

TECHNOLOGY ACCEPTABLE USE AGREEMENT

It is our pleasure to offer the staff and students of the Chehalis School District access to the district network and its resources. These resources include access to data storage servers, staff email, on-line resources and the Internet. For network operation to remain successful, it is the responsibility of the users (you) to conduct themselves in a responsible, lawful, ethical, safe and polite fashion. The user is ultimately responsible for his/her actions. The following guidelines are not intended to define all required or prohibited behavior of its users. The Chehalis School District reserves the right to revise, modify and update the Technology Acceptable Use Agreement.

Guidelines / General Information

Network Usage

1. Use of district network must be in support of education and research, and consistent with the mission of the district. The Chehalis School District reserves the right to prioritize use and access to district network.
2. Any use of the system must be in conformity to state and federal laws, network provider policies and licenses, and district policies and licenses.
3. Personal use of district network resources shall not be at the cost of the district, shall not interfere with the performances of the users' official duties, must be brief in duration and must not disrupt the conduct of the district's business. Use of district network resources for commercial solicitation is prohibited. The superintendent or designee must approve use of the system for charitable purposes in advance.
4. The district network system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
5. No use of the system shall serve to disrupt the operation of the system by others, including the compromising of security or the integrity of district information; system components including hardware or software shall not be destroyed, modified or abused in any way.
6. Malicious use of the district network system to 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.
7. Use of the district network system to access, store or distribute obscene or pornographic material is prohibited.
8. Users are responsible for the appropriateness and content of material they transmit or publish on the system. Hate mail, harassment, discriminatory remarks or other antisocial behaviors are expressly prohibited.
9. District network resources may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Security

10. System accounts are to be used only for the authorized purpose. Users must not share their account access or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.

11. 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.

12. Communications may not be encrypted so as to avoid security review.

13. Users should change passwords regularly and avoid easily guessed passwords.

Personal Security

14. Personal information, such as addresses and telephone numbers, should remain confidential when communicating on the district network system. Students should never reveal such information without permission from their teacher or another staff member. No user may disclose, use or disseminate personal identification information regarding minors without authorization.

15. Students should never make appointments to meet people in person that they have contacted on the system without district and parent permission.

16. Students should notify their teacher or other staff member whenever they come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable on the web or when using the system.

Copyright

17. The unauthorized installation, use, storage or distribution of copyrighted software or materials on district computers is prohibited. All users of district network shall comply with current copyright laws and Chehalis School District copyright policy BP2025.

Filtering and Monitoring

18. Filtering services are in use for all district owned computers with access to the Internet for all users.

19. Educational staff will, to the best of their ability, monitor minor's use of the Internet in school, and will take reasonable measures to prevent access by minors, to inappropriate material on the Internet, and restrict their access to materials harmful to minors.

General Use

20. Use of educational, computer-based games must be approved by a supervising teacher and must be in support of district learning goals. All other computer-based games are prohibited.

21. Diligent effort must be made to conserve system resources. For example, users should frequently delete email and unused files.

22. Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with district policy and procedure.

From time to time, the district will make a determination on whether specific use of the system is consistent with the regulations stated above. Under prescribed circumstances, non-student or staff use may be permitted, provided such individuals demonstrate their use furthers the purposes and goals of the district. For security and administrative purposes, the district reserves the rights 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.

DISTRICT RIGHTS

Chehalis School District reserves the right to:

1. Monitor all activity of district network.
2. Determine whether specific uses of the network are consistent with these acceptable use guidelines.
3. Log network use and monitor bandwidth usage and/or storage disk space utilization by users.
4. Deem what is appropriate use.
5. Remove a user's access to the network at any time it is determined that the user is engaged in unauthorized activity or violating this Technology Acceptable Use Agreement.
6. Cooperate fully with any investigation concerning or relating to any district network activity.
7. Prioritize use and access to the system.

District Responsibilities / Limitations

1. The district will take prudent steps to develop, implement and maintain security procedures to insure the integrity of individual and district files. The district will not guarantee that information on any computer system will be inaccessible by other users.
2. The district will attempt to provide error free and dependable access to technology resources associated with district network. The district will not be held liable for any information that may be lost, damaged or unavailable due to technical or other difficulties.

MATERIAL/PICTURES ON THE WEB

Student pictures and material are published on the Internet.