

DE SOTO AREA SCHOOL DISTRICT

363.1-Rule

COMPUTER NETWORK/INTERNET SAFETY
AND ACCEPTABLE USE GUIDELINES

1. User Expectations

- A. All users should be aware that the inappropriate use of electronic information resources can be a violation of local, state and federal laws. Violations can lead to prosecution.
- B. Unacceptable uses of the system will result in the suspension or revocation of Internet use and/or appropriate disciplinary actions. Users will be held responsible for their actions when using the network and the Internet and are expected to abide by the policies/guidelines established by the De Soto Area School District.

2. Internet Etiquette and Security

- A. Use of the network to facilitate illegal activity, to access or transmit offensive or objectionable material is prohibited.
- B. Appropriate language will be used - no swearing, obscenities or vulgarities.
- C. Users of the network will respect the right to privacy of the individuals who use the Internet as a means of communication.
- D. Students will use reasonable and appropriate care of all hardware and software. It is prohibited to vandalize data, introduce or use computer viruses, attempt to gain access to restricted information or networks, or violate copyright law. Use of the network to develop programs that infiltrate a computer system and/or damage the software components of a computer or computing system is prohibited.
- E. Users shall not give anyone else their password or allow another person to use their account. Users shall not ask for anyone's password.
- F. Users shall not use another individual's account without direct permission. Users shall not intentionally or purposely access information, copy or modify files, other

data, or passwords belonging to other users, or misrepresent other users on the network.

G. Users are expected to notify a supervisor of any security problem.

3. Internet Rules

Persons using the District facilities to access the Internet or other services must abide by the following:

A. All use of the Internet must be in support of the educational goals or research purposes and consistent with the policies and objectives of the District.

B. By reading and accepting the Student Handbook, the parent is authorizing their child to use the Internet at school or while under the supervision of the school, and is agreeing the student will follow the Internet Use Guidelines. If the parent does not approve of Internet access for his/her child, the parent must sign and submit to the Building Principal, "Parent/Guardian Objection to Network/Internet Use" form.

C. In the media center, every user will be limited to a maximum of 20 minutes.

D. Teachers assigning Internet use will provide media personnel with names of students participating, and provide overview of assignment. Teachers will take on all responsibilities for informing students of policies and rules.

E. Use of the Internet to access, upload, download, or distribute obscene or pornographic materials is prohibited.

F. Any use of the Network for commercial or for profit purposes, for product advertisement or political lobbying will be consistent with guidelines regarding educational goals.

G. Students are to protect themselves and others by not issuing any address or telephone numbers over the Internet or other on-line services, remembering that on-line communications, including e-mail, are not private. Supervisors who operate the system have access to all mail.

H. Any problems or violations of these rules are to be reported to the supervising staff member.

4. Penalties

Inappropriate use of District technology, by students (i.e., camcorder, scanner, Intra-school Network, Internet, etc.) results in the loss of technology access and privileges, disciplinary action and/or referral to legal authorities. Depending on the nature of the offense or abuse, users lose independent use privileges as follows:

First Offense - may include but not be limited to six school weeks or up to permanent loss of privileges.

Second Offense - may include but not be limited to 12 school weeks or up to permanent loss of privileges.

Third Offense - may include but not be limited to permanent loss of privileges.

Penalties for improper use shall be enforced by the building principal or designee. Persons wishing to appeal decisions related to computer network use privileges may do so as follows:

Step 1: After a ruling by the building principal or designee that results in a suspension of privileges, the user (or parent/guardian in the case of a student) may appeal the decision in writing to the District Administrator, provided the appeal is received within five working/school days from the first day of the ineligibility. Within five working days of receipt of such written appeal, the District Administrator will issue a decision.

Step 2: The user (parent/guardian in the case of a student) may appeal, in writing, the decision of the District Administrator, requesting the District Administrator to, within five working days of receipt of such written appeal, set a date for a hearing with the Board of Education. All decisions made by the Board are final.

APPROVED: September 1997

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