

## USE OF ELECTRONIC WIDE AREA NETWORK

DATES (Adopted/Revised)	GUIDE WORDS
Adopted May, 1995 Revised April, 2002 Revised April, 2006	Internet Wide Area Network Computer Technology Email

Each student or staff member who accesses any School District Wide Area Network for Internet or email access, on School District 25 equipment must first obtain an individual account. Each user must indicate agreement with the District's Wide Area Network Use Policy by signing the application for use of the Wide Area Network. Sharing of individual user ID's and/or passwords is prohibited. No system should be left unattended by an individual while logged in with that individual user's account. Any attempts to access network services by use of another individual's passwords, codes, and or secured data is strictly forbidden. School District 25 reserves the right to monitor any and all activity of any School District 25 account originating from or addressed to students, staff, or others.

1. **Acceptable Use.** The use of the wide area network and/or an individual user account must be in support of education and research and must be consistent with the educational objectives and goals of School District 25. The School District email service is provided for us, as a privilege, to use as a communication and educational tool. It is not intended for use by any individual or individuals as a public forum for personal gain, advertisements, sales, political agendas, complaint department or chat room activities. All such use is prohibited. Transmission of any material must comply with rules appropriate for the network. Any material transmitted must meet Federal, State, local, and district regulations including, but not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities by for-product advertisement or political lobbying is prohibited. Any viewing or dissemination of objectionable materials from any source into the system is strictly prohibited.
  
2. **Privileges.** Use of the wide area network for delivery of educational programs is afforded to all but is still considered a privilege and all District etiquette and discipline policies must be followed. The use of an individual user account in School District 25 is a privilege, not a right, and inappropriate use will result in cancellation of that privilege. Each individual who receives an account is expected to use the network properly. System administrators may use discretion as to inappropriate use and may suspend an account at any time.

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Administration, or other staff of School District 25, may request the system administrator to deny, revoke, or suspend specific user accounts at any time for cause. Appeals regarding cancellation must be made through the building administrator to the appropriate director. Information stored on School District computers is subject to Federal and State laws regarding public information, i.e. any information is subject to public scrutiny. There is no assumption of privacy.

3. **Etiquette.** All network users and individual account holders are expected to abide by generally accepted rules of network etiquette. Some of these include: 1. Appropriate language. The user will not swear, use vulgarities or any other inappropriate language. 2. Illegal activities. Any illegal activities are strictly forbidden. Personal information. The user will not reveal personal address or phone number or those of other students or colleagues. Use of E-Mail: Electronic mail is not guaranteed to be private. System operators have access to all mail. Use of outside systems to adversely affect students or staff of District 25 is prohibited. District 25 reserves the right to discipline any student or staff member for actions taken off-campus if they adversely affect the safety and well-being of students or staff members while in school. Messages relating to or in support of illegal activities will be reported to authorities.
4. **Responsibility.** School District 25 is not responsible for any damages suffered by an account holder. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by negligence, errors, omissions, or virus. Use of any information obtained via any network service is at the user's own risk. School District 25 specifically denies any responsibility for accuracy or quality of information attained through any network service.
5. **User fees and costs.** From time-to-time new registration and account information may be required in order to update or continue services. Currently there are no user fees for the use of the network. However, any additional costs which are incurred by using a network are the responsibility of the staff member, student or the student's parent. This includes the use of fee-for-services programs, purchases and searches or any other costs incurred from using the network. Any costs for services other than the provision of the basic network are not authorized and will not be paid by School District 25.

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6. **Network supervision.** Students using a School District 25 network for Internet access must be supervised by an authorized district staff person. Generic logins may be allowed for use of the wide area network for educational program delivery, however, use of individual user accounts is preferred whenever possible. Each student or staff member who signs on to the network for the purpose of accessing the Internet must have a personal account. Accounts are assigned to an individual for their use only and are not transferable from person to person. The account user is responsible for any damage caused to any hardware, software, data or security on any of the district's equipment, local area networks, or wide area networks. Any ID numbers and passwords are to be kept confidential by the user.
7. **Account application.** Any School District 25 staff member or student must obtain an account prior to using a district wide area network for Internet and/or email access. No account will be issued until an application has been completed and has been forwarded to the network system operator. Any account may be canceled at any time for cause.

