Please Respond in English

English

Internet Safety Policy

Internet Safety Policy

Dear Parent or Guardian:

Our district is required to have an Internet safety policy. This policy sets rules to use the Internet for students and school staff. The policy covers:

- Our computer network (a system that allows computers to exchange information);
- Security (limits to overall use of the system);
- Personally identifiable information (information that identifies you that should be kept confidential);
- Copyrighted material (written or online material that is owned by someone and can only be used by purchasing the material or obtaining permission from the owner); and
- General use of the system

While using the system it is not allowable to misrepresent yourself or others. Misrepresentation means giving false information or allowing someone to believe something that is not true.

The last page of this document is to be completed and returned to the child's teacher as soon as possible. No use of the system will be allowed until this form is completed and returned.

If you need assistance understanding or completing this document, please contact:
Name: _____ Title: _____
Email: _____ Phone: _____
Do you need an interpreter? Please tell us and we will make sure one is available.

I. Network

A. All use of the system must be in support of education, research, or District-approved extra curricular activities. All use of the system must be consistent with the mission of the District. The District reserves the right to prioritize use and access to the system.

B. 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 (selling items or services) is prohibited. Use of the system for charitable purposes must be approved in advance by the superintendent or someone appointed by the superintendent.

C. The system is considered a public facility and may not be used to support or oppose political candidates or ballot measures.

D. The system must not be used in such as way that it disrupts the operation of the system for others. System components, including hardware or software (equipment and computer programs), shall not be destroyed, modified or abused in any way.

E. Inappropriate use of the system that is intended to do harm in any way is not allowed. This includes use of the system:

1. To harass other users,
2. To gain unlawful access to any computer or computing system, including access that is has not been approved; or
3. To cause damage to the components of a computer or computing system.

F. Users are responsible for the appropriateness and content of material they store, transmit, or publish on the system. Hate mail, harassment, discriminatory remarks, or other disruptive behaviors are not allowed.

G. The system has a technology protection measure that prevents users from accessing images or materials that are obscene, pornographic (including child pornography), or harmful to minors. Use of the system to access, view, store, or distribute text or visual images that are obscene, pornographic (clearly of a sexual nature), or harmful to minors is not allowed.

II. **Security**

A. System accounts are to be used only by the approved owner of the account for the approved purpose. Users may not share their password with another person or leave an open file or session unattended or unsupervised. Account owners are responsible for all activity under their accounts.

B. Users shall not

1. Seek information on the system without permission;
2. Obtain copies of materials on the system without permission;
3. Modify or change files or other data;
4. Change passwords belonging to other users;
5. Misrepresent other users on the system; or
6. Attempt to gain access to the system that is not approved.

C. Communications may not be encrypted (concealed using computer code) in order to avoid security review.

D. Users should change passwords regularly and avoid easily guessed passwords.

III. **Personally Identifiable Information**

A. Personal information such as addresses and telephone numbers should remain confidential when communicating on the system. Students should never reveal this information without permission from their parents.

B. Students will never make appointments to meet people in person whom they have contacted on the system without parental permission.

C. Students will notify their teacher or another adult whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.

IV. **Copyrighted Material**

A. The installation, use, storage, or distribution of copyrighted software or materials on District computers that is not approved is not allowed.

V. **General Use**

A. System resources should be managed to avoid problems related to overuse or excess. For example, users should frequently delete Email and unused files.

B. No person shall have access to the system without having received appropriate training. A signed "Individual User Access Informed Consent" form must be on file with the District. Students under the age of 18 must have the approval of a parent or guardian.

C. Nothing in these regulations is intended to prevent the supervised use of the system under the direction of a teacher or approved user. All use of the system must be done according to District policy and procedure.

D. From time to time, the District will make a determination on whether specific uses of the system are allowable with the regulations stated above. Under very limited and specific circumstances, use of the system may be allowed for non-students or non-staff as long as these individuals show that their use furthers the purpose and goals of the District. For security and administrative purposes, the District reserves the right for approved personnel to review system use and file content including, without limitation, the content of any electronic mail.

E. The District reserves the right to remove a user account on the system to prevent further activity that is not approved.

Violation of any of the conditions of use is cause for disciplinary action.