

Page Unified School District Technology Resources Acceptable Use Policy

We are very pleased to provide Technology Resources to the students and staff of Page Unified School District and believe these resources offer vast, diverse, and unique opportunities. Our goal in providing these resources to students, teachers, administrators, and staff is to promote educational excellence in schools by facilitating resource sharing, district communication, information processing and productivity.

Technology Resources currently available to students, faculty, and staff in Page Unified School District include:

- the PUSD LAN network infrastructure
- financial and student accounting services
- electronic mail
- computer hardware, software & peripherals
- electronic information services
- Internet and World Wide Web access

Since the Page Unified School District is a remote school district a great distance from any large universities or major metropolitan libraries, museums or other resources, students have a need to attain information which is not currently available to them locally. Having access to universities and the vast array of information on the Internet, as well as contact with governmental agencies, museums, and other resources is an absolute priority. As a learning resource, the Internet is similar to books, magazines, video, CD-ROM, and other, information sources. Students may explore a broad range of opinions and ideas by locating, using, and exchanging information.

However, every effort should be made to insure that Page Unified School District Technology Resources are used only in support of education and research and in accordance with the educational objectives of our school district. Use of other organizations' networks or computing resources must also comply with the rules appropriate for those networks.

To assure that our Technology Resources are used in an appropriate manner and for the educational purposes intended, the District will require anyone who uses Technology Resources to follow a set of policies and guidelines for appropriate use. Anyone who misuses, abuses, or chooses not to follow these policies and guidelines will be denied access to the District's Technology Resources and may be subject to disciplinary action.

Prior to being provided access to Page Unified School District Technology Resources, each user will be required to read and sign an Acceptable Use Agreement which delineates responsibilities, guidelines, and consequences regarding such resources. The parent(s)/guardian(s) of student users must also read and sign an agreement prior to the students being granted access.

These policies and guidelines address issues of privacy, ethical use of information with respect to intellectual property, and using the networks for illegal or inappropriate activities. The smooth operation of the network relies upon the proper conduct of its users.

If a user violates any of these policies and guidelines, his or her privileges may be terminated and future access denied. Where violation of these policies is illegal or unlawful, or results in loss or damage to Page Unified School District Technology Resources or the technology resources of third parties accessible via the Page Unified School District Technology Resources, the matter may be referred for legal action. It is preferable for misuse to be prevented by a

combination of responsible attitudes toward the use of Technology Resources on the part of the Users.

Acceptable Use of Page Unified School District Technology Resources

The purpose of the Page Unified School District's Technology Resources is to promote the exchange of information, to further education and research, and is consistent with the mission of Page Unified School District. Acceptable utilization of these Technology Resources requires that their use be in accordance with the following policies and guidelines and support the education, research, and educational goals of the District.

Subject to the following policies, Page Unified School District Technology Resources may be used for any legal activity that is in furtherance of the aims and policies of the District.

LAN Network Policies

Every effort should be made to insure that technology resources are used only in support of education and research and in accordance with the educational objectives of the Page Unified School District.

Every effort should be made to make the most efficient use of technology and network resources, to minimize interference with others, and not to use these resources in any way that will disrupt their use by others.

Any use of technology resources that access resources outside of the Page Unified School District LAN Network must conform to their "Acceptable Use Policy" and be subject to their penalties as well as those of Page Unified School District.

Respect the privacy of other users. Revelation of home addresses, personal phone numbers, EMail addresses, or other personal information of Page Unified School District students, faculty, and staff is strictly prohibited without their express written permission and in the case of students, their Parent or Guardian's express written permission.

All users must follow the District's code of conduct while accessing District Technology Resources and technology resources of third parties accessed via the Page Unified School District LAN Network.

Faculty and staff must maintain supervision of students using Technology Resources, whether this is in the individual classrooms or Computer Labs and Libraries, and assure the adherence to these policies and guidelines.

Security Policies

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem involving Page Unified School District Technology Resources, you must notify a district administrator or the Page Unified School District Technology Department.

Any user identified as a security risk or having a history of problems with other computer systems will be denied access to Page Unified School District Technology Resources.

Users may not share their Network User Account with anyone or leave their account open or unattended. Accounts and passwords will be kept confidential and not accessible to others. Passwords are required to be changed regularly, using combinations of letters and numbers and avoiding standard English words and names. Users are required to take all responsible precautions to prevent the use of Network User Accounts by unauthorized persons.

