

March 14, 2007

Network and Internet Use Policy for:

Student Teachers, Long Term Substitutes and Daily Substitutes.

It will be the policy of the District Technology Department to provide User Accounts on the computer network and for Internet Access to the following employees:

Student Teachers and Long Term Substitute teachers provided they sign the district's acceptable use of Internet policy.

Daily substitute teachers will not be give accounts unless the Building Principal feels a special situation constitutes it and they sign the district's acceptable use of Internet policy.

Only Long term substitutes will receive email accounts once an email application is completed and submitted to the Technology Department.

## ACCEPTABLE USE OF INTERNET

The Riverside School District supports use of the Internet and other computer networks in the instructional program in order to facilitate learning, teaching, and access to information through interpersonal communications, research, and collaboration.

The use of network facilities shall be consistent with the curriculum as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

The electronic information available to students and staff does not imply endorsement by the Riverside School District of the content, nor does the Riverside School District guarantee the accuracy of information received on the Internet. The Riverside School District shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The Riverside School District shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The Riverside School District reserves the right to log network use and to monitor fileserver space utilization by users, while respecting the privacy rights of users.

The Riverside School District establishes that use of the Internet is a privilege, not a right; inappropriate, unauthorized or illegal use will result in cancellation of those privileges and appropriate disciplinary action.

The Riverside School District shall make every effort to ensure that its educational resources are used responsibly by students and staff.

Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

Network accounts shall be used only by the authorized owner of the account for its authorized purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

## Prohibitions

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with Riverside School District policy, accepted rules of network etiquette, and Federal and State law. Specifically, the following uses are prohibited:

1. Illegal activity.
2. Commercial or for-profit purposes.
3. Non-work or non-school related work.
4. Product advertisement or political lobbying.
5. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Access to obscene or pornographic material.
8. Inappropriate language or profanity.
9. Transmission of material likely to be offensive or objectionable to recipients.
10. Intentional obtaining or modification of files, passwords, and data belonging to other users.
11. Impersonation of another user, use of anonymity, and pseudonyms.
12. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
13. Loading or use of unauthorized games, programs, files, or other electronic media.
14. Disruption of the work of other users.
15. Destroying, modifying, or abusing network hardware and software.
16. Quoting personal communications in a public forum without the original author's prior consent.

## Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or teacher's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

## Safety

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator.

Network users shall not reveal personal addresses or telephone numbers to other users on the network.

## Consequences For Inappropriate Use

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network, intentional deletion or damage to files of data belonging to others, copyright violations, or theft of services will be reported to the appropriate legal authorities for possible prosecution.

In addition to the stipulations of this policy, general rules for behavior and communications apply when using the internet. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

## Copyright

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded from the network shall be subject to fair use guidelines.

# Riverside School District Staff Acceptable Use of Internet Agreement

I understand, accept, and will abide by the Riverside School District's Acceptable Use of Internet Policy. I further understand that any violations of this policy are unethical and may constitute a criminal offense. Should I commit any violation my access privileges may be revoked, disciplinary and/or appropriate legal action may be taken.

\_\_\_\_\_  
User Name (Please print)

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date

Building you will be working in \_\_\_\_\_

Position \_\_\_\_\_