When an account is established the student or staff member will be notified of log-in and user password.

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**SCHOOL DISTRICT #25's  
APPLICATION for  
USE of the ELECTRONIC WIDE AREA NETWORK****USE of the ELECTRONIC WIDE AREA NETWORK and/or INTERNET ACCESS**

All School District 25 students, faculty and administration will be granted use of the wide area network. Each user is expected to follow Acceptable Use, Privileges, Etiquette, Responsibility, User fees and costs, and Network supervision, etc. as outlined in District Policy #6205. The School District email service is provided for us, as a privilege, to use as a communication and educational tool. It is not intended for use by any individual or individuals for personal gain, advertisements, sales, political agendas or chat room activities. All such use is prohibited. District 25 reserves the right to discipline students or staff for actions taken off-campus if they adversely affect the safety and well-being of a student or staff member while in school.

Internet use is restricted to those with individual user accounts. An individual user account must be established for each user of School District 25's network system to access the Internet. Individual access to the Internet is to be through that account. School District 25 reserves the right to monitor any and all activity on any School District Network. Information stored on School District computers is subject to Federal and State laws regarding public information, i.e. any information is subject to public scrutiny. There is no assumption of privacy. If the user violates any provisions, outlined in School District #25's policy #6205, the account may be terminated, and appropriate disciplinary actions will be taken. Signatures, indicating your desire to participate and comply with these conditions, are required from students, parents, and staff prior to setting up an individual account. It is expected that all terms and conditions will be followed. Policy #6205 outlines conditions for Acceptable Use, Privileges, Etiquette, Responsibility, User fees and costs, and Network supervision, etc. Copies of District policy #6205 are available at the Education Center on Poleline Road and in each school office. Students who have not returned this completed form will not be allowed access through SD #25's network system to the Internet. Staff supervision is also required for Internet access.

When an account is established the student or staff member will be notified of log-in and user password.

**User Agreement (Staff or Student)**

I understand and agree to abide by the terms of School District 25 Policy, which outlines use of district provided access to a wide area network including Internet and E-mail. I further understand that any violation of this policy may not only be unethical but may also constitute a criminal offense. Should I commit any violation, access privileges may be revoked and/or disciplinary and/or appropriate legal action may be taken. General use of SD#25's wide area network is free to users. However, I agree to pay for any charges which are incurred by my account through the use of the District Network. (Charges may come from, but are not limited to, accessing billable locations on the Internet, purchases made over the Internet and damages to any system of a hardware, software or action causing "down-time" nature.

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Please Print Your ENTIRE NAME  
 One letter per box (Use the gray boxes too.)

School		User Last Name →															
Position or Grade		User First Name →															
Date		User Signature															

Parent or Guardian Agreement

I am the parent or guardian of the student mentioned herein and I understand that we must follow the terms and conditions of School District 25 Policy 6205. I understand that while network/internet/E-mail access has been designated for educational purposes and precautions have been taken by the district it is not possible to eliminate all controversial material. I will not hold the district responsible if such materials are acquired on the network. I further accept full responsibility for supervision of the above student when network use is not in a school setting, i.e. home use. District 25 reserves the right to discipline students or staff for actions taken off-campus if they adversely affect the safety and well-being of a student or staff member while in school. Information stored on School District computers is subject to Federal and State laws regarding public information, i.e. any information is subject to public scrutiny. There is no assumption of privacy. I agree to pay for any fee-for-service charges incurred or other costs which are incurred while using the network. (Charges may come from, but are not limited to, accessing billable locations on the Internet, purchases made over the Internet and damages to any system of a hardware, software or action causing "down-time" nature.) I give the district permission to release my name and my student's name and address to the provider if my student initiates a charge and/or a claim should arise from such use.

Please Print - One letter per box

Parent/Guardian's Last Name																	
Parent/Guardian's First Name																	
Date																	
Parent's Signature																	

This completed form is to be returned to your teacher. The teacher is to give this copy to the District's Sysop(System Operator). A copy of this form is to remain in the student's cumulative folder.