Software Policies

All users are responsible for taking precautions to prevent viruses on their own personal equipment and Page Unified School District's Technology Resources they access.

Users are responsible for the correct installation of any software they might load on District Technology Resources and for contacting the Technology Department for assistance if needed. Only the Technology Department personnel will install software on the network.

E-Mail Policies

E-Mail is provided for the purpose of exchanging information consistent with the mission of Page Unified School District. Be polite and use appropriate language, respect the privacy of other users, and avoid disruptions to the network and E-Mail services. E-Mail messages are not considered private, and are subject to District review at any time.

E-Mail should be deleted regularly from your E-Mail directory to conserve file space.

Internet Policies

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Page Unified School District has taken available precautions to restrict access to controversial materials in the form of Internet filtering software. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. Users accessing material not deemed appropriate for school use will be denied Internet privileges.

Understand that use of any information obtained via the Internet is at your own risk. Page Unified School District specifically denies any responsibility for the accuracy or quality of information obtained through this service. Page Unified School District is providing only a conduit to the information; users must be wary of the content. The District cannot be held accountable for information that is retrieved outside of its Network. In addition to the appropriateness of information, users need to consider the source of any information they obtain, and consider the validity of that information.

Understand that many services and products on the Internet are available for a fee and the user's responsible for any expenses incurred without district authorization.

The use of the Internet must be in support of education and research and consistent with the educational objectives of Page Unified School District. Use of any other Internet connected organization's network or computing resources must comply with the rules appropriate for that network as well.

The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Network Administrator will deem what is inappropriate use and will refer any such use to the school administration. The school administration may close, revoke, or suspend an account at any time as required.

Web Site/Page Policies

All Web Sites located on the Page Unified School District Web Server must have a link to the District disclaimer statement to advise the user that once they leave school district pages they may encounter inappropriate material.

Any employee web site on the District's server must adhere to the stated purpose of the Page Unified School District Guidelines for Web Sites. In addition, any link on the web site must also meet those purposes.

No links to student or staff web sites outside of District servers are allowed on a school's web site unless they are part of a prescribed curriculum.

Page Unified School District Policy forbids publishing any "personally identifiable information" about students, faculty, or staff on a web site available to the public without the proper release form having been signed by the person or student, and for a student, a parent or guardian's signature must also be obtained. "Personally identifiable information" is defined as follows:

- ◆ Individual photographs, first and last names, grade levels, addresses, telephone numbers, social security numbers, and electronic mail addresses.

Original work by students such as: art work, poetry, essays, performances, etc. may be placed on the web site only after the appropriate release form has been signed by the parents or guardians.

Unacceptable Use

Page Unified School District Technology Resources are not for private or commercial business use, or for political or religious purposes and any use of Page Unified School District Technology Resources for illegal activity is prohibited.

Deliberate unauthorized access to facilities or services accessible via the Page Unified School District Technology Resources is prohibited.

Where Page Unified School District Technology Resources are being used to access another network, any abuse of the acceptable use policy of that network will be regarded as unacceptable use of the Page Unified School District Technology Resources.

Creation, Transmission, or reception of any material of the following types is strictly prohibited:

Any material in violation of any governmental regulation including, but not limited to, copyrighted material, threatening or obscene material, or material protected as a trade secret.

Offensive, obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material.

Material which is designed or likely to cause extreme and unreasonable annoyance, inconvenience or needless anxiety.

No software may be transferred to or from District Technology Resources without prior approval of the District Technology Department.

All communications and information accessible via the network should be assumed to be the property of the author and protected under applicable U.S. copyright laws.

In addition, district technology resources may not be used for any of the following:

LAN Network Policies

deliberate activities with any of the following characteristics:

wasting staff effort or networked resources, including time on end systems accessible via Technology Resources and the effort of staff involved in the support of those systems.

corrupting or destroying other users' data; violating the privacy of other users; disrupting the work of other users; misuse of technology resources or networked resources, such as the introduction of "viruses";

Using technology resources in a way that denies or could deny service to other users (for example, tampering with cables and hardware, deliberate or reckless overloading of access links or of switching equipment, etc.).

continuing to use an item of software or hardware after a district staff member or representative has requested that use cease because it is causing disruption to the correct functioning of the District Electronic Information Services;

It is not permitted to provide access to The Page Unified School District Technology Resources for third parties without the prior agreement of the Page Unified School District Technology Department's Network Administrator. A third party, where an individual, means someone who is not acting as a member of the Page Unified School District, specifically staff members or

students. Where it applies to a separate organization, this is defined to be any organization that is in law a separate entity to the Page Unified School District.

