

**SUBJECT: COMPUTER AND INTERNET ACCEPTABLE USE POLICY**

The use of school computers, networks, and Internet access (referred to below as both "Computer System" or "System") is a privilege. The System is provided to students and staff to support the educational mission of the District. Accordingly, it should be used only for educational purposes.

Both the computer/network equipment and all computerized files (including, but not limited to, programs, documents, e-mail, accessed Web pages, etc.) contained in them are the property of the District. The District will have complete access to all such files to monitor appropriate usage of the Computer System as well as to perform system maintenance from time to time. Consequently, no user of the Computer System should have any expectation of privacy from the District with respect to any computerized file stored in the memory of the System.

Staff will be expected to monitor student usage of the Computer System. The monitoring will include but will not be limited to:

- a) Walking around the classroom/library/lab and observing student usage,
- b) Use of computer equipment (in a computer lab for example) to monitor each student's usage, and
- c) Review of computerized logs of use, etc.

The District will notify students and parents of this monitoring in its newsletter, by mail, by login, screens or "splash screens" when each user logs in, and in the student handbook. It should be made clear in each form of notification that use of the System will be viewed as consent by the user to this monitoring by the District.

Generally speaking, the rules which govern both student and staff conduct on an everyday basis are applicable to their conduct while using the Computer System. The following provides some specific examples of prohibited use of the System:

- a) Abusive or harassing conduct, including sexual or other forms of harassment.
- b) Intentionally viewing, downloading or trading material which is inappropriate in the public school setting and is not directly related to the student or employee's work or instructions activities including for example (but not limited to): immoral, pornographic or sexually suggestive material; material which espouses or demonstrates the use of violence or weapons; etc.
- c) Illegal conduct, including but not limited to: copyright infringement. Users are required to comply with all licensing and copyright regulations that may apply to systems or software.

(Continued)



# POLICY

1999

8321  
2 of 2

Instruction

## **SUBJECT: COMPUTER AND INTERNET ACCEPTABLE USE POLICY (Cont'd.)**

- d) Disclosure or careless use of passwords or account numbers.
- e) Use of others' passwords or accounts numbers.
- f) Use of obscene or vulgar language.
- g) Damaging, disabling or otherwise interfering with the operation of computers, computer systems, software or related equipment through physical action or by electronic means.
- h) Downloading, installing or using unauthorized software.
- i) Changing, copying, renaming, deleting, reading or otherwise accessing files or software not created by the user, without express permission (or as a part of an employee's duties on behalf of the District).
- j) Using the Computer System for profit making, personal or other non-educational purposes.
- k) Transmitting material, information or software in violation of any District policy, regulation or directive, the student discipline code, and/or federal, state and local law or regulation
- l) Revealing personal information about oneself or of other students including, but not limited to, disclosure of home address and/or telephone number.

This list is not intended to be comprehensive. Instead, it is intended as an illustration of the rules which should govern good conduct while using the Computer System. Regardless of whether a rule is specifically listed herein, if the user's conduct while using the System is unbecoming either a student or staff member, appropriate disciplinary action will be taken against the violators. The District will determine whether the conduct is inappropriate and what disciplinary action should be taken (including involving federal, state and/or local law enforcement agencies), within the boundaries and subject to the procedures of all applicable laws and collective bargaining provisions.

Adopted: 4/17/96  
Revised: 10/25/99