

Acceptable Network Use by Staff

All use of the District Network shall be consistent with the Lake Pend Oreille School District's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. These procedures do not attempt to state all required or prescribed behavior by others, however, some specific examples are provided. **The failure of any user to follow these procedures may result in the loss of privileges, disciplinary action and/or appropriate legal action.**

Terms and Conditions

1. **Acceptable Use** – Access to the District's Network must be for the purpose of education, research, communication, or administrative purposes and be consistent with the educational objectives of the District.
2. **District Network** – Includes but not limited to desktop computers, Internet/Intranet connections, software, printers, telephones, notebooks, netbooks, projectors, document cameras, personal computing devices or other electronic devices.
3. **Privileges** – The use of the District's Internet/Intranet is a privilege, not a right, and, inappropriate use may result in cancellation of those privileges.
4. **Unacceptable Use** – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
  - a. Using another user's account or password.
  - b. Using the network for any illegal activity, including knowingly violating copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation.
  - c. Unauthorized downloading of software or installation of un-licensed software.
  - d. Downloading copyrighted material for other than personal use.
  - e. Using the network for private financial or commercial gain including advertising.
  - f. Gaining or attempting to gain unauthorized access to any component of the District network or any other entity's network (Often referred to as hacking.)
  - g. Invading the privacy of individuals.
  - h. Posting material authorized or created by another without his/her consent.
  - i. Knowingly transmitting or allowing the transmission of a virus.
  - j. Playing "pranks" on users.
  - k. Circumventing safety configuration, setup policies, and other settings on machines.
  - l. Using the network for commercial or private advertising.
  - m. Accessing, submitting, posting/posting anonymously, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material.
  - n. Using the network while access privileges are suspended or revoked.

- o. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  
5. **Network Etiquette** – The user is expected to abide by the generally accepted rules of etiquette. These include, but are not limited to, the following:
  - a. Be polite. Do not become abusive in messages to others.
  - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language or materials.
  - c. Do not reveal the personal addresses or telephone numbers of students, colleagues, District staff, or others.
  - d. Do not use the network in any way that would disrupt its use by other users.
  - e. Do not broadcast/mass mail non work related e-mail
  - f. Consider all communications and information accessible via the network to be private property.
  - g. Student work and/or photos will not be publicized over the Internet without a waiver form signed by the student’s parents. Last names of students will not be published on the Internet or used on any filenames, which might be published on the Internet.
  - h. Employee photos may not be publicized over the Internet unless a waiver is signed by the employee.
  
6. **No Warranties** – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries or service interruptions caused by its negligence of the users’ errors or omissions. Use of any information obtained via the Internet is at the user’s own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
  
7. **Indemnification** – The user agrees to indemnify the School District for any losses, costs or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.
  
8. **Security** – Network security is a high priority. If the user can identify a security problem on the District network, the user must notify the Building Administrator or Tech Team. Do not demonstrate the problem to other users. Keep the user’s account and password confidential. Attempts to log-on to the Internet/Intranet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to network.
  
9. **Vandalism** – Vandalism will result in cancellation of privileges and other disciplinary action.
  
10. **Telephone Charges** – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute

surcharges and/or equipment or line costs.

11. **Internet Safety** – Users must abide by the provisions of Board Policy #803.6 (Internet Safety) when using District provided Internet access.

Prior Board Policy 803.4

Policy History:

Adopted on: October 10, 2001

Revised on: August 14, 2012