

Acceptable Use Procedures for the Computer System and Internet

Purpose: The purpose of this policy is to provide the procedures, rules, guidelines, and code of conduct for the use of technology and the information network in the Ruidoso Municipal School District. Use of such technology is a necessary element of the district educational mission, but is furnished to staff and students as a privilege, not a right. The district seeks to protect legitimate users of technology by establishing limits on such use and sanctions for those who abuse the privilege. Eliminating computer abuse provides more computing resources for users with legitimate needs.

Definitions: The definition of information networks is any configuration of hardware and software which connects users. The network includes all of the computer hardware, operating system software, application software, stored text, and data files. This includes electronic mail, local databases, externally-accessed databases, CD-ROM, recorded magnetic or optical media, clip art, digital images, digitized information, communication technologies, and new technologies as they become available. Stand-alone workstations are also governed by this policy on acceptable use of the school district computer system. As used herein, the user shall mean the system operators, staff members, account holder, and authorized students afforded access and use of the school district computer system as part of the school district curriculum under the supervision and as monitored by an authorized user.

Introduction: The Ruidoso Municipal School District provides resources for teaching and learning, communication services, and business data services by the acquisition of computer equipment and maintaining access to local, regional, national, and international sources of information. The school district permits use of its computer system and information resources by students and staff who must maintain respect for the public trust through which they have been provided, in accordance with policy and procedures established by the school district. These procedures do not attempt to articulate all required or prescribed behavior by its users. Successful operation of the computer system and network requires that all users conduct themselves in a responsible, decent, ethical, and polite manner while using the network. The user is ultimately responsible for his/her actions in accessing network services.

No Expectation of Privacy

- A. *No expectation of privacy.* The computers and computer accounts given to users are to assist them in performance of their jobs. Users do not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to the school for business and/or education program purposes.
- B. *Waiver of privacy rights.* Users expressly waive any right of privacy in anything they create, store, send, or receive on the computer or through the internet or any

other computer network. Users consent to allowing personnel of the school to access and review all materials users create, store, send, or receive on the computer or through the internet or any other computer network. Users understand that the school may use human or automated means to monitor use of its computer resources.

Guidelines:

1. Access to the computer system, information networks, and to the information technology environment within the school district's system is a privilege and must be treated as such by all users of the network and its associated systems.
2. The school district's system will be used solely for the purpose of research, education, and school-related business and operations.
3. Any system which requires password access or for which the school district requires an account, such as Internet, shall only be used by the authorized user. Account owners are ultimately responsible for all activity under their account and shall abide by this policy and the school district's computer and Internet Code of Conduct.
4. The school district's technological resources are limited. All users must exercise prudence in the shared use of this resource. The school district reserves the right to limit use of such resources if there are insufficient funds, accounts, storage, memory, or for other reasons deemed necessary by the system operators, or if an individual user is determined to be acting in an irresponsible or unlawful manner.
5. All communications and information accessible and accessed via the school district's system is and shall remain the property of the school district.
6. Student use shall be supervised and monitored by system operators and authorized staff and shall be related to the school district curriculum.
7. Any defects or suspected abuse in system accounting, security, hardware, or software, shall be reported to the system operators.

Unacceptable Use: The Ruidoso Municipal School District has the right to take disciplinary action, remove computer and networking privileges, or take legal action or report to proper authorities, any activity characterized as unethical, unacceptable, or unlawful. Unacceptable use activities constitute, but are not limited to, any activity through which any user:

1. Violates such matters as institutional or third party copyright, license agreements, or other contracts. The unauthorized use of and/or copying of software is illegal.
2. Interferes with or disrupts other network users, services, or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, intentional propagation of computer viruses or worms, distributing quantities of

information that overwhelm the system (chain letters, network games, etc.) and/or using the network to make unauthorized entry into any other resource accessible via the network.

3. Seeks to gain or gains unauthorized access to information resources, obtains copies of, or modifies files or other data, or gains and communicates passwords belonging to other users.
4. Uses, or knowingly allows another to use, any computer, computer network, computer system, program, or software to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
5. Destroys, alters, dismantles, disfigures, prevents rightful access to, or otherwise interferes with the integrity of computer-based information resources, whether on stand alone or networked computers.
6. Invades the privacy of individuals or entities.
7. Uses the network for commercial or political activity or personal or private gain.
8. Installs unauthorized software for use on district computers.
9. Uses the network to access inappropriate materials.
10. Uses the school district system to compromise its integrity (hacking software) or access, modifies, obtains copies of or alters restricted or confidential records or files.
11. Submits, publishes, or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages, either public or private.
12. Uses the school district system for illegal, harassing, vandalizing, inappropriate, or obscene purposes, or in support of such activities is prohibited. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Harassment is defined as slurs, comments, jokes, innuendoes, unwelcome compliments, cartoons, pranks, and/or other verbal conduct relating to an individual which: (a) has the purpose or effect of creating an intimidating, hostile, or offensive environment; (b) has the purpose or effect of unreasonable interfering with an individual's work or school performance; or (c) interferes with school operations. Vandalism is defined as any attempt to harm or destroy the operating system, application software, or data. Inappropriate use shall be defined as a violation of the purpose and goal of the network. Obscene activities shall be defined as a violation generally accepted social standards in the community for use of a publicly-owned and operated communication device.
13. Violates the school district computer and Internet Code of Conduct.

School District's Rights and Responsibilities:

1. Monitor all activity on the school district's system.
2. Determine whether specific uses of the network are consistent with this acceptable use policy or the Computer and Internet Code of Conduct.
3. Remove a user's access to the network at any time it is determined that the user is engaged in unauthorized activity or violating this Acceptable Use Policy or the computer and Internet Code of Conduct.
4. Take prudent steps to develop, implement, and maintain security procedures to ensure the integrity of individual and district files. However, information on any computer system cannot be guaranteed to be inaccessible by other users.
5. Attempt to provide error free and dependable access to technology resources associated with the school district system. However, the district cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.
6. Ensure that all student users complete and sign an agreement to abide by the district's acceptable use policy and administrative regulations. All such agreements will be maintained on file in the school office.

Violations/Consequences:

1. Students:

- A. Students who violate this policy or the Computer and Internet Code of Conduct shall be subject to revocation of district system access up to and including permanent loss of privileges, and discipline up to and including expulsion.
- B. Violations of law will be reported to law enforcement officials.
- C. Disciplinary action may be appealed by parents and/or students in accordance with existing district procedures for suspension or revocation of student privileges.

2. Staff:

- A. Staff who violate this policy or the Computer and Internet Code of Conduct shall be subject to discipline, up to and including suspensions, termination, or discharge, in accordance with Board policy, negotiated agreements, and applicable laws.
- B. Violations of law will be reported to law enforcement officials.

Procedures on the following pages

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