

SIOUX COUNTY SCHOOLS COMPUTER NETWORK AND INTERNET USE/ACCESS GUIDELINES

E-Mail/Internet Access

We are pleased to offer the staff and qualified students of Sioux County Schools access to the district computer network including electronic mail (e-mail) and the Internet. To gain access to electronic mail (e-mail) and the Internet all staff must sign and return the "Staff Agreement" from the central office. Likewise, to gain access to electronic mail (e-mail) and the Internet all students attending (5-12) attending Sioux County Schools must sign a "Student Agreement" and their parents must sign a "Parent's Agreement" and return to the administrative office of the school district. Students grades 9-12 will have access to e-mail, which will be provided for the student by Sioux County Schools and should be used for relevant educational endeavors.

The access to e-mail and the Internet will enable staff and students to explore thousands of libraries, databases, and bulletin boards, while exchanging messages with Internet users throughout the world. Staff, students, and parents should be warned that some material accessible by the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages. But, ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their students should follow when using media and information resources. To that end, Sioux County Schools support and respect each family's right to decide whether or not to apply for access.

A. E-Mail and Internet Rules:

1. General Rules

- (a) The e-mail and Internet networks are provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access to e-mail and the Internet is a privilege, not a right.
- (b) Individual users of the district computer networks are responsible for their behavior and communications over those networks. Users will comply with district standards and will honor the agreements they have signed. Beyond clarification of such standards, the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.
- (c) Network storage areas will be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files or any information stored or otherwise retained on district servers or in computers would be private.

- (d) Users should not expect, and the district does not warrant, that files stored on district server will always be private.
- (e) The district will not be liable for purchases made by any user over the Internet. Sioux County Students and other Minor users shall not make purchases of goods and or services via the district's network.

2. Policy for Acceptable Use of Computers and Networks

The following policy for acceptable use of computers and networks, including Internet, shall apply to all district administrators, faculty, staff, and students. All technology equipment shall be used under the direct/indirect supervision of the site administrator.

- (a) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs, or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any damages for the replacement of any damage to the computer, information, files, programs, or disks.
- (b) Users shall not let other persons use their name, log-on, password, or files for any reason (except for authorized staff members).
- (c) Users shall not use or try to discover another user's password.
- (d) Student users shall not use Sioux County Schools computers or networks for non-instructional purposes unless specific permission has been granted by a faculty member (e.g. games or activities for personal profit). Staff members may not use the district's computers to engage in activities for personal profit.
- (e) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
- (f) Users will not copy, change, or transfer any software or documentation provided by the Sioux County Schools teachers, or other students without permission from the network administrators.
- (g) Users shall not write, produce, generate copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is called a bug, virus, worm, Trojan horse, or similar name.
- (h) Users shall not use the computer to annoy harass others with language, images, or threats. Users shall not access or create any obscene or objectionable information, language, or images.
- (i) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.

- (j) Hacking-altering software or hardware or manipulating or circumventing security systems to gain unauthorized access or direct use of the operating system software.
- (k) Harassment/nuisance-interference with another user's ability to make effective use of computing privileges.
- (l) Mere access to resources not specifically granted to the user, whether damage is done or not, constitutes electronic trespassing, and will not be tolerated. Damages incurred will be considered to constitute electronic vandalism.

3. Etiquette for use of the Internet

All users of Sioux County Schools computers and networks are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication with the Internet and other on-line services. Breaches can result in harsh criticism by others on the net or restricted access to some resources on the Internet. These rules of behavior include, but are not limited to the following:

- (a) Be polite. Do not become abusive in your messages to others.
- (b) Use appropriate language. Do not swear. use vulgarities or any other inappropriate language.
- (c) Students shall not reveal their personal address or phone numbers. or that of others.
- (d) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. School administration and technology coordinators do have access to mail. Messages relating to and/or in support of illegal activities may be reported to the authorities.
- (e) All communications and information accessible via the network should be assumed to be private property.
- (f) Do not place unlawful information on any network system.
- (g) Keep paragraphs and messages short and to the point. Focus on one subject per message.
- (h) You should include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and Internet address.
- (i) Other rules established by the network administrators or teachers from time to time.

4. Penalties for Violation of Rules

Violations of the policies and procedures of Sioux County Schools concerning the use of computers and networks will result in disciplinary actions being taken against individual administrators, faculty, staff, and/or students who are in violation of said rules. Disciplinary

action may include the following loss of access in addition to other possible disciplinary or legal action.

The first offense by a student that violates this policy will cause an immediate two-week suspension of all computer privileges. This suspension will include all school owned computers. A second violation of this policy will cause an immediate suspension of all computer privileges for the remainder of the school term.

Administrators, faculty, and staff who violate this policy will be disciplined in accordance with district policies, rules, regulations, and procedures.

5. Use of Computer Access to Telecommunications Resources is a Privilege and not a right.

All of the policies and procedures for acceptable use of computers and networks are intended to make the computers and networks more reliable for users. They are also intended to make the computers and networks more reliable for users. They are also intended to minimize the burden of administrating the network so that more time can be spent enhancing services.

B. Staff, Student, and Parent Agreement

The Administrators, Faculty, and Staff Agreement, Student's Agreement, and Parent's Agreement, in the forms attached hereto as Appendix "1", Appendix "2", and Appendix "3" respectively, are incorporated herein by this reference.

Updated on May 11, 2017