

Gladstone Area Schools Computer Network, and Internet Access Administrative Guidelines for Students/Staff

The intent of this document is to ensure that students/staff comply with all Network and Internet Acceptable Use Guidelines (AUP) approved by the Gladstone School District, herein known as the District. This AUP may be amended as situations arise, and the provisions contained within this document will be in effect for the duration that the student/staff is in the Gladstone Area School District.

In exchange for the use of the District computers and network resources, I understand and agree to the following conditions:

A. The use of the Internet/Network use at school is a privilege that may be revoked by the district at any time and for any appropriate reason. Reasons for revoking network privileges include but are not limited to, altering of system software, placing unauthorized information, computer viruses, or other harmful files on or through the computer system. The District reserves the right to monitor files, remove files, limit or deny access to files, and refer students/staff for other appropriate disciplinary actions.

B. The District reserves all rights to any and all data stored in files contained on the District Computers and/or District File Servers. The district can and may remove any and all material which the district, at its sole discretion, believes may be unlawful, obscene, pornographic, offensive, or otherwise objectionable. Students/staff will not use the District network resources to obtain, view, download, print, or otherwise gain access to such materials.

C. The District has implemented filtering software intended to block access to materials that are obscene, pornographic, harmful, or that the District determines to be inappropriate in a school setting. However, the District does not guarantee that school officials can control users access to all such materials, or that users will not have access to such materials while using the District's network resources. This filtering software operates only within the District wide area network (WAN).

It is the intent of the District to comply with the Children's Internet Protection Act.

D. All information services, features, and data contained on District Computers and/or File Servers are property of the district, and are provided by the district for the educational use of its registered users. Any use of these resources for commercial, profit, or any other unauthorized purposes (ie. advertisements, political lobbying, marketing), in any form, is expressly forbidden.

E. The District and/or Network resources are intended for the exclusive use by their respective registered users. Students/Staff are responsible for the use of his/her account/password and/or access privilege. Any problems which arise from the use of a student/staff account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of Network/Internet privileges.

F. Any misuse of a student/staff account will result in suspension of the account privileges and/or discipline action as determined by the District. Misuse shall include, but not be limited to:

1.) Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users.

2.) Disrupting the operation of the Network through abuse of the hardware or software of any component of the network, including personal computers.

3.) Malicious use of the network through harassment, profanity, vulgar statements or discriminatory remarks.

4.) Interfering with others using the network

5.) Extensive use of the network resources for non-curriculum purposes.

6.) Downloading or Installing unauthorized software.

7.) Unauthorized modification, copying, or use of licensed or copyrighted software.

G. District-provided e-mail is not to be considered private. The district system administrator does have access to all district electronic communication, and messages deemed in violation of this AUP may be dealt with accordingly.

H. The District does not warrant that the functions of the network will meet any specific requirements that the user might have, or that it will be error free or uninterrupted; nor shall it be liable for any indirect, incidental, or consequential damages (including lost data, information or time) sustained or incurred in connection with the use, operation, or inability to use the system.

I. The student/staff will diligently delete old, no longer needed files or images on a timely basis from their personal home folder and/or Common Drive to avoid excess use of server file space.

J. The District may periodically make determinations on whether specific uses of the network are consistent with the Acceptable Use Policy. The District reserves the right to monitor and log Internet use, user activity, and file server space utilization by the user. When deemed necessary, the District also reserves the right to remove a user account from the network to prevent further unauthorized activity.

K. Students/Staff may not download files, shareware, or software from any source including the Internet without permission from the District Technology Director. Students/Staff agree to check, or have checked, any file with a virus detection program before opening the file on any district computers. Should students/staff transfer/download a file or software that infects the network and cause damage, the student/staff will be liable for any and all costs to repair the network. Additionally, the student/staff may be subject to other disciplinary measures as determined by the

District. Students/Staff will be liable to pay any and all costs or fees related to damage caused by any file, shareware or software transferred to the network, whether intentional or accidental, without such permission.

L. Violations of this Acceptably Usage Policy will result in, but not be limited to the following sanctions:

- (1) Loss of Computer/Network privileges for one week.
- (2) Loss of Computer/Network privileges for one month.
- (3) Loss of Computer/Network privileges indefinitely.

The District reserves the right to impose these listed sanctions in any order, or the district may impose immediately a more severe sanction if the situation warrants.

In consideration for the privileges of using district network resources, and in consideration for having access to the information contained on or by the district network resources, the student/staff hereby releases the District, network and their operators and administration from any and all claims of any nature arising from use, or inability to use district network resources.

M. Attached with this AUP is a list of specific examples that outline unacceptable usage of the District/Network resources. This list is meant to help further clarify acceptable use of District/Network resources by students/staff. A copy of this complete Student/Staff Acceptable Usage Policy is available upon request at any of the Gladstone Area Schools building offices.

Gladstone Area Schools Computer Network and Internet Access
Computer/Network Acceptable Use Policy

Examples/Specifics:

1. You are responsible for your unique network login username (**10JJONE**). No other student or staff has access to it. If you think someone else may know your password, it is your responsibility to have it changed. We will be happy to do this for you.
2. Your home directory is to be used for **data storage only**. Unless it is specifically required for a class, and only with instructor approval, no programs are to be stored in student home folders. Only educationally related images or pictures may be saved in student home folders. Any pictures that are saved must be needed for a class that the student is currently enrolled in, and delete when they are no longer needed for that class.
3. Students are **not** to download or save any programs, images, or files from the Internet without specific approval and directions from an instructor or the District Technology Director. Specifically, never download programs such as Kazaa, ICQ, Microsoft Messenger, AOL Instant Messenger, Hotbar, RealAudio, games of any sort, WinAmp (or any other media player), Weatherbug, or Comet Cursor.
4. Students are **not** to use any of the many Internet based e-mail clients, including but not limited to Hotmail, YahooMail, ExciteMail, and RocketMail. Additionally, students are not allowed to access Internet Chat rooms of any kind, or access social networking websites such as MySpace.com, Facebook.com, or YouTube.com.
5. Students are **not** to use any flash-drives, thumb-drives or ram-drives on district computers without permission from their respective teacher or the district Technology Director.
6. When using the Internet, students shall only access educationally appropriate web sites that relate to the classes they currently are enrolled in at Gladstone Area Public Schools. Students are not to play games of any kind on school computers.
7. Students are **not** to change any network or computer settings. This includes, but is not limited to, display settings, background wallpaper, screen savers, borders, date and time, and file attributes.
8. The Acceptable Use Policy in the student handbook must be signed by a parent/guardian and returned before a student can access the network. Any willful damage caused to district network computers or resources will be turned over to local law enforcement authorities.

Violation of any of the above listed items will result in suspension from the district network and school computers.