

## **ELECTRONIC INFORMATION SYSTEM (NETWORK)**

### **ACCEPTABLE USE GUIDELINES**

- All use of the system must be in support of education and research and consistent with the mission of the district. District reserves the right to prioritize use and access to the system.
- Any use of the system must be in conformity to state and federal law, network provider policies and licenses, and district policy. Use of the system for commercial solicitation is prohibited. Use of the system for charitable purposes must be approved in advance by the superintendent of designee.
- The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
- No use of the system shall serve to disrupt the operation of the system by others; system components including hardware or system software shall not be destroyed, modified or abused in any way.
- Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited.
- Users are responsible for the appropriateness and content of materials they transmit or publish on the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.
- Use of the system to access, store or distribute obscene or pornographic material is prohibited.
- Subscription to mailing lists, bulletin boards, chat groups and commercial on-line services and other information services must be pre-approved by the superintendent or designee.

### **SECURITY**

- System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.

- Users shall not seek information on, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
- Communication may not be encrypted so as to avoid security review.
- Users should change passwords regularly and avoid easily guessed passwords.

### **PERSONAL SECURITY**

- Personal information such as addresses and telephone numbers should remain confidential when communicating on the system. Students should never reveal such information without permission from their teacher or other adult.
- Students should never make appointments to meet people in person that they have contacted on the system without district and parent permission.
- Students should notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.

### **COPYRIGHT**

- The unauthorized installation, use, storage or distribution of copyrighted software or materials on district computers is prohibited.

### **GENERAL USE**

- Diligent effort must be made to conserve system resources. For example, users should frequently delete E-mail and unused files.
- No person shall have access to the system without having received appropriate training, and a signed Individual User Release Form must be on file with the district. All students must have the approval of a parent or guardian.
- Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with district policy and procedure.

From time to time, the district will make a determination on whether specific uses of the system are consistent with the regulations stated above. Under prescribed circumstances non-student or staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and goals of the district. For security and administrative purpose the district reserves the rights for authorized personnel to review system use and file content. The district reserves the right to remove a user account on the system to prevent further unauthorized activity. The district's wide area network provider (WedNet) reserves the right to disconnect the district to prevent further unauthorized activity.

Any violation of this policy by student will result in appropriate disciplinary action, including loss of Internet license, and may also be subject to legal action included under any applicable law. Such disciplinary actions will be consistent with district or building policies and procedures.

Any violation of this policy by staff will result in appropriate disciplinary action, up to and including dismissal, and may also be subject to legal action included under any applicable law. Such disciplinary actions will be consistent with district policies and procedures as well as collective bargained agreements, where appropriate.

Adoption Date: October 16, 1995  
December 12, 2000

**ELECTRONIC INFORMATION SYSTEM (NETWORKS)**

**INDIVIDUAL STUDENT USER ACCESS INFORMED CONSENT FORM**

In consideration for the privilege of using the network and in consideration for having access to the public networks, I hereby release Toppenish School District, Washington School Processing Cooperative, and other intermediary providers, if any, and operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my, or my child's use, or inability to use, the WedNet including, without limitation, the type of damage identified in the Toppenish School District's Acceptable Use Guidelines. Further my child and I agree to abide by the District's Policy and Procedures for Electronic Information Systems, which we have reviewed and understand, and we acknowledge that failure to comply with the policy and procedures may result in revocation of network privileges and/or the imposition of discipline. My child and I acknowledge and agree that the Toppenish School District has the right to review, edit, or remove any materials installed, used, stored, or distributed on or through the network or District's system and we hereby waive any right of privacy which my child and I may otherwise have into such material.

\_\_\_\_\_  
**Signature of User**

\_\_\_\_\_  
**Signature of Parent/Guardian**  
\*\* Required for all Students

\_\_\_\_\_  
Printed Name of User

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed

**FOR OFFICIAL USE ONLY - DO NOT WRITE BELOW THIS LINE**

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Account Number \_\_\_\_\_

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Building \_\_\_\_\_

**ELECTRONIC INFORMATION SYSTEM (NETWORKS)**

**INDIVIDUAL SCHOOL STAFF USER ACCESS INFORMED CONSENT FORM**

In consideration for the privilege of using the network and in consideration for having access to the public networks, I hereby release Toppenish School District, Washington School Processing Cooperative, and other intermediary providers, if any, and operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use, or inability to use, the WedNet including, without limitation, the type of damage identified in the Toppenish School District's Acceptable Use Guidelines. Further, I agree to abide by the District's Policy and Procedures for Electronic Information Systems, which I have reviewed and understand, and I acknowledge that failure to comply with the policy and procedures may result in revocation of network privileges and/or the imposition of discipline. I acknowledge and agree that the Toppenish School District has the right to review, edit, or remove any materials installed, used, stored, or distributed on or through the network or District's system and I hereby waive any right of privacy which I may otherwise have into such material.

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

\_\_\_\_\_  
Printed Name of User

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date Signed

**FOR OFFICIAL USE ONLY - DO NOT WRITE BELOW THIS LINE**

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Account Number \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Building \_\_\_\_\_