

PROCEDURES: Exhibit 400.25

ACCEPTABLE USE OF TELECOMMUNICATIONS/COMPUTER RESOURCES

Definitions:

Telecommunications resources: any and all computer-based and/or networked information and/or communications systems/equipment.

District students: all current District-enrolled students.

District staff: any person currently either contracted for pay by the District, serving as a long-term substitute for the District, or serving as a member of the Board of Directors.

Student Teachers: any person serving in the capacity of student teacher with the FDCSD in cooperation with an institution of higher education.

Technology Administrator: the District Supervisor of Information Technology or designee.

Acceptable Use

The use of telecommunications/computer resources must be in support of education and research and also be consistent with the District's educational objectives. Use of another organization's network or computing resources must be in compliance with the rules appropriate for that network or resources. Transmission of any material that is in violation of any United States or state regulation is prohibited. Transmission that is prohibited includes, but is not limited to: copyrighted materials, threatening or obscene materials, or material protected by trade secret. Use of any resource for product advertisement or political lobbying is prohibited.

User Contract

An Agreement for Use of District Telecommunications/Computer Resources, [See Procedures: Exhibit 400.25A], is required from authorized users of District telecommunications/computer resources. When a user violates any requirement(s), the violator will be disciplined according to the appropriate procedures already in place:

- For District staff: applicable Board policies, contracts/agreements, and handbook guidelines.
- For student teachers: applicable Board policies and agreements with the cooperating institution of higher education.
- For students: applicable Board policies, the Student Advisor, and specific building rules.

A user's access to District telecommunications/computer resources may be terminated and future access denied. In cases where a staff member cannot perform their job without telecommunication access, suspension or termination may be considered. For easy reference, a chart on acceptable conduct requirements and other

issues exists [See Procedures: Exhibit 400.25B].

Privileges

The use of telecommunications/computer resources is a privilege and not a right. Unacceptable use may result in a cancellation of those privileges. The District's Technology Administrator and system supervisor(s) (e.g., library media specialists, computer teachers, Principals) shall determine what is unacceptable use and their decision is final. The Technology Administrator may close an account at any time. Administration, faculty, and staff may request the Technology Administrator to deny, revoke, or suspend a person's use of telecommunications/computer resources.

District guidelines for the Internet use are listed in this procedure under "Netiquette and Rules."

Teachers of computer courses are expected to review the rules and expectations with their students at the beginning of each course. In those courses where use of telecommunications/computer resources is required, students who lose their access to District telecommunications/computer resources may be removed from such courses until their use-privilege is reinstated.

Students who do not possess a District agreement for independent Internet access may only use the Internet under continuous monitoring by designated staff.

Teachers cannot require use of the Internet by students for: (a) fulfilling course/subject area requirement(s) or (b) impacting a student's letter grade(s).

An acceptable assignment that does not require Internet use must be provided.

Netiquette and Rules

Users of District telecommunications/computer resources are expected to adhere to the network etiquette rules. These include, but are not limited to the following:

- a. Be polite.
- b. Use appropriate language. Do not swear, use vulgarities, or use any other inappropriate language. Illegal activities (e.g. abusive, obscene, and/or threatening language) are prohibited.
- c. Protect your identity. Do not reveal any personal information about yourself or others, including home addresses, phone numbers, or credit card information. Protect your password by not sharing it with anyone. Do not use another's password(s) or account(s).
- d. Electronic mail (e-mail) is not guaranteed to be private. The Technology Administrator has access to electronic mail. Any messages relating to or in support of illegal conduct may be reported to legal authorities.

- e. Do not use the Internet in a way that would disrupt its use by others.
- f. All communications and information accessible via the District network(s) and the Internet should be assumed to be private property. Therefore, copyright laws are to be followed.
- g. Do not open, read, harm, or destroy data file(s) of another user. Consequences shall exist for violations of these rules. [See the previous Section on "Privileges" and Procedures: Exhibit 400.25B.]
- h. Do not attach personal or non-District equipment to the FDCSD network.
- i. Do not download executable files to District equipment or install any software or executable files, including upgrades.
- j. Do not move District equipment from its inventoried room (exception is A-V equipment inventoried to a building LMC for check-out).
- k. Never give your password to anyone for any reason at any time.

District Responsibility

The District makes no guarantees of any kind, whether expressed or implied, for the Internet service it provides. The District is not responsible for any damages incurred, including the loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by negligence, errors, or omissions. Use of information obtained through the Internet is at the user's risk. The District also denies any responsibility for the accuracy or quality of information obtained through the Internet.

Security

Security on the District's computer system is a high priority. District users have the obligation to immediately report any information about network and/or Internet security problems. Users shall not tell about or demonstrate security problems to other users.

A user shall not use another user's individual account. Attempts to access (log-in to) any telecommunications resource acting as a Technology Administrator shall result in cancellation of user privileges. Users identified as security risks or having a history of problems with computer systems may be denied access to District telecommunications/computer resources.

Vandalism

Vandalism to any District telecommunications/computer resources shall result in cancellation of user privileges. Vandalism is defined as any malicious attempt to harm or destroy equipment and/or data: of another user, of the Internet, or of any agency or network system connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

Copyright

The District expects users of District telecommunications/computer resources to abide by federal copyright laws. Use of District telecommunications/computer resources which violates copyright law for any material (e.g., data/information, video, audio, graphics, software) is prohibited. [See Board Policy 405].

Privacy

Users should expect very limited privacy in the contents of your personal files on district servers, the Internet system and records of your online activity. All use of the Internet will be monitored. The District's monitoring of Internet usage can reveal activities you engage in using the district's Internet system. Users should understand that specific District personnel have the responsibility to maintain, repair, and develop resources. They are the only personnel who have special access privileges to District network hardware, software, and the content that resides in those telecommunications/computer/resources. Records on the amount of usage by individual users will be kept for statistical reports required for evaluating the system.

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