

# Internet Acceptable Use

## Preamble

The Ganado Unified School District No. 20 (hereinafter referred to as School) provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in the School by facilitating resource sharing, innovation, and communication with the support and supervision of students, parents, teachers, and support staff. The use of these technology resources is a privilege, not a right. Computers and related equipment may only be used for education purposes and school use. No private use of the computer or related equipment is allowed.

These technology resources include use of an international computer network variously identified as the Electronic Information System, the Internet, the World Wide Web, or the Information Superhighway. This resource provides access to other educational institutions, libraries, agencies, organizations, and individual persons. This access can greatly enhance the educational mission of the School and its students' educational experience. This access also has the potential to provide material that may not be considered of educational value or which may be considered harmful or offensive. The School will make every effort to protect students and staff from any misuses or abuses of this service; however personal responsibility is essential in the use of this system, and all users must be watchful to avoid inappropriate and illegal interaction with the information service. All users and, where applicable, all parents of users must familiarize themselves with the School's policies and rules regarding the usage of this resource and agree to adhere to said policies and rules prior to being granted the privilege of using this resource. Violations of the School's policies and rules concerning this resource may result in revocation of the user's privilege and may subject the user to disciplinary action.

Internet access will be provided to the students and staff in accordance with the terms of this policy. Internet access from School computers is reserved solely for educational purposes and school use only. Use by outside groups is prohibited. The School reserves the right to monitor all Internet activity including transmission and receipt of e-mail.

## Acceptable Use

The following are rules for the use of the School's electronic information system. Use consistent with these rules is acceptable. Use which violates these or other School rules or policies is unacceptable use which may result in loss of user privileges and/or disciplinary action.

- Assigned computer/Internet accounts must only be used for educational research and personal growth.
- Users are responsible for the proper use of their account and shall use only their own personal account number to access the electronic information service. Users shall not allow any other person to use their account, nor give their account number to any other person, on or offline.

- Users shall not use the system to promote the use of drugs, alcohol, or tobacco, nor deliberately promote unethical practices or practices which violate any law or School policy.
- Copyrighted material may not be placed on the system without the express permission of the author who must be credited for the material. Copyrighted material may be downloaded for users' use only.
- Users shall not read the other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to delete, copy, modify, or forge other users' mail or files.
- Messages should be kept as brief as possible.
- Use of any other organization's networks or computing resources must also comply with the rules of that network.
- Transmission of any material in violation of any federal or state laws is prohibited. This includes, but is not limited to:
  - Copyrighted material;
  - Threatening of obscene material; or
  - Material protected by trade secret.
- Use for commercial activities is generally not permitted.
- Use for product advertisement or political lobbying is prohibited.
- Messages of a private or personal nature involving students, staff, or other individuals are not permitted.
- Inappropriate use of electronic resources can also be a violation of local, Navajo Nation, state, and federal laws, and a user can be prosecuted for violating those laws.
- Users granted access to the Internet through the School information system assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by School policy.
- No user shall access, transmit, or retransmit material which promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacture of destructive devices such as explosives, fireworks, smoke bombs, incendiary devices, or the like.
- No user shall access, transmit, or retransmit any information containing pornographic or other sexually oriented material (pornographic means pictures or writings that are intended to stimulate prurient or erotic feelings by the description or portrayal of sexual activity or the nude human form).
- No user shall access, transmit, or retransmit material which advocates or promotes violence or hatred against particular individuals or groups of individuals or advocates or promotes the superiority of one racial, ethnic, or religious group over another.
- No user shall use or possess bootleg software (bootleg software means any software which has been downloaded or is otherwise in the user's possession without the appropriate registration of the software including the payment of any fees owing to the owner of the software).
- No user shall use encryption software from any access point within the School.
- No user shall transmit credit card information or other personal information from an access point within the School.
- No person shall transmit e-mail through an anonymous re-mailer.

- No user shall access the Internet from the School access point using a non-School Internet account.
- No user shall commit or attempt to commit any wrongful act involving the use of the network which disrupts the operation of the network within the School or any network connected to the Internet, including the use or attempted use or possession of computer viruses.
- No user shall use the electronic communication system for harassment. Harassment is defined as the persistent annoyance or disruption of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted mail.

## Use is a Privilege

The use of the School's electronic information system is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges and further disciplinary action. The cancellation of this privilege may be appealed through the regular student appeal procedures applicable to disciplinary actions less than a suspension and through the staff appeal process for reprimands. Any staff member may recommend that the network administrator deny, revoke, or suspend a specific student account. Any supervisor may recommend that the network administrator deny, revoke, or suspend a specific staff member's account. The network administrator shall, prior to denial, revocation, or suspension of an account, inform the Superintendent of the network administrator's intended action in writing and may only take such action upon the Superintendent's approval.

