

Network Administration Policy/Acceptable Use Policy

Computers are used to support learning and to enhance instruction. Computer networks allow people to interact with many computers. The Internet allows people to interact with hundreds of thousands of networks. It is a general Morrisonville CUSD #1 policy that all computers are to be used in a responsible, efficient, ethical and legal manner.

Failure to adhere to the policy and the guidelines below will result in the revocation of the users access privilege by the network administrator.

Unacceptable uses of the computer include:

1. Violating the conditions of the Education Code dealing with students rights to privacy, including revealing personal addresses or phone numbers of students or colleagues.
2. Using profanity, obscenity, or other language which may be offensive to another user
3. Re-posting (forwarding) personal communication without the author's prior consent
4. Copying commercial software in violation of copyright law
5. Using the network for financial gain, for commercial activity or for any illegal activity.

The person in whose name an account is issued is responsible at all times for its proper use.

Users must not give a password to another user.

Users should change passwords frequently.

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages suffered, including the loss of data resulting from delays or network downtime. All information obtained via the Internet is at your own risk, the District specifically denies any responsibility for the accuracy or quality of information obtained through its service. The user agrees to repay the District for any losses, costs, or damages incurred by the district relating to, or arising out of conduct or actions in violation of *Internet Acceptable Use Policies*.

Network security is a high priority. Any user who identifies a security problem with the network or Internet, **must** notify the system administrator or Building Principal. Keep your account and password confidential. Any attempts to log-on to the network as a system administrator will result in the cancellation of user privileges. Any user identified as a security risk will be denied access to the network.

Because access to the Internet provides connections to other computer systems located all over the world, users (and parents of users, if the user is under 18 years old) must understand that Morrisonville Community Unit School District #1 cannot control the content of the information available on these other systems. Some of the information available is controversial and, sometimes, offensive.

The District does not condone the use of such materials. School employees, students and parents of students must be aware that access to the Internet will be withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations set forth in this policy.

Computer Acceptable Use Policy Rules and Regulations

1. It is a privilege to receive an Internet address.
2. The Internet account is free to users.
3. A RESPONSIBLE user of the Internet may keep an account as long as the user is a teacher or student in the Morrisonville Community Schools
4. All users of District's computers and network understand and accept that all data can and will be monitored as a condition of the usage of equipment and resources.

Responsible users *May*:

- Use the Internet to research assigned classroom projects.
- Use the Internet to send electronic mail (e-mail) for assigned classroom projects.
- Use the Internet to explore other computer systems.

Responsible users *May NOT*:

- Use the Internet for any illegal purpose.
- Use impolite or abusive language.
- Violate the rules of common sense and etiquette.
- Change any computer files that do not belong to the user.
- Send or get copyrighted materials without permission.
- Give their password to anyone or allow someone else to use their account.
- Wastefully use resources, such as file space.
- Gain unauthorized access to resources or entities.
- Use another person's account or password.
- Post anonymous messages.
- Reveal personal addresses or telephone numbers of students or colleagues.
- Access, submit, post, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.

System operators will have access to all user accounts, including e-mail. Electronic communications and downloaded material may be monitored or read by school officials. The Building Principal will make all decisions regarding whether or not a user has violated the Acceptable Use Policy and may deny, revoke, or suspend access at any time. If any person does not follow the rules above, use of the network will be canceled.

There will be no second chances.

If the user is not sure how to do something on the computer, ask a teacher or the system administrator in the school.

PLEASE COMPLETE CONSENT FORM IF YOU AGREE TO ABIDE BY THE PROCEDURES AND GUIDELINES OF INTERNET USE POLICY.