

ELECTRONIC INFORMATION NETWORKS

Acceptable Use Guidelines

Introduction

The board of directors has authorized implementation of an electronic information network, the use of which is a privilege, not a right. This network will provide the privilege to communicate, learn, access and publish information by students, staff and patrons. The board believes the resources available through this network to be an extension of instructional materials and the skills that students will develop in using it are of significant value in the learning process and student success in the future. Even with Internet filtering in place, there can be no guarantee that students will not attempt to access or even successfully access objectionable sites.

Guidelines for Network System Use

Students, staff members, or patrons shall have access to the system or use of the system except those students for whom the parent/guardian has written an opt out letter to the school principal. These guidelines apply to access or use by either a district or personally owned computer.

Primary use of the system must be in support of education and research and be consistent with the mission of the district. The district reserves the right to prioritize use and access to the system. Personal use of email and web resources is permitted, but should be kept to a minimum and should not interfere with classroom or district responsibilities. Personal use should not violate any district policy or procedure and be appropriate and consistent with professional conduct.

Staff will employ district electronic mail on a daily basis at work as a primary tool for communications. The district may rely upon this medium to communicate information, and all staff will be responsible for checking and reading messages daily.

During school, every attempt will be made for district staff to guide students toward appropriate materials, but it is not possible to always provide direct supervision of all students. District staff will share and periodically review student security concerns, School Board Policy and Procedures 2022P.

Any use of the system must conform to state and federal law, network provider policies and licenses, and district policy. Examples include:

- The system constitutes public facilities and may not be used to support or oppose political candidates, groups, or ballot measures.
- Use of the system for charitable purposes must be approved in advance by the superintendent or designee.
- Use of the system for nondistrict commercial purposes or solicitations is prohibited.
- The unauthorized installation, use, storage, or distribution of copyrighted software and/or materials on district computers is prohibited.

No use of the network system shall serve to disrupt the operation of the system by others. System components including hardware, software, property or facilities shall not be destroyed, modified or abused in any way. Examples include: tampering with or altering security codes or passwords, hacking, introduction of viruses, altering, dismantling or disfiguring any file data, including without limitation, student data, district, school or staff files, and downloading information or messages without authority.

Malicious use of the system to develop programs that harass other users, to gain unauthorized access to any computer or computing system, and/or to damage the components of a computer or computing system is prohibited.

Use of the system to access, store or distribute obscene or pornographic material is prohibited.

Ownership of all files will remain with Walla Walla Public Schools. Web page content is the responsibility of the author and should be posted only after administrative approval. The author is expected to monitor all pages linked from his/her page to review the accuracy of the link and suitability and acceptability of the information. If not suitable, it is the author's responsibility to remove the link.

Users are responsible for the appropriateness and content of public and private material transmitted or published on the system. Consistent with the district's harassment-free environment policies, hate mail, harassment, discriminatory remarks, unwelcome compliments or other anti-social behaviors or expressions are prohibited. The district reserves the right to modify any page at any time or to terminate serving any or all web pages at any time.

Subscriptions to, or use of, mailing lists, bulletin boards, chat groups and commercial on-line services and other information services must be preapproved by the superintendent or designee.

Diligent effort must be made to conserve system resources. For example, users should frequently back up any electronic data to a floppy disk, zip drive, file server, or workstation hard drive. Critical documents should be printed and saved to a hard copy file. Email and unused files should be routinely deleted. GroupWise data is retained as follows: email 120 days, appointments 250 days, and trash 7 days.

The school district does not guarantee or imply that access to the Internet or network services will always be available, or that software will always work as intended. The school district is not responsible for failures in the operation or technical functioning of the network, computers or software or the loss of associated data.

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

System Security Guidelines

System accounts are to be used only by the authorized owner of the account for authorized purposes. 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 responsible for all activity under their account. There is no reasonable expectation of personal privacy in the use of account files. Such files are district property and are subject to regular review and monitoring to ensure the responsible use of electronic files consistent with the terms of Board policy, and procedures.

Users should be cautioned that electronic mail cannot be guaranteed as private. Messages addressed to a recipient's mailbox may be inadvertently delivered to another address or redirected due to mail forwarding.

Users shall not gain or seek information, obtain copies of, or modify files or passwords by any means, to obtain unauthorized access to district systems and information.

Communications shall not be encrypted in order to avoid reviews for security and policy violations.

Personal Security Guidelines

Users should never reveal personal information, their own or others, such as home addresses and telephone numbers.

Users, including students, should never meet people in person that they have contacted on the system without parent/guardian permission.

Users, including students, are required to notify their teacher, adult or district representative whenever they come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable.

Walla Walla School District shall:

Review and monitor, as appropriate, all activity on the network for responsible use consistent with the terms of Policy and Procedure 2022P.

Make determinations on whether specific uses of the network are consistent with these acceptable use guidelines.

Remove a user's access to the network, with or without notice, at any time the district determines that the user is engaged in unauthorized activity or violating this policy. In addition, further

disciplinary or corrective actions may be imposed for violations of the policy up to and including termination of employment for staff or appropriate disciplinary sanctions for students.

Cooperate fully with law enforcement investigation concerning or relating to any suspected or alleged inappropriate activities on the network or any other electronic media.

Modify, delete or otherwise change these guidelines and procedures at any time.

Sanctions for Violations

The Technology Director will report gross violations to the Director of Personnel and the applicable supervisor.

Disciplinary action, if any, for the students, staff, and other users shall be consistent with the district's standard policies and procedures. Violations of the policy can constitute cause for revocation of access privileges, suspension of access to Walla Walla Public Schools electronic equipment, other employee or school disciplinary action and/or other appropriate legal or criminal action, including restitution, if appropriate. Students shall be subject to the sanctions of WAC 180-40, et. seq., as appropriate.

Forms:

Superintendent's Letter and Online with the Internet (back-to-back)
Permission to Publish