



THE LAKE AND PENINSULA SCHOOL DISTRICT INTERNET SAFETY and ACCEPTABLE USE POLICY

Introduction:

The computers, hardware, software, and local area computer network (LAN) in each school and the district office are maintained to provide a variety of quality educational resources to the students, staff, and communities of the Lake and Peninsula School District including:

- Electronic Mail (e-mail)
- The World Wide Web and other Internet Resources
- File sharing of local and District information
- Computer equipment and software

The goal in providing these services is to support the District's Mission and Student Outcomes by facilitating resource sharing, innovations, research, and communication.

Internet Safety & Acceptable Use Policy:

In response to the Children's Internet Protection Act (CIPA) and subsequent Federal Communications Commission (FCC) rulings on the implementation of the Act, Lake and Peninsula School District has implemented the following measures to insure the safety of its students and comply with the requirements of the Act.

1. To prevent access to visual depictions of an obscene or child pornographic nature, Lake and Peninsula School District will implement a technology protection measure filter all web access on all computers to inappropriate visual materials and supervise all student use of computers.
2. To prevent access by minors to inappropriate matter on the Internet, Lake and Peninsula School District will supervise all student use of computers and may filter student internet access using filtering software.
3. To insure the safety and security of minors when using e-mail, chat rooms, etc., Lake and Peninsula School District will supervise all student use of computers and may filter student internet access using filtering software.
4. To prevent unauthorized access such as "hacking" and other unlawful activities by minors, Lake and Peninsula School District will utilize network security and maintenance software and will supervise all student use of computers.
5. To prevent unauthorized disclosure, use and dissemination of personal information regarding minors, Lake and Peninsula School District will ensure that students are under adult supervision when using computers and will educate students to the risks of disclosure of personal information on the internet.
6. To restrict minors' access to materials harmful to minors, Lake and Peninsula School District will supervise all student use of computers and may filter student internet access using filtering software.

With access to computers and people locally and world-wide, materials that may not be considered to be of educational value in the context of the school setting becomes available.

While internet content filtering will enable the blocking of access to known inappropriate resources and services designed to defeat filtering, no electronic technology measure can guarantee blocking of all non-educational materials. The District believes, however, that the benefits of the computer network including the value of the information and the opportunities for interaction with colleagues and peers far



THE LAKE AND PENINSULA SCHOOL DISTRICT INTERNET SAFETY and ACCEPTABLE USE POLICY

outweigh the possibility that users may obtain material that is objectionable, controversial, or not consistent with the educational goals of Lake and Peninsula School District.

The inappropriate use of the Lake and Peninsula Schools District's computer network will result in a cancellation of the privilege of using the computer network and possible disciplinary action. Electronic mail, internet use and other network activity is not private. The computer equipment and software within the school, as well as the electronic mail and internet services are the property of the District. Lake and Peninsula School District reserves the right to access and/or monitor any and all activity and materials performed on, or contained on, District equipment or networks. Each user will be responsible for complying with the guidelines set forth in this "Internet Safety and Acceptable Use Policy" and applicable internet and technology procedures. Privileges will be denied, revoked or suspended for users who do not comply with the terms of the Internet Safety and Acceptable Use Agreement. Users identified as a security risk, or identified as having a history of inappropriate use or problems with other computer systems will be denied access to the network. Any employee identified as having violated District safety and use guidelines will be subject to disciplinary action up to and including termination.

All students, staff, or other users must have a signed copy of this agreement on file with the site administrator before access to the Network will be allowed. It is important that users and parents carefully read and understand this Internet Safety and Acceptable Use Policy and Agreement. If you have any questions about the contents of this policy or agreement, contact your local site administrator or District Technology Staff.

Internet Safety & Acceptable Use Guidelines (rules for network resource use):

1. Students accessing network services **MUST BE** under the supervision of a staff member or adult approved by the local site administrator.
2. Users must follow the directions of the adult responsible for supervision, the terms of this Internet Safety and Acceptable Use Agreement, and proper network etiquette.
3. Users must comply with the established rules of other organization's network or computing resources, while using those networks or resources.
4. User id's are to be used only by the authorized owner of the account. Users shall not intentionally seek information on. Obtain copies of, or modify files, other data, or passwords belonging to other users.
5. Users identifying a security problem on the network must immediately notify the site administrator or the area Technology Specialist and shall not demonstrate the problem to others.
6. Users must utilize District sponsored or approved e-mail systems. All District electronic communication shall be conducted on District electronic mail systems and web servers.
7. Users finding an inappropriate e-mail message, web site, or file, **MUST** immediately back out of the area and report the incident to the supervision adult or local network administrator.
8. Users may not pass bulk "chain mail" via District e-mail systems.
9. Students will not reveal their home address, home phone number, social security number or any other personal information for themselves or others to anyone.
10. Users may publish only those documents which conform to the District's Publishing Guidelines, have been edited by a staff member, and have proper approval.
11. Users shall be responsible for additional on-line fees or merchandise charges they incur that are not covered by District or School access services.



THE LAKE AND PENINSULA SCHOOL DISTRICT INTERNET SAFETY and ACCEPTABLE USE POLICY

12. Users must follow applicable copyright laws, obtaining proper use permissions and include the author or source of e-mail messages, web pages, or files when copying portions of documents.
13. Never read someone else's e-mail or files without permission; provided however, that this provision shall not impair or prohibit the District's right to review and monitor computer and network usage.
14. Users must act in a responsible, ethical and legal manner in accordance with any Federal, State or District laws, rules, policies, guidelines or regulations. Use of the network for the following purposes is prohibited:
 - a. Facilitating illegal activity.
 - b. Promoting or advertising for commercial or for-profit products or services
 - c. Promoting political campaigning, political lobbying or religious purposes.
 - d. Performing non-work/school related work during regular school/work hours.
 - e. Creating or transmitting hate mail, discriminatory remarks, profane or inappropriate language, offensive or inflammatory communication.
 - f. Illegally installing, distributing, modifying, reproducing or using copyrighted material.
 - g. Accessing obscene or pornographic material.
 - h. Intentionally obtaining or modifying files, passwords or data belonging to others.
 - i. Impersonating other users (utilizing another user's password or access)
 - j. Posting anonymous messages.
 - k. Installing, downloading, or uploading unauthorized or non-licensed games, programs, files, or other electronic media.
 - l. Destroying, modifying or abusing hardware, software, or data that could disrupt network services.
 - m. Disrupting the work or learning environment of other users on the network.
 - n. Quoting or forwarding personal communications in a public forum, including, but not limited to chat rooms and listservs, without the original author's prior consent.
 - o. Student participation in non-District sponsored "Chat" areas.
 - p. Student use of non-District sponsored e-mail accounts.

Network Etiquette (suggestions for considerate use of network resources):

1. Be polite – Use appropriate language. Be careful in your use of sarcasm, anger and other emotions. It may not always come through the way you intended. Be professional and careful what you say about others. E-mail is easily forwarded.
2. Double check the mailing addresses (es) before you send your message. Be sure your message is going where you want it to go.
3. Keep paragraphs and e-mail short and to the point.
4. Use correct grammar, spelling, and punctuation.
5. Use both UPPER and lowercase letters in your messages. It is normally inappropriate to use all capital letters. IT LOOKS LIKE YOU ARE SHOUTING.
6. Type your name at the end of each message to "sign" your message.
7. Delete messages as soon as possible to free up valuable storage space on mail servers.
8. Use bulk mailing techniques only when necessary. Don't "spam" users of the system.
9. Print only the important parts of e-mail messages, web pages or files. Don't waste paper.