

# WHITE PINE COUNTY SCHOOL DISTRICT

## NETWORK COMPUTER ACCOUNT SECURITY

### ACCEPTABLE USE POLICY (AUP)

The purpose of this agreement is to communicate the importance of using the White Pine County School District computer network appropriately, protect the integrity of the system, and safeguard the District and users from inappropriate material and use. Inappropriate use can be costly so we hope you will exercise good judgment.

The following information should clearly communicate the District's expectations with respect to computer and network use.

1. The computer resources (systems) utilized within the White Pine County School District (Hereafter referred to as WPCSD) Network are provided to WPCSD employees, registered students and specifically identified parents of registered students and school District volunteers (i.e. PAC members, etc.) approved by the Technology Director and Superintendent.
2. The custodial parent or legal guardian must complete and sign an application in order for their child (minor) to use the system. By signed the application the guardian or parent agrees to accept responsibility for their child's (minor's) use of the system.
3. All users agree to accept full responsibility for the security, confidentiality and use of their passwords and for any and all sites accessed with their passwords.
4. WPCSD does not guarantee the safety of individual account holders' files. Users are encouraged to make back up copies of their files.
5. E-mail correspondence and system activity may be monitored if there is reasonable suspicion of a violation of the AUP. WPCSD has access to the contents of any file or email in the system.
6. These computer resources (systems) are primarily for research and academic use; personal email (For staff only) and other personal Internet use is allowed so as long as the use is non-profit, legal, does not interfere with the primary use of the system in any way, and the use conforms to all other use rules in this agreement.
7. WPCSD has implemented its own Virtual locker. Users may store personal information and files in their own Locker. Users are prohibited from sending or storing any material that is licensed, proprietary, or otherwise covered under the non-disclosure agreements.
8. Certificated staff members or other personnel will monitor students when computers are in used in a classroom to ensure that the use is classroom is age appropriate and that the rules and guidelines are followed.

The following activities are expressly **PROHIBITED** and are subject to disciplinary action:

1. It is prohibited to use, or attempt to use, anyone else's account.
2. It is prohibited to use swear words", vulgarities or other inappropriate language.
3. It is prohibited to circumvent system utilities (account validation, terminal idle monitoring, etc.).
4. It is prohibited to use a CHAT program unless authorized by a school Technology Department, School Administrator or the Superintendent for academic purposes.
5. It is prohibited to access pornographic sites or sites primarily showcasing sexually explicit material.
6. It is prohibited to access and/or download computer games, screen savers, or other software that has not specifically been approved by the Technology Specialist or Superintendent.
7. Downloading or listening to music and radio stations over the internet is prohibited without written permission from the building administrator
8. It is prohibited for users to order services or merchandise for personal consumption including phone charges. Only items authorized by the District may be ordered.
9. All users are prohibited from sending spam email to others.
10. Using computer system CD-ROMs to play CD music is not authorized without written permission from the building administrator on an individual basis.
11. Students are authorized to access ONLY their WPCSD First Class email account while using a computer owned by WPCSD. If a student accesses any other email account from a computer owned by WPCSD, it will constitute a violation of this Acceptable Use Policy.
12. Staff is allowed to access only their WPCSD First Class, Nevada School Network, Educational Specific (.edu) or local Internet Service Provider email accounts while using a computer by WPCSD.

This is a school network! The user's general rule is to stay within the appropriateness boundaries for K-12 public education. Any student or adult who has a specific question about the appropriateness of accessing a particular site or acceptable use agrees to seek clarification in advance from the appropriate school principal or from the

Superintendent A student who accidentally accesses an inappropriate site must inform a teacher or the principal at his/her school within 24 hours in order to verify that the access was a mistake and in order to avoid possible disciplinary action for accessing a prohibited site. An adult who accidentally accesses an inappropriate site must inform a building principal or the Superintendent within 24 hours in order to verify that the access was a mistake and to avoid possible revocation of the account access.

Alleged violators will be contacted and given an opportunity to present an explanation to the appropriate supervisor or principal. If a violation of this agreement has occurred, the user's account may be suspended for a period of 90 school days (a school day is defined as a day when students are scheduled to attend school or when a staff member is scheduled to work) or revoked. When an account is suspended or revoked the user (and his/her parents, if a minor child) will be notified in writing. The users (and his/her parents, if a minor child) have five school days from the date of the written notification to request a review hearing- The hearing officers will be the Superintendent and Technology Director, whose decision will be final. If the Superintendent or Technology Director is the supervisor making the initial decision to suspend or revoke an account, that review hearing will be conducted by the Board of Trustees, whose decision will be final.

WPCSD reserves the right to unilaterally amend this agreement Notice will consist of a written or an email announcement sent to all registered users or posted on the email news. Use of WPCSD systems after the effective date of the amendments constitutes acceptance of the new terms.

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NAME: \_\_\_\_\_ (print)

Student, Teacher, Other: \_\_\_\_\_ (specify)

School: Grade: \_\_\_\_\_ (if applicable)

I have read the policy printed above and agree to abide by all rules and prohibitions as stated in this policy.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR STUDENT APPLICATION:**

I have read the policy printed above and agree to be responsible *for* my child's adherence to all rules and prohibitions as stated in this policy. I give my permission for my child to use computers owned by WPCSD.

Signature of parent/guardian: \_\_\_\_\_ Date \_\_\_\_\_