

## **Acceptable Use Agreement**

### **Electronic Information System (Networks)**

#### **Acceptable Use Guidelines**

1. All use of the system must be in support of education and research and consistent with the mission of the district. Columbia School District reserves the right to prioritize use and access to the system. [Use the network for school business only.]
2. Any use of the system must be in conformity to state and federal law network provider policies and licenses and district policy. Use of the system for commercial solicitation is prohibited. Use of the system for charitable purposes must be approved in advance by the superintendent or designee. [Our school rules have to comply with those of the K-20 system. For example, don't try to sell stuff using the mass e-mail capabilities of the system.]
3. The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures. [Don't use the network to lobby for a candidate.]
4. No use of the system shall serve to disrupt the operation of the system by others; system components including hardware or software shall not be destroyed, modified or abused in any way. [Don't use programs that will degrade the performance of the network for others (e.g. Network gaming, Peer-to-Peer music sharing, Streaming Media, large file downloads). Don't mess with the computer hardware.]
5. Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited. [Don't use our system to cause havoc for other users or to hack into our or other systems. Don't even try to get into files you are not authorized to have access to.]
6. Users are responsible for the appropriateness and content of material they transmit or publish on the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited. [If your mom, dad, and teacher wouldn't approve-don't write it, send it, or post it.]
7. Use of the system to access, store or distribute obscene or pornographic material is prohibited. [If your mom, dad, and teacher wouldn't approve-don't view it or store it.]
8. Use of accounts tied to social networking websites [i.e. Myspace and/or Facebook] "web 2.0" websites, mailing lists, bulletin boards, chat groups and commercial on-line services and other information services must be pre-approved by the superintendent or designee. [No chat, instant messaging, or bulletin boards w/o teacher, and building principal approval. Relevance to curriculum will be the deciding factor.]

#### **Security**

1. System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account. [You are responsible for your account. Do NOT give your passwords to anyone. Always log off before leaving a machine unattended.]

2. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system. [Do not use another person's account or password. Do not even try to gain access to others accounts on the system.]
3. Communications may not be encrypted so as to avoid security review. [The district reserves the right to review your e-mail and logs of your Internet use. You may not encrypt or use programs to try to cover your tracks.]
4. Personal information such as addresses and telephone numbers should remain confidential when communicating on the system. Students should never reveal such information without permission from their teacher or other adult.[Self-explanatory-You don't know what you can't see.]
5. Students should never make appointments to meet people in person that they have contacted on the system without district and parent permission. [Self-explanatory - You've read the newspaper stories. It isn't worth the risk.]
6. Students should notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable. And remember if you do come across this kind of material leave the site immediately. [We appreciate responsible network users. Help us keep the system accessible for all our students.]

### **Copyright**

1. The unauthorized installation, use, storage or distribution of copyrighted software or materials on district computers is prohibited. [Don't bring your games, music, etc. from home and install on school computers.]

### **General Use**

1. Diligent effort must be made to conserve system resources. For example, users should frequently delete unused files. [We have limited space on the server.]
2. No person shall have access to the system without having received appropriate instruction on the Acceptable Use Agreement and basic computer and network/Internet skills.[Your name must be on file stating you have read and understand the AUP in order to have access to the district network. You should know how to properly startup and shutdown a computer, properly quit programs, and how to log on and off the network]
3. Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with district policy and procedure. [The teacher, under the district guidelines can lead the class in a supervised network/Internet activity.]

### **Student Use**

1. Student use will be consistent with purpose of use of the system within Columbia School District which is to enhance the learning within the structure of the classroom and/or educational projects. [Use the system to do school work.]
2. The acquisition and use of an individual student account is to be considered a privilege and can be eliminated at any time. [Your responsible use of the system will guarantee continued access to it.]

3. Students receiving an email account through Columbia School District can access the e-mail system from home as well as at school. Supervision of student use at home will be the responsibility of the parent. All use of the electronic information system will be subject to monitoring by the provider of such services. E.g. WSIPC, WEDNet, CSD. [You can get to your e-mail from home by going to the school website and logging in just as you would at school. Your mail is on a controlled server so it can be monitored by CSD.]

4. If a parent does not want their Columbia School District student to have access to the school network/Internet they must communicate that fact by writing or calling the technology department at 547-2136 ext 421. [Same number to tell us if they don't want a student's name or photo used on the school website.]

5. The student must have a working knowledge of computer hardware and software necessary to responsibly use the system. [If a student is deemed deficient in the basic skills needed to safely work on the network, the teacher will give instruction or seek further instruction for the student.]

From time to time, the district will make a determination on whether specific uses of the system are consistent with the regulations stated above. Under prescribed circumstances non-student or staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and goals of the district. For security and administrative purposes the district reserves the right for authorized personnel to review system use and file content. The district reserves the right to remove a user account on the system to prevent further unauthorized activity. The district's wide-area network provider (WEdNet) reserves the right to disconnect the district to prevent further unauthorized activity. Violation of any of the conditions of use may be cause for disciplinary and/or legal action.