

# Technology, Telecommunications and Internet Acceptable Use Policy



Advances in telecommunication technologies continue to change the way we communicate. From offices, schools, and homes we are able to travel electronically all over the world to gather information. As more people travel this electronic highway and use the ever growing variety of technologies and services becoming available, maps to find information and rules to keep users safe and accountable become vital to successfully completing the journey. These informational networks and technologies represent a powerful educational resource. We are able to connect to businesses, major universities, national libraries, and other schools around the world. Just as we learn social codes and behaviors which are acceptable in everyday life, we need to learn the correct procedures and rules for using these networks of information services and technologies in the public school system.

The purpose of this Acceptable Use Policy is to provide the guidelines, rules, procedures and code of conduct for the use of technology and the information network in Spokane Public Schools.

## I. Telecommunications and Network Resources

For the purpose of this Acceptable Use Policy, telecommunications is defined as the sending and receiving of electronic, analog or digital information using any school district equipment, systems or networks; including, but not limited to, computers, telephones (wired, cellular, WiFi), fax machines, local/wide/metro-politan-area networks, the district intranet, E-mail, voicemail and the public Internet. Employees using their personal computers, PDA's or other electronic device(s) for any district-related purpose and/or using district programs, internet access, files, e-mail, or documents shall also be subject to all requirements of this policy.

## II. Spokane Public Schools Educational Network and the Public Internet

The Internet is a global network made up of many contributing networks that support the open exchange of information among many different kinds of institutions all over the world. The Spokane Public Schools Educational Network is one of the networks that is attached to and is part of the Internet. The purpose of the Spokane Public Schools Educational Network and all of its technologies is to support the curricular needs and teaching and learning requirements of the district's educational program and to support the business and administrative needs of the school district's operations. Use of the Spokane Public Schools Educational Network and all of its technologies is a necessary element of the district's educational mission and business and administrative needs, and is furnished to staff and students as a privilege, not a right or entitlement. The district seeks to protect legitimate users of such technology by establishing guidelines for such use and imposing discipline on those who abuse the privilege.

## III. Computer, Technology and Network Monitoring

The district has the right, but not the duty, to monitor any and all aspects of its computer systems and networks, including, but not limited to monitoring web sites visited by staff and students, monitoring chat groups and news-groups, reviewing material downloaded from or uploaded to the Internet by users, reviewing E-mail and instant messages sent and received by users, monitoring the content and use of Blogs and Wikis, and reviewing any files or information stored on district computers or network servers or storage devices. Staff and students should not have an expectation of privacy in anything they create, store, send or receive on district computers or networks. The district will make every reasonable attempt to limit access to inappropriate material by using an Internet filtering system, providing teacher training, and encouraging personal responsibility and accountability. Neither the district's attempts to limit access to inappropriate materials nor the guidelines set forth in this policy attempt to articulate all required or proscribed behavior by network users. The user is ultimately responsible for his/her actions in accessing and using network services. Successful operation of the Spokane Public Schools Educational Network and all of its technologies requires that all users conduct themselves in a responsible, decent, ethical and polite manner while using the network.

## IV. Appropriate Use of Computers, Technology and Network Resources

Student and staff use of district technology, computing and network resources must be in accordance with the educational and operational needs and objectives of Spokane Public Schools. This includes, but is not limited to, the following:

- a. Student use of E-mail shall be permitted provided it is supervised and monitored by an appropriate staff member and is in conjunction with the curricular and educational needs of the student. Unsupervised use of E-mail by students shall not be permitted.
- b. Incidental and infrequent personal use of the Internet, E-mail and telecommunications services shall be permitted for staff provided it does not interfere with professional responsibilities or the educational process, mission or operation of the school district and does not violate any other district policy or procedure.
- c. Chat areas, instant messaging services, news groups, Blogs, podcasts, RSS feeds, Wikis, or other communication methods that are explicitly allowed by the Internet filtering system shall be permitted when used in conjunction with the curricular, educational or operational needs of staff and students.
- d. Staff or student storage of school-related, educational or business related data and information shall be permitted provided it is reasonable and necessary.
- e. Staff shall use due care and caution to protect and preserve the confidentiality of all data accessed, viewed, copied, printed, or transmitted in accordance with state and federal laws, rules and regulations.
- f. Staff shall make each electronic communication truthful and accurate. Care is to be used in drafting E-mail and other electronic documentation. E-mail messages shall be treated as formal business documents and must follow any and all record retention rules and practices.

## V. Inappropriate Use of Computers, Technology and Network Resources

Unethical and unacceptable behaviors, inappropriate use of district computers, systems, networks and technology resources, and any violation of this Acceptable Use Policy shall be cause for taking disciplinary measures against staff in accordance with district policy, collective bargaining provisions on progressive discipline, and against students consistent with Policy 3200, Student Rights and Responsibilities. Unethical and unacceptable behaviors and inappropriate use of district computers, systems, networks and technology resources includes, but is not limited to:

- a. Transmitting or receiving any material in violation of any federal or state regulation, including, but not limited to:
  - i. Material protected by copyright or trade secret.
  - ii. Threatening or obscene material as defined by law and/or Spokane Public Schools' policies.
- b. Accessing any information that does not have educational or training value or interferes with professional responsibilities or the educational process.
- c. Using district resources for illegal, inappropriate, or obscene or sexual purposes or in support of such activities.
  - i. Illegal activities will be defined as a violation of local, state, and/or federal laws.
  - ii. Inappropriate use will be defined as a violation of the intended use of the district's technology, systems and networks and/or their purposes and goals, including violation of any or all rules included in this policy.
  - iii. Obscene or sexual activities will be defined as a violation of generally accepted social standards, including, but not limited to material that is harassing, embarrassing, sexually explicit or profane, and sexual misconduct as defined in WAC 181-88-060.
- d. Using district technology resources to bully, intimidate or harass others or discriminate against others in violation of Spokane Public Schools policies.
- e. Intentionally disrupting network traffic, crashing the network or systems, or degrading or disrupting equipment or system performance.
- f. Using Spokane Public Schools computing and network resources for commercial or financial gain or fraud.

