

POLICY NO. 1800
Adopted: 6-12-96
Revised: 8-8-01

ELECTRONIC INFORMATION SYSTEM (NETWORKS)

POLICY:

The Board of Directors recognizes that our electronic communications system (network) will allow unprecedented opportunities for students, staff, and patrons to communicate, learn, access, and publish information. The Board believes that the resources available through this network and the skills that students will develop in using it are of significant value in the learning process and student success in the future. These new opportunities also pose many new challenges including, but not limited to, access for all students, age-level appropriateness of material, security, and cost of maintaining ever more elaborate systems. The District will endeavor to ensure that these concerns are appropriately addressed, but cannot ensure that problems will not arise.

By creating this network, the Board intends only to provide a means for educational activities and does not intend to create a first amendment forum for free expression purposes. The District dedicates the property comprising the network and grants access to it by users, only for the educational activities authorized under this policy and procedures and under the specific limitations contained therein.

The Board directs the Superintendent to provide training and procedures that encourage the appropriate possible access to electronic information systems and networks by students, staff, and patrons while establishing reasonable controls for the lawful, efficient, and appropriate use and management of the system.

ELECTRONIC INFORMATION SYSTEM (NETWORKS)

PROCEDURES:

Acceptable Use Guidelines

Network

1. All use of the system must be in support of education and research and consistent with the mission of the District. The District reserves the right to prioritize use and access to the system.
2. Any use of the system must be in conformity to state and federal law, network provider policies and licenses, and district policy. Use of the system for commercial solicitation is prohibited. Use of the system for charitable purposes must be approved in advance by the Superintendent or designee.
3. The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
4. No use of the system shall serve to disrupt the operation of the system by others; system components including hardware or software shall not be destroyed, modified, or abused in any way.
5. Malicious use of the system to develop 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.
6. 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.
7. Use of the system to access, store, or distribute obscene or pornographic material is prohibited.

8. Subscriptions to mailing lists, bulletin boards, chat groups, and commercial on-line services, and other information services must be pre-approved by the Superintendent or designee.

Security

1. System 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.
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. Users should change passwords regularly and avoid easily guessed passwords.

Personal Security

1. Personal information such as addresses and telephone numbers should remain confidential when communicating on the system. Students should never reveal such information without permission from their teacher or other adult. All users should not disclose, use, or disseminate personal identification information regarding minors without authorization.
2. Students should never make appointments to meet people in person that they have contacted on the system without District and parent permission.
3. Students should notify their teacher or other adult whenever they come across information or messages that are dangerous or inappropriate on the web or when using electronic mail, chat rooms, and other forms of direct electronic communications (i.e. Instant Message services).

Copyright

1. The unauthorized installation, use, storage, or distribution of copyrighted software or materials on district computers is prohibited.

Filtering and Monitoring

1. Filtering software or services must be installed and used on all computers with access to the Internet, which will block or filter access to visual

depictions that are obscene, child pornography, or harmful to minors. When adults are using the Internet, materials which are obscene and child pornography must still be filtered or blocked.

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

General Use

1. Diligent effort must be made to conserve system resources. For example, users should frequently delete E-Mail and unused files.
2. No person shall have access to the system without having received appropriate training, a signed Individual User Release Form must be on file with the District. Students under the age of 18 must have the approval of a parent or guardian.
3. 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 uses of the system are consistent with the regulations stated above. Under prescribed circumstances non-student or staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and goals 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. The District's Wide Area Network provider (WedNet) 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 as referred to in the appropriate collective bargaining agreements.

Electronic Information System (Networks)

Individual User Access Informed Consent Form

In consideration for the privilege of using the network and in consideration for having access to the public networks, I hereby release Lake Stevens School District, Washington School Information Processing Cooperative, and other intermediary providers, if any, and operators, and Operators, and any institutions with which they are affiliated from including, without limitation, the type of damages identified in the Lake Stevens School Districts' Acceptable Use Guidelines. Further, I agree to abide by the District's policy and procedures for electronic information systems, contained in Policy 1800 which I have reviewed and understood. I acknowledge that failure to comply with the policy and procedures may result in revocation of network use privileges. I acknowledge and materials installed, used, stored, or distributed on or through the network or the District's system and hereby waive any right or privacy which I may otherwise have into such material.

Signature of User

Date Signed

Printed Name of User

Address - City/State/Zip

Phone Number

Location

* Please return form to the HelpDesk at the ESC. Questions? Call Ext.2005.