

Oregon City School District

Internet Acceptable Use Policy

I. INTRODUCTION

The Oregon City School District provides all district employees, students and school board members with access to the Internet and electronic communications through a district network. This policy is designed to govern the use of and provide acceptable use guidelines for all Internet, electronic communications and digital media throughout the district. This policy is designed to be in cooperation with Oregon City School District Board Policies, OCSD Student Code of Conduct and individual School Handbooks with regard to student use of the Internet, electronic communications and the district network.

II. PURPOSE STATEMENT

The use of the Internet, electronic communications and digital media is to further educational goals and objectives. The purpose of providing access to the district's network is to assist in preparing students for success in life and work in the 21st century. This is accomplished by providing access to a wide range of information and the ability to communicate with people from throughout the world. Students may find ways to access other, less desirable or inappropriate material. However, the district believes the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

III. NETWORK ACCESS

The Oregon City School District provides access to the district network to:

- A. All Oregon City School District employees.
- B. All Oregon City School District students, with parental control if the student is under the age of 18.
- C. Oregon City School District school board members.

IV. POLICY GUIDELINES

A. Limited Educational Purpose

The Oregon City School District network has been established for a limited educational purpose. The term "educational purpose" includes use of the network for classroom activities, professional or career development activities, and educational research. Users are expected to use Internet access through the district network to further educational and personal goals consistent with the mission of the Oregon City School District, school policies and handbooks, and Oregon City School District board policies. Uses that might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

B. Use of District Network is a Privilege

Access to and the use of the district network is a privilege and not a right. Access entails responsibility and is provided to students who agree to act in a considerate and responsible manner. Depending on the nature, degree, and frequency of the violation(s), unacceptable use of the network, Internet or electronic communications may result in suspending or revoking the offender's network privileges. Additional disciplinary actions may be taken at the building or district level up to and including expulsion. If appropriate, law enforcement agencies may also be involved.

V. STUDENT RESPONSIBILITIES

A. Students will accept responsibility for all material received and sent under his/her user account.

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B. Students will accept responsibility for all Internet use under his/her user account.

C. Students will follow all acceptable use policy guidelines, Oregon City School District policies and administrative regulations, student code of conduct and any other pertinent policy or guideline concerning use of the Internet and electronic communications.

VI. PARENT RESPONSIBILITIES

A. The district will notify parents about the district network and the policies governing its uses. Parents must sign an agreement to allow their student(s) to have an individual account. Parents may request alternative activities for their student(s) that do not require Internet access.

B. Parents have the right to investigate the contents of their student(s)' email files at any time.

C. The district will make available to parents policies and guidelines for student network, Internet and electronic communication use.

D. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as TV, telephone, radio, movies and other possible offensive media. Parents are responsible for monitoring their student's use of the district's network and of the Internet if the student is accessing the district's network from home or a remote location.

VII. DISTRICT RESPONSIBILITIES

A. The district will designate staff as necessary to ensure coordination and maintenance of the district's electronic communications system, which includes all district computers, e-mail and Internet access.

B. The district will provide notification to all network users of the district policies relating to Internet and electronic communications.

C. The district will provide proper training to authorized network users including, but not limited to, education about proper online behavior and how to interact with other individuals on the Internet.

D. The district will use only properly licensed software, audio or video media purchased by the district or approved for use by the district. The district will comply with the requirements of law regarding the use, reproduction and distribution of copyrighted works and with applicable provisions of use or license agreements.

E. The district will monitor the online activities of minors and employ technology protection measures during any use of computers and/or the district network in order to insure the use is for educational purposes. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:

1. Obscene
2. Child pornography; or
3. Harmful to minors

F. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

G. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

VIII. UNACCEPTABLE USES

The following uses of the district's network are considered unacceptable. Using the district's network to access, review, upload, download, store, print, post, receive, transmit or distribute any of the following:

A. Disrupting the Educational Process

1. Materials that use language or images that are inappropriate in an educational setting or disruptive to the educational process.
2. Information or materials that could cause damage or danger of disruption to the educational process.

B. Inappropriate Material

1. Pornographic, obscene, or sexually explicit materials or other visual depictions that are harmful to minors.

C. Inappropriate Language

1. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
2. Materials that use language or images that advocate violence, or discrimination toward other people, or that may constitute harassment or discrimination.

D. Illegal Activity

1. Students will not use the district's network to engage in any illegal act or violate any local, state, or federal statute or law.
2. Students will not attempt to gain unauthorized access to the district's network or to any other computer system through the district network, or go beyond their authorized access.
3. Students will not attempt to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
4. Students will not make deliberate attempts to disrupt the district's network performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.

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5. Students will not tamper with, modify, or change the district's systems (including software, hardware, wiring, etc.) or take any action to violate the district's security system.

E. Personal Safety

1. Students will not post personal contact information about themselves or other people. Personal contact information includes, but is not limited to names, addresses, phone numbers, school address, work address, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable.
2. Students will not repost a message that was sent to the user privately without permission of the person who sent the message.
3. Students will not agree to meet with someone they have met online without their parent's approval and participation.
4. Students will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

5. Students should never share their individual account information and should take reasonable precautions to prevent others from being able to use their account. Students should only share passwords with district personnel and parents or guardians.

F. Respectful Digital Citizens

1. Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
2. Students will not harass another person (as defined in the Student Code of Conduct).
3. Students will not knowingly or recklessly post false or defamatory information about a person or organization.
4. Students will not post information that, if acted upon, could cause damage or a danger of disruption.

G. Plagiarism and Copyright Infringement

1. Students will not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
2. Students will not use the district's network to violate copyright laws or usage licensing agreements.
3. Students will not use another person's property without the person's prior approval or proper citation, including downloading or exchanging pirated software or copying software to or from any school computer.

IX. LIMITED EXPECTATION OF PRIVACY

A. By authorizing use of the district's system, the Oregon City School District does not relinquish control over materials on the system or contained in files on the system. Students should expect only limited privacy in the contents of personal files on the district's network.

B. Routine maintenance and monitoring of the district's network may lead to a discovery that a user has violated this policy, another district policy, or the law.

C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of district policy or the law.

D. Parents have the right at any time to investigate or review the contents of their student's files and e-mail files. Parents have the right to request the termination of their student's individual email account at any time.

E. The Oregon City School District will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities.

X. USE OF PERSONAL TECHNOLOGY AT SCHOOL

- A. It is acceptable for students to use personal technology (laptops, iPods, iPads, cellular phone, etc.) only when approved by district personnel for educational purposes.
- B. All personal technology fall under the jurisdiction of this Acceptable Internet Use Policy while being used at school or during any school related function.
- C. Content that is not acceptable for school use may not be accessed while on school property or during any school related function.
- D. Disciplinary action will occur for any student accessing inappropriate content, using the district network for inappropriate use and/or accessing any other network using personal technology while at school or during any school related function.

XI. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the Oregon City School District's network is at the user's own risk. The network is provided on an "as is, as available" basis. The District will not be responsible for any damage Students may suffer, including, but not limited to, loss, damage, or unavailability of data stored on District diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misedeliveries or non-deliveries of information or materials, regardless of the cause. The District is not responsible for the accuracy or quality of any advice or information obtained through or stored on the District's network. The District will not be responsible for financial obligations arising through unauthorized use of the District's network, the Internet or electronic communications.