

Acceptable Use Policy

OFFICIAL NOTIFICATION OF ACCEPTABLE USE PROCEDURES FOR THE COMPUTER SYSTEM AND THE INTERNET FOR CLOVIS MUNICIPAL SCHOOLS

Introduction:

Clovis 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.

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 Clovis 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, 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 accesses, 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. Use of 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, innuendos, 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 unreasonably 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 infrastructure, 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 of 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 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 user is engaged in unauthorized activity or violating this acceptable use policy or the Computer and Internet Code of Conduct.
4. Respect the privacy of individual user electronic data.
5. 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.
6. 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.
7. Ensure that all student users complete and sign an agreement, which is also signed by their parent or guardian, 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 and Consequences:

1. Students:
 - a. Students who violate this policy or the Computer and Internet Code of Conduct shall have their district system access revoked, including possible 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 suspension, termination or discharge, in accordance with Board policy, negotiated agreements and applicable law.
 - b. Violations of law will be reported to law enforcement officials.

This will serve as official notification informing all email account users that any violation of the above information will result in disciplinary action, which could include suspension and/or termination. Further information or clarification can be obtained by contacting the Assistant Superintendent of Personnel or the Deputy Superintendent.

I have read and do accept the Acceptable Use Policy. I also understand a violation of these policies will result in disciplinary consequences.

Student Signature

Date

Parent/Guardian Signature

Date