

**EVERETT PUBLIC SCHOOLS  
ACCEPTABLE USE POLICY FOR TECHNOLOGY**

**PURPOSE**

The *Everett Public Schools* may provide access for employees and students to the system/network, including access to external networks, solely for limited educational purposes. *Educational Purposes* shall be defined as classroom activities related to curriculum instruction, career and professional development and high quality self discovery activities of an educational nature. The purpose of the system/network is to assist in preparing students for success in life and work by providing access to a wide range of information and the ability to communicate with others. The system/network will be used to increase communication (staff, parent and student), enhance productivity, and assist staff in upgrading existing skills and acquiring new skills through a broader exchange of information. The system/network will also be utilized to provide information to the community, including parents, governmental agencies and businesses.

**AVAILABILITY**

The Superintendent or designee shall implement, monitor and evaluate the district's system/network for instructional and administrative purposes, including compliance with this policy.

Access to the system/network, including external networks, may be made available to employees and students for instructional and administrative purposes and in accordance with administrative regulations and procedures.

Access to the system/network is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations and procedures governing use of the system and shall agree in writing to comply with such regulations and procedures. Noncompliance with applicable regulations and procedures may result in suspension or termination of user privileges and other disciplinary actions consistent with the policies of the *Everett Public Schools*. Violations of law may result in criminal prosecution as well as disciplinary action by the *Everett Public Schools*.

**ACCEPTABLE USE**

The Superintendent or designee shall develop and implement administrative regulations, procedures and user agreements, consistent with the purpose and mission of the Everett Public Schools as well as with law and policy governing copyright.

**MONITORED USE**

Electronic mail transmissions, receipt of transmissions and other use of electronic resources by students and employees shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes.

## **LIABILITY**

The *Everett Public Schools* shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The *Everett Public Schools* shall not be responsible for ensuring the accuracy or usability of any information found on external networks.

Users of the system/network should remember that not all information contained on the Internet is accurate or reliable. As such, users are advised not to rely solely on the advice or information found on the Internet. The *Everett Public Schools* is not responsible for such information or advice

The *Everett Public Schools* does not guarantee or should it be construed that access to the Internet will always be available or that the software utilized by the school district will always work as intended. The school district is not responsible for failures in the operation or technical functioning of the Internet or the computers or software used to access the Internet.

## **PROHIBITED CONDUCT**

Prohibited conduct for students and staff while using or accessing the system/network shall include:

Accessing, transmitting, or re-transmitting information which promotes violence, advocates destruction of property, but not limited to information concerning the use or manufacture of destructive devices such as firearms, explosives and incendiary devices;

Accessing, transmitting, or re-transmitting information containing pornographic or other sexually oriented material;

Accessing, transmitting, or re-transmitting material which advocates or promotes violence or hatred against particular individuals or groups, or individuals, or advocates or promotes the superiority of one racial, ethnic or religious group over another;

Use or possession of software which has been downloaded or is otherwise in the user's possession without the appropriate registration of the software, including the payment of any fees to the owner of the software;

Use of the network/system by outside groups;

Use of encryption software from any access point within the school district;

Transmitting credit card information or other personal information from an access point within the school district;

Copyrighted software or data shall not be placed on the district system/network without the permission from the holder of the copyright and the system administrator;

The system/network may not be used for illegal purposes, in support of illegal activities, or for any activity prohibited by district policy;

System users shall not use another user's account;

Any malicious attempt to harm or destroy equipment, materials, data or programs is prohibited;

Deliberate attempts to degrade or disrupt system performance may be viewed as violations of district policy and/or as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creation of computer viruses;

Vandalism will result in the cancellation of system privileges and will require restitution for costs associated with hardware, software and system restoration;

Forgery or attempted forgery is prohibited;

Attempts to read, delete, copy, or modify the electronic mail of other users or to interfere with the ability of other users to send/receive electronic mail is prohibited;

Use appropriate language; swearing, vulgarity, ethnic or racial slurs and other inflammatory language is prohibited;

Pretending to be someone else when sending/receiving messages is prohibited;

Transmitting or viewing obscene material is prohibited;

Revealing personal information (address, phone numbers, etc.) is prohibited;

A violation of the Acceptable Use Policy shall be considered a violation of the rules and regulations of the Everett Public Schools.