## Mandatory Internet Filters

As required by federal and state laws, the School, through the network administrator and Superintendent, will equip the electronic information system available to users with software that seeks to prevent minors from gaining access to materials that are harmful to minors or purchase Internet connectivity from an Internet service provider that provides filter services to limit access to material that is harmful to minors. The network administrator shall research available software and Internet services to determine the software and/or service that will best serve the School's and users' needs, taking into consideration effectiveness in filtering such material and cost to the School. The network administrator shall summarize his/her research of the alternatives and make recommendations of which software and/or services should be purchased. The summary and recommendations should be submitted annually, in writing, to the Superintendent prior to July 1. The Superintendent shall submit said report to the Governing Board for its decision regarding purchase of said software or services prior to each new school year. The standards and rules set forth in the School's Electronic Information System policy shall be considered in selecting this software and/or service. The term harmful to minors is defined as "That quality of description or representation, in whatever form, of nudity, sexual activity, sexual conduct, sexual excitement, or sadomasochistic abuse when both:

- to the average adult applying contemporary standards with respect to what is suitable to minors it both:
  - appeals to the prurient interest when taken as a whole; and

- portrays the description in a patently offensive way; and
- taken as a whole, does not have serious literary, artistic, political, or scientific value for minors.

The above describes filters and filtering services cannot guarantee that a user will not encounter material that may be deemed offensive or harmful. A user, and where appropriate, a user's parent/guardian, must be aware of this continuing possibility of encountering offensive or harmful material through the School's electronic information system. The continuing possibility of encountering offensive or harmful material via the electronic information system should be considered when applying for the privilege of using the electronic information system, when authorizing such use for one's child or ward, and when using the electronic information system.

## No Warranties

The School makes no warranties of any kind, express or implied, relative to the service it is providing through its electronic information system. The School will not be responsible for any damage a user suffers. This includes, but is not limited to:

- Loss of data resulting from delays;
- Non-deliveries;
- Mis-deliveries; or
- Service interruptions whether caused by the School's negligence or by the user's errors or omissions.

Use of any information obtained via the electronic information system is at the user's own risk. The School specifically denies any responsibility for the accuracy or quality of information obtained through the electronic information system. All users must consider the source of any information they obtain and consider the validity of that information. Not all information obtained via the electronic information system is accurate or reliable, particularly where the advice of medical, legal, accounting, or other professionals would be appropriate. Users are advised not to rely on advice found on the electronic information system. The School is not responsible for such advice.

Opinions, advice, services, and all other information expressed on the electronic information system are those of the on-line authors and not of the School. The School does not guarantee or imply that access to the electronic information system will always be available when users want access or that the software provided by the School will always work as intended. The School is not responsible for failures in the operation or technical functioning of the electronic information system, computers, or software used to access the system.

## Network Etiquette and Privacy

You are expected to abide by the generally accepted rules of network etiquette. Failure to do so may result in loss of your electronic information system privilege and/or disciplinary action. The rules of network etiquette and privacy include, but are not limited to, the following:

- Be polite. Never send, or encourage others to send, abusive messages.
- Use appropriate language. Remember that you are a representative of our School on a non-private system. You may be alone with your computer, but what you say and do can be viewed worldwide. Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly prohibited.
- Privacy. Do not reveal your home addresses or personal telephone number or the addresses or telephone numbers of students or colleagues.
- Electronic mail. Electronic mail (e-mail) is not private. Messages relating to or in support of illegal activities must be reported to the network administrator and local legal authorities.
- Disruptions. Do not use the network in any way that would disrupt the use of the network by others.
- Other considerations:
  - Check for spelling errors and make sure your message is easy to understand and read.
  - Use accurate and descriptive titles for your articles. Tell people what an article is about before they read it.
  - Send your messages to only the most appropriate audience, not to everyone.
  - Remember that humor and satire is very often misinterpreted and may not be funny to some people.
  - If you post to multiple groups, specify all groups in a single message.
  - Cite references for any fact you present.
  - Forgive the spelling and grammar errors of others.
  - Remember that all network users are human beings. Do not attack.
  - Post only to groups you know.

## Web Publishing

It is clear that there are significant risks, as well as significant advantages, involved with allowing students to be identified on the Internet. Therefore, students should not be easily identifiable from materials they might publish on the Internet. No directory information should be posted on the Web.

### Rules for Web publishing.

- Only a student's first name shall be used in any student published worked.
- Pictures that are a part of student publishing shall not include identifying information.
- Under no circumstances may a student's home address or phone number be included in any publication.
- If replies to published student work are appropriate, the sponsoring teacher's address should be the e-mail address displayed, not the student's.
- No student's name or picture will be published unless a parent/guardian has signed a release allowing publication.
- A separate release must be obtained for each publication.
- Closed forum. A school's Website is a closed forum.

- Any Website created by the School shall be a closed forum for School use only to transmit information to the public. All Web pages created by staff, students, and student organizations on the School's computer system will be subject to treatment as School sponsored publications. Accordingly, the School reserves the right to exercise editorial control over such publications. In addition to editorial control, staff and student work published on the Web must meet standards of spelling, grammar, adequate research, and other qualitative measures.

#### Links to third party sites.

- Any links to the School's Website must be approved in writing by the network administrator and Superintendent.
- Links to areas allow you to leave the School site. The link to sites are not under the control of the School, and the School is not responsible for the contents of any link sites, links contained in a link site, or any changes or updates to said sites. The School is providing these links to you only as a convenience, and the inclusion of any link does not imply endorsement of the site by the School.

## Appropriate Use of Electronic Information Services

Acceptable use of the electronic information services (EIS) requires that the use of the resources be in accordance with the following guidelines and support the education, research, and educational goals of the District. The user must:

- Use the EIS for educational purposes only.
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright regulations.
- Not reveal home addresses or personal phone numbers.
- Understand that electronic mail is not private.
- Not use the network in any way that would disrupt the use of the network by others.
- Understand that many services and products are available for a fee and acknowledge the responsibility for any expenses incurred without district authorization.
- Not use the EIS for commercial purposes.
- Follow the District's code of conduct.
- Not attempt to harm, modify, or destroy software or interfere with system security.

In addition, acceptable use for District employees is extended to include requirements to:

- Maintain supervision of students using the EIS.
- Agree to directly log on and supervise the account activity when allowing others to use a personal account.

- Take responsibility for personal accounts, including password protection.
- Take all responsible precautions, including password maintenance and file and directory protection measures, to prevent the use of personal accounts by unauthorized persons.

Each user will be required to sign an EIS user's agreement. A user who violates the provisions of the agreement will be denied access to the information services and may be subject to disciplinary action. The District may log the use of all systems and monitor all system utilization. Accounts may be closed and files may be deleted at any time. The District is not responsible for any service interruptions, changes, or consequences.

Details of the user agreement shall have been discussed with each potential user of the electronic information services. When the signed agreement is returned to the school, the user may be permitted use of EIS resources through the school equipment.

## Use of Computers, the Internet, And Electronic Mail

The Ganado Unified School District No. 20 (hereinafter referred to as School) is pleased to offer students and staff (hereinafter jointly referred to as Users) access to a computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all Users must sign this Agreement and students must obtain parental permission as verified by the signatures on the form below. Should a parent prefer that a student not have e-mail and Internet access, use of the computers is still possible for more traditional purposes such as word processing.

### What is Possible?

Access to e-mail and the Internet will enable staff and students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the School are to use Internet resources for constructive educational goals, Users may find ways to access other materials. The School believes that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, the School supports and respects each family's right to decide whether or not to apply for access.

### What is Expected?

Users are responsible for appropriate behavior on the School's computer network just as they are in their work, classroom, or on the school playground. Communications on the network are often public in nature. General School rules for behavior and communications apply. It is expected that

Users will comply with School standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked and further disciplinary action may be taken if abused. The User is personally responsible for his/her actions in accessing and utilizing the School's computer resources. The Users are advised never to access, keep, or send anything that they would not want their supervisors, parents, or teachers to see.

## General Conditions for Use

### Privacy

Network storage areas may be treated like School lockers. Network administrators may review communications to maintain system integrity and ensure that Users are using the system responsibly and within the School's policies and guidelines. Storage capacity. Users are expected to remain within allocated disk space and delete e-mail or other material which take up excessive storage space.

### Illegal copying

Users should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the network administrator. Nor should students copy other people's work or intrude into other people's files.

### Inappropriate materials or language

No profane, abusive, or impolite language should be used to communicate not should materials be accessed which are not consistent with the rules of School behavior. A good rule to follow is never view, send, or access materials which you would not want your supervisors, teachers, and parents to see. Should Users encounter such material by accident, they should report it to the network administrator or their teacher immediately.

### Rules for Usage

These are rules and guidelines to follow to prevent the loss of network privileges and/or disciplinary action.

- Do not use a computer to harm other people or their work.
- Do not damage the computer or the network in any way.
- Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
- Do not violate copyright laws. Copyrighted material may not be placed on the system without the express permission of the author who must be credited for the material. Copyrighted material may be downloaded for a User's use only.
- Do not view, send, or display offensive messages or pictures.
- Do not share your password with another person.
- Do not waste limited resources such as disk space or printing capacity.

- Do not trespass in another's folders, work, or files.
- Adhere to the rules of Internet etiquette set forth in the School's Internet policy.
- Read and adhere to the School's Internet policy attached hereto.
- Do not reveal your home addresses or personal telephone number or the addresses and telephone numbers of students, staff, or colleagues.
- Do notify an adult immediately if, by accident, you encounter materials which violate the Rules of Appropriate Use.
- Be prepared to be held accountable for your actions and for the loss of privileges and disciplinary action if the Rules of Appropriate Use are violated.

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