

Okanogan School District #105

Board Procedure 2022F1

Staff Acceptable Use Policy for School Computer, Internet and E-Mail

EXPECTATIONS

Each user will be given a school district e-mail account at the same time the user is set up on the computer network. Use of this district e-mail account will be in accordance with Board Policy.

Accessing the Internet, whether in the classroom, library or lab setting is permitted according to Board Policy.

Profane, abusive or impolite language should not be used to communicate nor should materials be accessed which are not in line with the rules of this agreement or Board Policy. Should users encounter such material by accident, they should report it to the appropriate administrator *immediately*.

Users are personally responsible for appropriate behavior on the school's computer network. Communications on the network are public. It is expected that users comply with district standards, rules and guidelines. The use of the network is a *privilege*, not a right, and may be revoked if abused. Personal e-mail accounts will not be accessed. Personal commercial business or for profit business, will not be conducted on the school network. The district realizes that common sense dictates exceptions should be made in regards to using a district computer for personal use and communication. The Superintendent will review employee questions and requests and provide decisions in a timely manner. Violators of any of the rules or guidelines will be subject to discipline.

SPECIFIC GUIDELINES:

These are guidelines to follow to prevent loss of network privileges in the Okanogan School District.

1. The user agrees not to use any part of the District System to harm or disrupt other people, their work, any network, hardware, software, or data.
2. The user will not send, install, or create a computer virus or use the District System in a way that violates District Policy.
3. The user will keep his/her password confidential and will not reveal others' addresses, phone numbers, or passwords.
4. The user will not attempt to use another person's login or password.
5. The user will treat the files of others as private and will not access anyone's folders, work, or files without permission of the Superintendent or designee.

6. The user understands and consents to the fact that actions taken on or through the network may be recorded and replayed, including, but not limited to, audio and video recordings through teleconferencing, videoconferencing, and/or creation of multimedia projects.
7. The user understands and agrees that his/her electronic mail (e-mail) and/or data on any district computer or media is **not** private and that the District has access to all mail and other data, including internet logs, and these may be reviewed by the District at any time.
8. The user may not use the District System for financial gain or to support or oppose political candidates, groups, or ballot measures.
9. The user will not access, submit, publish, display, and/or install on or through the District System any defamatory, harassing, obscene, sexually explicit, threatening, or illegal material or other material that is disruptive to the educational environment.
10. Users are prohibited from accessing any free mail systems (Hotmail, Yahoo Free Mail, etc).
11. The user understands that chat room* access is not allowed.
12. The user is aware that some sites accessible through the District System may contain defamatory, inaccurate, abusive, obscene, sexually oriented, threatening, offensive, or illegal material and the user understands that the Okanogan School District does not condone the use of such materials. Users should be aware that the filtering software used by the district is not infallible and that users may be able to access inappropriate materials.
13. The user will not attempt to bypass any district filtering or security software. When accessing other networks or systems through the District System the user will abide by all rules of that network or system.
14. The user will not use the District System to encourage use of alcohol/controlled substances or violence against others or access sites that do so.
15. The user agrees that any software installed on school district computers is done so in compliance with all applicable state and federal laws and District Procedures. The user will keep a log of any software installed on his/her computer(s) that will include title of software, date installed, license number and name of person installing.
16. The user will not install or transmit copyrighted material through the District System illegally.
17. The user understands that the District has the right to reformat any system's drives and/or remove/relocate any given data or computer at any time. Though every attempt will be made to save data from being lost, the District is not responsible for any loss of data.

18. The user understands and agrees that use of the District System is at his/her own risk and the Okanogan School District is not liable for harm suffered by any party as a result of using the District System. Opinions, advice, services and all other information expressed or displayed by others on, through, or about the District System are not those of the Okanogan School District.
19. The user agrees to be accountable for his/her actions. If the user intentionally or recklessly inflicts any damage or harm on any portion of the District System or to any party through the District System, the user will be subject to discipline and restitution. If the user observes other users violating these terms and conditions, violators will be reported to the Superintendent.
20. The user may not use the District System to participate in any activities that violate state or federal law, school district policy, or these Terms and Conditions.
21. **BE PREPARED** to be held accountable for your actions (which may include financial obligations) and for the loss of privileges if the above rules are violated!



District Employees / Volunteers / Substitutes Agreement

I have read, understand and agree to abide by the Acceptable Use Policy and recognize that violation of this policy may result in disciplinary action including but not limited to revocation of network access and related privileges, and prosecution according to the RCWs and that I am accountable for my actions

Password: ___ ___ ___ ___ ___ ___

Date: _____
(Month Day Year)

Name (Print): _____ **Building:** _____

User Signature: _____

*Chat room -The name given to a place or page in a Web site or online service where people can "chat" with each other by typing messages which are displayed almost instantly on the screens of others who are in the "chat room." Chat rooms are also called "online forums."