

Shaffer Union School District
Electronic Information Resources

RIGHTS AND PRIVILEGES

Users have rights (subject to Network limitations) to:

- Access the Internet to facilitate diversity and personal growth in technology, information gathering skills, and communication skills.
- Retrieve information using the following: file transfer protocol (FTP), telnet, electronic mail, and other network tools deemed appropriate by staff for learning purposes..
- Request news groups from the Internet in order to facilitate real-time learning with members on the Network with staff and teacher permission.
- Send e-mail to any member on the Network with teacher's permission for learning and educational functions.
- Sign up for lists on the Internet. (with Technology Coordinator's/Teacher approval and for the purpose of enhancing educational opportunities.)

RESPONSIBILITIES

Users shall accept the responsibility to:

- Monitor all material received under his/her account.
- Monitor all material received via the Internet under their user account.
- Keep copyrighted software of any kind from entering the school via the Internet.
- Prevent all pornographic material, inappropriate text files, or files dangerous to the integrity of the network from entering the school via the Internet.
- Make all subscriptions to news groups and lists known to the school technology coordinator and teacher. (Approval is required from the Technology Coordinator and/or instructor prior to requesting a news group and/or list from the Network).
- Maintain the integrity of the private mail system.
- Report all violations of privacy and misuse of the network to their teacher.
- Use the internet appropriately and refrain from any acts of harassment, threats, or bullying.

PERSONAL USE

The use of the Shaffer Union School District network is a privilege. Users should strive for the most responsible use of the institutional resources for purposes related to accessing, sharing, and creating information and collaborating with other members of this and other communities for scholarly and work-related communications. While occasional social communications using electronic mail are not disallowed by district policy, limiting the number of purely personal electronic messages and files is appropriate and reasonable.

PROHIBITED USES

This policy does not attempt to articulate all required and proscribed behavior by users. Misuse may come in many forms; it is commonly viewed as any transmission(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, and

inappropriate language. **Cyberbullying is against the law.** Any acts of bullying behavior via the Internet will not be tolerated.

The Shaffer Union School District characterizes the following as unacceptable in which an individual:

- Uses the Network for illegal, inappropriate, or obscene purposes, or in support of such activities. (Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network, and/or purpose or goals. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication vehicle.)
- Uses the Network for any illegal activity, including violation of copyrights or other contracts violating such matters as institutional or third party copyright, license agreements and other contracts.
- Intentionally disrupts equipment or system performance.
- Degrades or disrupts network traffic or crashes the network and connected systems.
- Uses the district computing resources for commercial, financial gain, or fraud.
- Steals data, equipment, or intellectual property. (Gains unauthorized access to others' files or vandalizes the data of another user.)
- Gains or seeks to gain unauthorized access to resources or entities.
- Uses others' intellectual property without permission.
- Uses harassing, abusive or obscene language.
- Annoys, harasses, or intentionally offends.
- Introduces computer viruses.
- Forges electronic mail messages or uses an account owned by another user.
- Invades the privacy of others.
- Possesses data in any form (including hard copy or disk) which might be considered a violation of these rules.

CONSEQUENCES OF VIOLATIONS

The district has the right to (1) monitor user activity in any form that it sees fit to maintain the integrity of the Network and (2) restrict or terminate Network and Internet access at any time for any reason.

Consequences of violations include but are not limited to:

- Suspension and/or revocation of Internet access.
- Suspension and/or revocation of Network access.
- Suspension and/or revocation of computer access.
- School suspension.
- Legal action and prosecution.
- Liability for loss of network resources.
- Financial liability.