## Acceptable Use Policy Consent and Waiver Application for Access

***I have thoroughly read and understand the Spokane Public Schools' Technology, Telecommunication and Internet Acceptable Use Policy. I agree to comply with these guidelines and the established code of conduct developed by Spokane Public Schools. I understand that a violation of the above policy may result in consequences including revocation of network use privileges, school disciplinary action, and/or civil or criminal liability.***

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

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

Employee Name: \_\_\_\_\_

Work Location: \_\_\_\_\_

- g. Using Spokane Public Schools computing and network resources to transmit or receive material for commercial or personal activities, including, but not limited to, solicitation or promotion of:
  - i. Commercial activities or product advertisements for personal gain.
  - ii. Political lobbying inconsistent with, or in violation of, Policy 6120, Lobbying by District Employees.
- h. Stealing or attempting to steal data, equipment, network resources, intellectual property or any other technology related resources.
- i. Using district technology resources, personal technology resources or the Internet to cheat or attempt to cheat, or to plagiarize or attempt to plagiarize.
- j. Using any personal technology, including but not limited to, PCs, laptops, cell phones, music/video/game players or other electronic devices, in conjunction with district technology, network or resources that might be considered a violation of these rules.
- k. Forging E-mail messages, altering the attribution-of-origin information of E-mail messages, using an E-mail account assigned to another user, posting unauthorized, anonymous or inappropriate messages on chat rooms, news-groups, Blogs or Wikis or sending unsolicited E-mail (SPAM) or initiating the mass emailing of all employees without proper authorization.
- l. Gaining or seeking to gain unauthorized access of district files or data or others' files or data, or vandalizing or altering the files or data of another user.
- m. Gaining or seeking to gain unauthorized access to resources, services, systems or entities. The use of keylogger technologies is prohibited.
- n. Sharing their own account or password information with another user or allowing another to use their account to access a district system, application, network, computer or data for which that individual does not have appropriate authorization or a legal need to know.
- o. Using the account of another user to access a district system, application, network, computer or data for which that individual does not have appropriate authorization or a legal need to know.
- p. Attaining unauthorized access to information or possessing or disclosing information in violation of federal or state regulation, including, but not limited to the:
  - i. Family Educational Rights and Privacy Act (FERPA).
  - ii. Children's Internet Protection Act (CIPA).
  - iii. Health Insurance Portability and Accountability Act (HIPAA).
- q. Possessing any data in paper, electronic or any other form in violation of these rules.
- r. Committing software piracy, including but not limited to the downloading or installation or use of software applications, games, video, audio, graphical or textual content for which the district does not have a valid license or authorization. Downloading or uploading personal software or games shall not be permitted.
- s. Hacking, cracking, vandalizing, purposefully degrading, destroying or tampering with any district hardware, software, application, system, network or any other technology.
- t. Committing computer vandalism through any malicious attempt to harm or destroy data of another user, uploading or creation of computer viruses, spreading of computer worms, phishing exploits or any other physical or virtual destruction or disruption of district technology resources.
  - i. Acts considered to be vandalism will include, but are not limited to, the modification of the system set-up and/or the system performance that would intentionally impair any system services or functions, attaining unauthorized access to or modification of system settings.
- u. Attempting to defeat or bypass the district's Internet filter by using or trying to use proxies, https, special ports, modification to district browser settings or any other techniques designed to avoid being blocked from inappropriate content or to conceal Internet activity.
- v. Attempting to defeat, disable or bypass any security protocols, authentication services, firewalls, content filters, PC or server system security settings or parameters, network intrusion detection services or any other technology that manages and secures the network.
- w. Initiating or attempting to initiate downloads from or uploads to any "darknet", P2P or any other unauthorized file sharing sites or services, including but not limited to gaming, music, video, software or other sites.

### VI. Disclaimer

*Spokane Public Schools makes no warranties of any kind, whether express or implied, for the computing and network services it provides and is not responsible for material viewed or downloaded from the Internet by users. Use of any information obtained via the Internet is at the user's own risk. Users must be aware that there are many services available via the Internet that might be offensive to certain groups of users. Spokane Public Schools has filters and security in place to block staff and student access to inappropriate and/or offensive material available via the Internet but these filters are not a guarantee that all inappropriate material is blocked. Spokane Public Schools cannot eliminate access to all such services, nor could the district begin to identify all of them. Individual users are responsible for their own actions in navigating the Internet using Spokane Public Schools' technology resources.*

*Spokane Public Schools reserves the right to change or modify its "TECHNOLOGY, TELECOMMUNICATIONS and INTERNET ACCEPTABLE USE POLICY" at any time.*

### VII. Consent and Waiver

- a. Parents or guardians will have the opportunity to elect to prevent their children from having access to the Internet.
- b. Employees are required to complete and sign an Acceptable Use Consent and Waiver form before they access the district's network services.