

INSTRUCTION

Student Access and Use of Networked Information Resources and Communications

Program Development

District personnel will review and evaluate electronic resources to align with the adopted district curriculum and the Shoreline Essential Learnings to include web sites and menus of materials for student use which comply with the District Instructional Materials Committee Criteria's general guidelines listed in Policy #2311, Selection and Adoption of Instructional Materials. Staff will provide developmentally appropriate guidance to students as students access telecommunications and electronic information resources to conduct research. All students will be informed by staff of their rights and responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group.

As much as possible, access to district information resources will be designed to point students to acceptable electronic resources. While students may be able to move to other sources not previously evaluated by staff, students will be expected to follow the acceptable use guidelines to find resources suited to the learning objectives.

Internet Rules

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent permission is required for minors. All users must sign an Acceptable Use agreement (see #2314F, Student Access and Use of Networked Information Resources and Communications, Electronic Information Network System Individual User Access Informed Consent Form). Access is a privilege, not a right. Access entails responsibility.

Teachers of younger students will guide students toward appropriate materials. Outside of school, families bear responsibility for such guidance because they exercise similar responsibility with such information sources as television, telephones, movies, radio and media.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed.

The following shall not be permitted:

1. Sending or displaying offensive messages or pictures;
2. Using obscene language or pornographic material;
3. Harassing, insulting, attacking others, or other antisocial behaviors;
4. Damaging computers, computer systems, or computer networks;
5. Violating copyright laws;
6. Using others' passwords;
7. Trespassing in others' folders, work, or files;
8. Intentionally wasting limited resources; or
9. Employing the network for commercial or illegal purposes.

INSTRUCTION

Student Access and Use of Networked Information Resources and Communications (continued)

Internet Rules (continued)

Individual student subscriptions to mailing lists, bulletin boards, chat groups, and commercial on-line services and other information services will not be permitted on the district network except where directly supervised by a teacher.

Malicious use of the system to develop programs that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited (see #2314F, Student Access & Use of Networked Information Resources & Communications, Electronic Information Network System Individual User Access Informed Consent Form).

Network storage areas may be treated like school lockers. Administrators/designee may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Sanctions are as follows:

1. Violations may result in a loss of access.
2. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior (see Policy #3200, Student Rights and Responsibilities).
3. When applicable, law enforcement agencies may be involved.

Security

1. Personal Information such as complete names, addresses, telephone numbers, and identifiable photographs should remain confidential when communicating on the system. Staff should remind students to never reveal such information without permission from a teacher and/or parent/guardian.
2. Staff should remind students to never make appointments to meet people in person that they have contacted on the system without district and parent permission.
3. Staff shall appropriately report to an administrator situations when students report finding information or messages that are dangerous, inappropriate, or make them feel uncomfortable.
4. System logins or accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number 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.
5. Users shall not seek information on; obtain copies of; or modify files, other data, or passwords belonging to others; misrepresent other users on the system; or attempt to gain unauthorized access to any entity on the K-20 Network.
6. Users shall not encrypt files or communications.
7. Users should avoid passwords that can be easily guessed.

INSTRUCTION

Student Access and Use of Networked Information Resources and Communications (continued)

Copyright

The unauthorized installation, use storage or distribution of copyrighted software or materials on district computers is prohibited. Material posted on the Internet through the district's K-20 Network access system is not protected for individual copyright. Staff work is usually a work for hire with the copyright belonging to the district, but all users must waive their copyright interest in their materials posted on-line through the district's K-20 Network access system.

General Use

Diligent effort must be made to conserve system resources. For example, users should frequently delete e-mail and unused files and should promptly disconnect videoconferences on completion.

No student shall have access to the K-20 Network without having received appropriate training, and a signed acceptable use release form (see #2314F, Student Access & Use of Networked Information Resources & Communications, Electronic Information Network System Individual User Access Informed Consent Form) on file with the district. Students under the age of 18 must have the approval of a parent or guardian.

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 procedures.

Submitted

June 4, 2001

September 11, 1995