and guidelines.

The Grantsburg School District retains ownership and possessory control of its telephones, printers, computers, hardware and software at all times. To maintain

system integrity, monitor network etiquette, and to insure that users are using the system responsibly, the DTC system operators and school administrators may review user account files and communications, including electronic mail. Users should not expect that files and other information communicated or stored on district network services will be private or reliably protected from loss. This district also filters Internet content, but it is not flawless. Therefore, staff supervision is needed at all times. The DTC system operators or designee may temporarily close an account at any time as required. The administration may request the DTC system operators to deny, revoke or suspend specific user accounts.

District staff shall abide by the rules and code of conduct established in this agreement, and all other applicable laws (including, but not limited to defamation, libel, slander and copyright laws). The School District reserves the right to review any material obtained by users from the Internet and to make determinations on whether specific uses of the Internet are appropriate and has authority to monitor and intercept e-mail and other electronic messages as a part of these determinations. Violations may result in revocation of privileges, disciplinary action and/or referral to the proper outside authorities for prosecution under applicable laws.