

Shelby Public Schools

Internet/SUN Use Agreement

Please read this document carefully before signing.

Shelby Public Schools is providing Users access to the district's electronic network. The Shelby Unified Network (SUN) is the Shelby Public Schools wide area network (WAN) connecting our district computers, resources, staff, and students. This network includes Internet access, computer services, video conferencing, computer equipment, and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. On a global network, it is impossible to control all materials and an industrious user may discover inappropriate material. We (Shelby Public Schools) firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material inconsistent with the educational goals of the District.

This document contains the rules and procedures for Users' acceptable use of the Shelby Public Schools electronic network.

- The Shelby Public School's electronic network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
- The Shelby Public School's electronic network has not been established as a public access service or a public forum. Shelby Public Schools has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
- Parent/guardian permission is required for all students under the age of 18. Access is a privilege, not a right.
- The district reserves the right to monitor all activity on this electronic network. Students will indemnify the district for any damage that is caused by students' inappropriate use of the network.
- Users are expected to follow the same rules, good manners, and common sense guidelines that are used with other daily school activities as well as the law in the use of the Shelby Public School's electronic network.
- The use of your account must be in support of education or research and consistent with the educational objectives of Shelby Public Schools. Use of another organization's network or computing resources must comply with the rules appropriate for that network.

The following terms and conditions are provided here so that you are aware of your responsibilities. If a Shelby Public Schools user violates any of these terms and conditions, his or her account will be terminated and further access could be denied. The signature(s) at the end of this document is (are) legally binding and indicates the person (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

General Unacceptable Behavior

While utilizing any portion of the Shelby Public Schools electronic network, unacceptable behaviors include, but are not limited to, the following:

- Users will not post information that, if acted upon, could cause damage or danger of disruption.
- Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Users will not harass another person. If a user is told by a person to stop sending messages, they must stop.
- Users will not knowingly or recklessly post false or defamatory information about a person or organization.
- Users will not use criminal speech or speech in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Users will not use speech that is inappropriate in an educational setting or violates district rules.
- Users will not abuse network resources such as sending chain letters or “spamming”.
- Users will not display, access, or send offensive messages or pictures.
- Users will not use the Shelby Public Schools electronic network for commercial purposes. Users will not offer, provide, or purchase products or services through this network.
- Users will not use the Shelby Public Schools electronic network for political lobbying. Users may use the system to communicate with elected representatives and to express their opinions on political issues.
- Students will not attempt to access non-instructional district systems, such as student information systems or business systems.
- Users will not use any wired network with equipment brought from home.
- Students will not use district equipment, network, or credentials to threaten employees or cause a disruption to the educational program.

- Users will not use the district equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Only websites that are related to work, instruction, or research are authorized for use.
- All games are strictly forbidden from use unless they are educationally related to the curriculum being taught.
- Streaming video and audio is not authorized unless educationally or instructionally related. (i.e. music videos, Spinner, etc.)
- All music and file sharing programs are strictly forbidden from use. (Napster, Morpheus, Kazaa, Gnutella, iMesh, etc.)

E-Mail (Note: All e-mail on the Shelby Public School system is the property of Shelby Public Schools and users should be advised that the administration will periodically monitor the system to assure that it is being used appropriately. Users do not have a personal privacy right in any matter created, sent, or received from an e-mail system.)

- E-mail is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to authorities.
- Students will not establish or access web-based e-mail accounts on commercial services through the district network unless such accounts have been approved for use by the individual school.
- Students will not repost a message that was sent to them privately without the permission of the person who sent them the message.
- Students will not post private information about another person.

Real-time, Interactive Communication Areas (Note: Chat rooms are normally blocked)

- Students may use chat or instant messaging, but only under the direct supervision of a teacher or in a moderated environment that has been established to support educational activities and has been approved by the district or individual school.

Websites

- All web pages must adhere to the "Shelby Public Schools Web Page Terms and Conditions."

Personal Safety

- Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, or work address.
- Elementary and middle school students will not disclose their full name or any other personal contact information for any purpose.
- High school students will not disclose personal contact information, except to educational institutions for educational purposes, companies or other entities for career development purposes, or without specific building administrative approval.
- Students will not agree to meet with someone they have met online.
- Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable.

System Security

- Users are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should users provide their password to another person.
- Students must immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not go looking for security problems. This may be construed as an illegal attempt to gain access.
- Users will not attempt to gain unauthorized access to any portion of the Shelby Public Schools electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing"
- Users will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not attempt to access websites blocked by district policy, including the use of proxy services, software, or websites.
- Users will not use sniffing or remote access technology to monitor the network or other user's activity.
- Any user that attempts to log on to the Internet and/or SUN as a system administrator will result in cancellation of user privileges.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet and/or SUN.

Software and Files

- Software is available to users to be used as an educational resource. No user may install, upload, or download software without permission from the district technology department.
- A user's account may be limited or terminated if a user intentionally misuses software on any district-owned equipment.
- Files stored on the network are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the Shelby Public Schools electronic network may lead to the discovery that a student has violated this policy or the law. Students should not expect that files stored on district servers are private.

Technology Hardware

- Hardware and peripherals are provided as tools for users use for educational purposes. Users are not permitted to relocate hardware (except for portable devices), install peripherals, or modify settings to equipment without the consent of the district technology department.

Vandalism

- Vandalism will result in cancellation of privileges. Vandalism is described as any malicious attempt to harm or destroy hardware or data of another user, the Internet, SUN, or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

Plagiarism and Copyright Infringement

- Students will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were the students.
- Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system or must be obtained directly from the author.
- Transmitting or copying any material in violation of any U.S. or state regulation is prohibited

Warranties

- Shelby Public Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing.
- Shelby Public Schools will not be responsible for the damages you suffer. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions.

- Use of any information obtained via the Internet and /or SUN is at your own risk.
- Shelby Public Schools denies any responsibility for the accuracy or quality of information obtained through its services.

Violations of this Acceptable Use Policy

Violations of this policy may result in loss of access as well as other disciplinary or legal actions. Users' violation of this policy shall be subject to the consequences as indicated within this policy as well as the District Technology Discipline Policy. The particular consequences for violations of this policy shall be determined by the school administrators. The superintendent or designee and the board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

SHELBY PUBLIC SCHOOLS

Employee Internet/SUN Use Agreement

School Year: **2020-2021**

I understand and will abide by the attached Internet and SUN use agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action could result.

User/Employee Name (Please Print):

User/Employee Signature:

Date:

Personal Email Address: (Please Print)

Building (Please Circle One):

Bus Garage / Central Office / District-Wide / ECC

High School / Middle School / New Era / Thomas Read

Position (Please circle one):

Administrator / Adolescent Health Center / Aspire / Bus Driver

Classroom Substitute / Coach / Counselor / Custodial / Food Service

Instructional Assistant / ISD Room / Maintenance / Secretary / Teacher