Security Policies

You will respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data, or information of others, attempt to harm, modify, or destroy software or interfere with system security.

Users who share their Network User Account with unauthorized persons, give their Network User Account password to any unauthorized person, or leave the account open or unattended will be subject to disciplinary action and/or revocation of their Page Unified School District Technology Resources privileges.

Attempts to access any Page Unified School District Technology Resources as a system administrator will result in cancellation of user privileges and possible legal action.

Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any of the other agencies or networks that are connected to Page Unified School District Technology Resources. This includes, but is not limited to, the uploading or creation of computer viruses. Any type of vandalism is prohibited.

Software Policies

Removal of any pre-loaded software from district computers, or software that is required by the Page Unified School District Technology Department, is prohibited.

Copying, modifying, or distributing any software purchased by Page Unified School District is prohibited.

Installation of software that is not licensed to Page Unified School District, or copyrighted files, for use on District computers is prohibited. All Software and data files are subject to District review at any time.

E-Mail Policies

District E-Mail is not to be used for private or commercial offerings of products or services for sale or to solicit products or services, or political or religious purposes.

E-Mail should not be used to broadcast or chain messages to lists or individuals, or for any other use that would congest the networks or otherwise interfere with the work of others.

Internet Policies

Use of Technology Resources to access obscene or pornographic material is prohibited.

Submitting, publishing, displaying, or retrieving obscene or pornographic material is prohibited. Use of the Internet to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material is prohibited. Information or data sent with malicious intent or containing threats is prohibited.

Web Site/Page Policies

All information on Web Sites located on the Page Unified School District Web Server must adhere to the policies and guidelines of Page Unified School District.

Web sites may not contain information that is defamatory, vulgar, pornographic, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal.

Infractions of the provisions set forth in these policies and guidelines may result in suspension or termination of the web site, loss of access privileges and/or appropriate disciplinary action. Activities in violation of state and federal statutes will be subject to prosecution by those authorities. Disciplinary action may also be taken by the District as appropriate.

Compliance

It is the responsibility of the User to take all reasonable steps to ensure compliance with the conditions set out in this Policy document, and to ensure that unacceptable use of Page Unified School District Technology Resources does not occur. The discharge of this responsibility must include informing those with access to District Technology Resources of their obligations in this respect.

Where necessary, service may be withdrawn from the User. This may take one of two forms:

- ◆ An indefinite withdrawal of access to the appropriate services, especially should a violation of these conditions persist after appropriate warnings have been given by the Technology Department or Administration or should the severity of the action warrant it. Restoration would be made only when Site Administration and the District Technology Department were satisfied that the appropriate steps had been taken at the Site involved to ensure acceptable behavior in the future.
- ◆ A suspension of the User's network account, especially should a violation of these conditions cause degradation of the service to other users of Page Unified School District Technology Resources. Such a suspension would be made on the judgment of the Site Administration and/or the District Technology Department and, in the case of degradation of the service to other users, service would be restored when the cause of the degradation of service had been removed.

Warranties/Exemptions of Terms and Conditions –

Page Unified School District makes no warranties of any kind, whether expressed or implied, for the service it is providing and all terms and conditions as stated in these policies and guidelines are applicable to the use of Technology Resources at Page Unified School District, in addition to use of the Internet.

The District reserves the right to establish rules and regulations as necessary for the efficient operation of the Technology Resources.

Information, data, and electronic mail (EMail) stored upon district technology resources is not guaranteed to be private. The Page Unified School District Technology Department reserves the right to access all information, data, and EMail messages at any time. Any information, data, or messages relating to or in support of illegal activities will be reported to the authorities. The use of District Technology Resources is logged and monitored on a consistent basis.

Page Unified School District reserves the right to monitor the user and the space on the system. Accounts may be closed and files may be deleted at any time, without warning. All users are responsible for backing up and saving their own electronic information. Technology Department personnel are not responsible for loss of information and data stored on individual workstations.

The District is not responsible for any service interruptions, chances, or consequences. No system is guaranteed to be operating perfectly all the time. The District does not assume liability for any information that may be lost, damaged, or unavailable due to technical, or other, difficulties.

Interpretation, application, and modification of these Technology Resources Acceptable Use Policies and Guidelines is within the sole discretion of Page Unified School District. Any questions or issues regarding these policies and guidelines should be directed to the Network Administrator.