

North Platte Public School District

Internet and Other Electronic Resources

Acceptable Use Policy

Acceptable Use of Internet and Other Electronic Resources

The North Platte Public School District recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, the Board of Education encourages the responsible use of computers and other hardware; computer networks, including the Internet; and other electronic resources in support of the mission and goals of the North Platte Public School District and its schools.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, the Board of Education adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on North Platte Public School District -owned equipment or through North Platte Public School District -affiliated organizations.

North Platte Public School District Rights and Responsibilities

It is the policy of the North Platte Public School District to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, the North Platte Public School District recognizes its legal and moral obligation to protect the well-being of students in its charge. To this end, the North Platte Public School District retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to North Platte Public School District-owned equipment and, specifically, to exclude those who do not abide by the North Platte Public School District's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. North Platte Public School District reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

Staff Responsibilities

1. Staff members who supervise students, control electronic equipment and hardware, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment, and prevent or report any damage or misuse of such equipment to assure that it conforms to the mission and goals of the North Platte Public School District. Damage to such equipment will result in monetary reimbursement by the offender and could include restitution by a negligent supervisor for time, parts, and repairs.
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.
3. Staff members should supervise the use of pictures, videos, podcasts, assignments, and Web 2.0 forums such as blogs, wikis, or other social networking sites and follow CIPA and FERPA guidelines concerning student use and publication of electronic communication and media and should not allow identifying information of students to be published (i.e. use only first names or pseudonyms).

User Responsibilities

Use of the electronic media and hardware provided by the North Platte Public School District is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. Users shall make reasonable efforts to responsibly use electronic media and equipment, and prevent or report any damage or misuse of such equipment to assure that it conforms to the mission and goals of the North Platte Public School District. Damage to such equipment will result in monetary reimbursement by the offender and could include restitution for time, parts, and repairs. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

Acceptable Use

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of the North Platte Public School District.
2. Proper codes of conduct in electronic communication must be used. In news groups or Web 2.0 forums such as web pages or sites, blogs, wikis, podcasts, videos, or other social networking sites or media, giving out personal information is inappropriate. When using e-mail, web pages or sites, and social networking sites and media, extreme caution must always be taken in revealing any information of a personal nature.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communication and information accessible via the network should be assumed to be private property; however, all communication and information on the North Platte Public School District network is subject to review and the North Platte Public School District will have access to all communication and information and reserves the right to monitor these items.

5. Mailing list subscriptions will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of fileserver hard-disk space.
6. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
7. From time to time, the North Platte Public School District will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

Unacceptable Use

1. Giving out personal information about another person, including home address or phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Excessive use of the network for personal use shall be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
9. The unauthorized installation of any software, including shareware and freeware, for use on North Platte Public School District computers is prohibited (Some examples, but are not limited to these items, include: Webshots, weather.com, screen savers, background pictures, unauthorized applications, etc.).
10. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
11. The North Platte Public School District network may not be used for downloading entertainment software or other files not related to the mission and objectives of the North Platte Public School District for transfer to a user's home computer or other personal computer. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the North Platte Public School District.
12. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
13. Use of the network for any unlawful purpose is prohibited.
14. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.

15. Playing games is prohibited unless specifically authorized by staff for instructional purposes.
16. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

Disclaimer

1. The North Platte Public School District cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. The North Platte Public School District will have access to all mail and reserves the right to monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. According to the requirements of the Children's Internet Protection Act (CIPA) 2000 and the 2001 FCC rules governing CIPA the North Platte Public School District includes technology protection measures to block or filter Internet access to pictures that: (a) are obscene, (b) are child pornography, or (c) are harmful to minors, for computers that are accessed by minors. The district monitors online activities of minors; and provides measures via filtering and monitoring that prevent: (a) access by minors to inappropriate matter on the Internet; that protect (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; that prevent (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; prevent (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and incorporate filters (e) restricting minors' access to materials harmful to them.
4. Employees shall communicate with telecommunication tools in a professional manner consistent with state laws and district policies governing the behavior of school employees and with federal laws governing copyright. E-mail and telecommunications shall not be improperly utilized to disclose confidential information about district employees or to disclose information from student education records in violation of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, as amended, and its interpretive regulations, 34 C.F.R. § 99.1, *et seq.* This shall not apply to the student information system program or other district administrative software that is to be used by authorized employees in a manner that complies with FERPA and its interpretive regulations. (See P5501 - Privacy of Pupil Records and the district guidelines for FERPA.)
5. The North Platte Public School District will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. The district is not responsible for data loss due to conditions outside of the district's control. Every effort is made to backup and secure fileserver data but failures do occur and there exists the possibility of data loss. Use of any information obtained is at your own risk.

6. The North Platte Public School District makes no warranties (expressed or implied) with respect to:
 - o The content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information;
 - o Any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
7. The North Platte Public School District reserves the right to change its policies and rules at any time.

Consequences

Violation of any of the conditions of this acceptable use policy may be cause for disciplinary action which may include the suspension of accounts for investigation, revocation of system privileges, or termination of contract or employment. Inappropriate conduct or misuse of North Platte Public School District technology systems may be subject to restitution for costs associated with hardware, software, and system restoration.

User Agreement (to be signed by all adult users and student users above grade 5)

I have read, understand, and will abide by the above Acceptable Use Policy when using computer and other electronic resources owned, leased, or operated by the North Platte Public School District. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. My signature on this agreement grants use for an indefinite period of time, unless otherwise requested. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated.

User Name (please print)

User Signature

Date

Parent Agreement (to be signed by parents of all student users under the age of eighteen)

As parent or guardian of [please print name of student]
_____, I have read the Acceptable Use Policy. I understand that this access is designed for educational purposes. North Platte Public School District has taken reasonable steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree that I will not hold the North Platte Public School District responsible for materials acquired on the network. In addition to accessing our district computer network, as the parent or legal guardian, I grant permission for the above named student to: access the Internet and e-mail systems and allow my child's materials published to the World Wide Web. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to use network resources, including the Internet, that are available through North Platte Public School District. These permissions are granted for an indefinite period of time, unless otherwise requested.

Parent Name (please print)

Parent Signature

Date

References

Federal Communications Commission (FCC) Children's Internet Protection Act (CIPA)
<http://www.fcc.gov/cgb/consumerfacts/cipa.html>

Institute of Educational Sciences United States Department of Education
http://165.224.221.98/pubs2005/tech_suite/app_A.asp

United States Copyright Office <http://www.copyright.gov/>

United States Department of Education Family Educational Rights and Privacy Act (FERPA)
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

United States Department of Justice (ECPA)
http://www.usdoj.gov/criminal/cybercrime/wiretap2510_2522.htm