



Responsible Use Guidelines/Internet Security Policy

Network Information System

Richland School District provides computer and telecommunications networks that will allow opportunities for students and staff to communicate, learn, access and publish information. The District believes that the resources available through these networks and the skills that students and staff will develop in using it are of significant value in the learning process and student success in the future.

Use of these networks is limited to educational activities authorized under this policy and procedures and under the specific limitations contained therein. Richland School District will provide opportunity and procedures that encourage the widest possible access to electronic information systems and networks by the students and staff while establishing reasonable controls for the lawful, efficient, and responsible use and management of the systems. The District reserves the right to change procedures and policies when deemed necessary and users have no expectation of privacy.

Responsible Use Guidelines -- Network

1. Access to the network and Internet resources is recognized by the user as a privilege not a right. Users are responsible for the appropriateness and content of material they create, store, transmit, or publish on the network.
 2. The District reserves the right to prioritize use and access to the network.
 3. All computer and telecommunications equipment comprising the network and all information created, sent, or received via this equipment is property of the District (excluding individual copyrighted curriculum material). They are to be used for District purposes in support of education and research and be consistent with the mission of the District.
 4. Any use of the system must be in conformity with state and federal law, Charter network provider policies and licenses and District policy. Use of the system for commercial solicitation, financial gain, or any illegal activity is strictly prohibited. Use of the system for charitable purposes must be approved in advance by the superintendent or designee.
-

Responsible Use Guidelines – Network (continued)

5. The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures. Employees, acting as representatives for a union/employee association, cannot utilize the network to conduct union/employee association business except where agreed upon, in writing, between the District and the union/employee association.
 6. Network components including hardware or software shall not be destroyed, modified, or abused in any way. Connecting or installing unauthorized components, i.e.; an employee's personal hardware or software, to the network for any purpose inconsistent with District policy is prohibited, unless prior approval from a site Administrator has been granted. Prior administrative approval must also be granted to use District equipment at home.
 7. Development or use of malicious programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited. No use of the network shall serve to disrupt the operation of the network by others.
 8. Any use that is deemed to adversely affect the District or its employees, including, but not limited to: hate mail, harassment, discriminatory remarks, or other antisocial behaviors is expressly prohibited.
 9. Use of the system to access, transmit, store, display, distribute, or request obscene, pornographic, erotic, profane, racist, sexist, or other offensive material (including messages, images, video, or sound) that violates District policies or creates a hostile work environment is prohibited.
 10. Digital content broadcast via the Internet (streaming) including, but not limited to: video, music, news/weather, stock reports, sports information, is supported when used in the context of a course curriculum, or is not having a negative impact on network resources. The District reserves the right to shutdown or limit these resources during periods of district-wide activities (assessments) when high utilization of network resources is needed.
 11. No software (shareware, freeware, trial-based, utilities, pirated, etc.) shall be downloaded and installed on District computers without permission of the Information Systems Department or building Technology representative.
-

Responsible Use Guidelines -- Security

1. System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users should not share their account ID's or passwords with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
2. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
3. Communications may not be encrypted so as to avoid security review.
4. Personal information such as addresses and telephone numbers of employees and students should remain confidential when communicating on the system. Students should never reveal such information without permission from their teacher or other building representative. Such information should only be disseminated on a need to know basis per FERPA rules and regulations.
5. Due to the un-secure nature and threat of security breach, use of Internet chat rooms, chat channels, Internet Chat Relay (IRC) programs, or 3rd-party (Microsoft, AIM, Yahoo) Instant Messaging (IM) systems for communications purposes is strictly prohibited. The District will provide these resources under certain conditions and only as part of normal business practices.
6. Students should notify their teacher or other building personnel whenever they come across information or messages that are dangerous, inappropriate, or that makes them feel uncomfortable.

Responsible Use Guidelines -- Copyright

1. All users should be aware that any information, software, or graphics on the Internet might be protected by federal copyright laws, regardless of whether a copyright notice appears on the work.
 2. The unauthorized installation, use, storage, or distribution of copyrighted Intellectual Property on District computers or using materials in violation of copyright laws, is prohibited.
 3. Use of online peer-to-peer (P2P), file sharing, MP3, "FastTrack", or related technologies is prohibited. These technologies are mainly/frequently used to distribute copyrighted works illegally and use of these on District property could result in the District being held liable for copyright infringement. Similarly, access to personal accounts established on these systems, from District property is also prohibited.
-

Responsible Use Guidelines -- General Use

1. Diligent effort must be made to conserve system resources. For example, users should frequently delete e-mail and unused files as the District provides e-mail archives and storage backup's resources as needed.
2. No person shall have access to the system without having received appropriate training.
3. Users will carefully review all e-mail prior to sending it to ensure that it is consistent with this policy and their meaning is clear and not subject to misinterpretation. Humor and sarcasm can be easily misinterpreted in an e-mail and should be avoided whenever possible.
4. All computers will have anti-virus software installed. This software is to remain activated at all times. Users should follow District recommendations with regard to the safe keeping of data and e-mail attachments to reduce the risk of spreading viruses (worms, viruses, trojan horses, etc.), and infecting computers and the network.
5. Personal use of District systems is authorized within reasonable limits as long as it does not interfere or conflict with District use. Employees are responsible for exercising good judgment regarding reasonableness of personal use. In case of doubt, consult your immediate Administrator.
6. A signed *Electronic Mail and Network Information System User Agreement* (see next page) must be on file with the District for all employees. For students the District utilizes an Opt-Out policy.

From time-to-time, the District will make a determination of whether specific uses of the system are consistent with the regulations stated above. Under prescribed circumstances non-student or non-staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and mission of the District. For security and administrative purposes, the District reserves the right for authorized personnel to review system use and file content. The District reserves the right to remove a user account on the system to prevent further unauthorized activity.

Violation of any of the conditions of use may be cause for disciplinary action.

Richland School District

Electronic Mail and Network Information System User Agreement

In consideration for the privilege of using the network and in consideration for having access to public networks, I hereby release Richland School District, and other intermediary providers, if any, and operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from use or inability to use, the network - including, without limitation, the type of damages identified in the Richland School District's Responsible Use Guidelines. Further, I agree to abide by the District's Policy and Procedures for Electronic Information Systems, (Policy 2314). I acknowledge that failure to comply with the policy and procedures may result in disciplinary action. I acknowledge and agree that Richland School District has the right to review, edit or remove any materials installed, used, stored, or distributed on or through the network or District's system and I hereby waive any right of privacy which I may otherwise have into such material. I further acknowledge all E-mail created, sent, or received via District equipment or system's is the property of the District.

I have read and agree to abide by the Richland School District Network Code of Conduct and Responsible Use Guidelines and Internet Security Policy.

School: _____

Signature of User: _____

Printed Name of User: _____

Address: _____

City: _____, WA Zip: _____

Telephone: _____

Date Signed: _____

Return this completed page to a school administrator.

For official use only. Do not write below this line.

Account Number: _____

Approved By: _____

Date: _____