Notwithstanding the above, the Everett Public Schools may discipline a student or staff member for violating its Acceptable Use Policy while accessing the Internet or Everett's system/network away from the Everett Public Schools when a user's activity relates to, or adversely affects the Everett Public Schools, its students, or staff.

## **ADMINISTRATIVE PROCEDURES FOR IMPLEMENTATION**

1. Commercial use of the system/network is prohibited.
2. The district will provide training to users in the proper use of the system/network.
3. The district will provide each user with copies of the Acceptable Use Policy and Procedures.
4. Access will be granted to employees with a signed access agreement and permission of their supervisor.
5. Access will be granted to students with a signed access agreement and permission of the building administrator or designee(s).
6. Account names will be recorded on access agreements and kept on file at the building level.
7. Initial passwords provided by the network administrator should be set to expire on login.
8. **Passwords shall be changed every 15 days and all passwords shall be expired by the end of each school year.**
9. Passwords are confidential. All passwords shall be protected by the user and not shared or displayed.
10. Students completing required course work will have first priority for after hours use of equipment.

11. Principals or their designee will be responsible for disseminating and enforcing policies and procedures in the building(s) under their control.
12. Principals or their designee will ensure that all users complete and sign an agreement to abide by policies and procedures regarding use of the system/network. All such agreements are to be maintained at the building level.
13. Principals or their designee will ensure that training is provided to users on appropriate use of electronic resources.
14. **Principals or their designee shall be authorized to monitor or examine all system activities, including electronic mail transmissions to ensure proper use of electronic resources.**
15. Principals or their designee shall be responsible for establishing appropriate retention and backup schedules.
16. Principals or their designee shall be responsible for establishing disk usage limitations, if needed.
17. Individual users shall, at all times, be responsible for the proper use of accounts issued in their name.
18. System users should purge electronic information according to district retention guidelines.
19. System users may redistribute copyrighted material only with the written permission of the copyright holder or designee. Such permission must be specified in the document or in accordance with applicable copyright laws, district policy and administrative procedures.
20. System administrators may upload/download public domain programs to the system/network. System administrators are responsible for determining if a program is in the public domain.
21. **The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's system/network.**

**A user who violates district policy or administrative procedures will be subject to suspension or termination of system/network privileges and will be subject to appropriate disciplinary action and/or prosecution.**

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(This user agreement must be renewed each academic year.)

**User Name:** \_\_\_\_\_

**Grade Level:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Date:** \_\_\_\_\_

I have read the district's Acceptable Use Policy and Administrative Procedures and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action including but not limited to suspension or revocation of privileges, suspension or expulsion from school, termination of employment and criminal prosecution.

**Signature:** \_\_\_\_\_

**Parent/Guardian Sponsor**

I have read the Acceptable Use Policy and Administrative Procedures. In consideration for the privilege of using the Everett Public School's system/network and in consideration for having access to the public networks, I hereby release Everett Public Schools, its operators and institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system/network, including, without limitation, the type of damage identified in the Everett Public School's policy and administrative procedures.

\_\_\_\_\_ I give permission for my child to participate in the Everett Public School's system/network.

\_\_\_\_\_ I do not give permission for my child to participate in the Everett Public School's system/network.

\_\_\_\_\_ I give permission for my child's name to appear on his/her student web page should one be developed.

\_\_\_\_\_ I give permission for my child's photo to appear on his/her student web page should one be developed.

**Signature of parent or guardian:** \_\_\_\_\_



This space reserved for system administrator.

Assigned Username:

Assigned password: