

## ACCEPTABLE USE POLICY (AUP) FOR THE DISTRICT NETWORK AND INTERNET

### Reasons for policy

Moundridge U.S.D. #423 provides computer network and Internet access for its students and employees. This service allows employees and students to communicate information, to learn new concepts, to do research, and to create and maintain data bases and the schools' web pages.

This Acceptable Use Policy is to set guidelines for accessing the computer network and/or the Internet provided by U.S.D. #423. Users of the district network and Internet access are responsible for their activity on the network.

### Acceptable Uses of the Computer Network or the Internet

The network account provided by USD #423 should be used only for educational opportunities, professional services and/or limited personal use.

If user is uncertain about whether a particular use of the computer network or the Internet is appropriate he or she should consult a teacher or an administrator.

### Unacceptable Uses of the Computer Network or the Internet Include, But Are Not Limited To:

- Installing, using, copying, storing, forwarding or distributing copyrighted software or other copyright protected or trademarked material;
- Uploading programs to the district system without appropriate authorization;
- Accessing, transmitting, or downloading computer viruses or other harmful files or programs or in any way degrading or disrupting the district computer network system performance;
- Using any district computer to pursue "hacking" internal or external to the district, or attempting to access information that is protected by privacy laws;
- Accessing, deleting, copying, modifying, or forging other users' email, files, or data;
- Damaging computer equipment, files, data, or the network;
- Using, accessing, transmitting, or downloading inappropriate material, messages, or images such as pornography, obscene depictions, and profanity;
- Accessing, transmitting, or downloading offensive, harassing, disparaging, threatening, or defamatory or false statements about others and/or materials;
- Using profane, abusive, or inappropriate language;
- Using a district account by anyone, but the authorized owner of the account;
- Disclosing one's account information to other users or allowing other users to use one's account;
- Taking any actions that affect the ability of other users' to access their accounts;

- Accessing, transmitting, or downloading chain letters, mass mailings, get rich quick schemes, and pyramid schemes to individual mailboxes and/or mailing lists;
- Using the network for financial gain or any commercial or illegal activity;
- Using the network for political advertisement, political activity, or solicitation for religious purposes.

### Internet Policy

In compliance with the Children's Internet Protection Act ("CIPA"), USD #423 has implemented filtering and/or blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other materials harmful to minors under 18 years of age. The software used by the district blocks web sites by name. No software is foolproof and there is still a risk an Internet user may be exposed to a site containing inappropriate materials. An account user who accidentally connects to such a site must immediately disconnect from the site and notify a teacher or administrator. If an account user sees another user accessing inappropriate sites, he or she should notify a teacher or administrator immediately.

In compliance with the Children's Internet Protection Act ("CIPA"), USD #423 has implemented a mechanism to monitor all on-line activities, including website browsing, and other forms of electronic communications. This mechanism may lead to discovery that a user has violated or may be violating the AUP and the law. USD #423 reserves the right to monitor users' online activities, and to access, review, copy, store, or delete any electronic communications or files and disclose them to others as it deems necessary.

Account users shall not reveal on the Internet personal information about themselves or about other persons.

Student information shall not be posted unless it is necessary to receive information for instructional purposes, and only if the student's parent or guardian has granted permission.

### Privacy Policy

The Network Administrator has the authority to monitor all accounts, including email and other materials transmitted or received via the accounts for legitimate reasons such as, but not limited, to ensuring the integrity of the system, complying with investigation of wrongful acts, or recovering from a system failure. All such materials are the property of USD #423.

**Account users do not have any right to or expectation of privacy regarding such materials.**

### Passwords

Passwords set for the network are confidential, and in order to maintain security, district users shall:

- Use passwords that contain letters and numbers and are difficult to guess;
- Type-in passwords at each log-in (do not set to an automatic log-in-mode)
- Change passwords whenever password may have been compromised.

### Storage Capacity

To help use disk space efficiently, users should check their email frequently and delete unwanted messages and other files or data that take up excessive storage space.

### Penalties for Improper Use

The use of an account is a privilege, not a right. Inappropriate use may result in suspending or revoking the user's account and other disciplinary action up to and including expulsion in the case of a student and termination of an employee. USD 423 will attempt to have any disciplinary action meet the specific concerns related to each violation. Some violations may result in criminal prosecutions.

### Disclaimer

USD #423 makes no guarantees about the quality of services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the unauthorized use of accounts. USD #423 is not responsible for the accuracy or quality of information obtained through an account.

Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of USD #423.

Account users are responsible for any losses sustained by USD #423 as a result of intentional misuse of the accounts.