



## CORVALLIS SCHOOL DISTRICT 509J STUDENT NETWORK USE HANDBOOK

## Appendix A

### A. Educational Purpose

1. *The Network* has been established for a limited educational purpose. “Educational purpose” includes classroom activities and limited personal research.
2. The Corvallis School District (district) has the right to place restrictions on the material you access or post through the system. You are expected to follow the rules set forth in the district student conduct regulations and the law when using *the Network*.
3. You may not use *the Network* for commercial purposes. This means you may not offer, provide, or purchase products or services through *the Network*.
4. You may not use *the Network* for political lobbying. However, you may use the system to communicate with elected representatives and express your opinion on political issues.
5. Your use of the system will be governed by the student disciplinary code and the Electronic Communications System policy, IIBGA.

### B. Network Services

1. Intranet Services
  - a. Services provided on the district’s Intranet (internal to the district) network are available to all students in the district. Intranet services are a fundamental part of the educational process.
  - b. Applications—“Applications” means software and programs.
  - c. File Sharing—Files on various drives on the network may be shared between students and modified by those who have rights to the shared file(s). Students at different locations can work on group projects and evaluate work.
  - d. Personal Directory—Every student and staff member has a certain amount of disk space reserved on *the Network* to save files. Students can keep only class work, portfolio samples, or a personal education plan in their directory.
  - e. Electronic Mail—District student email is to be used for educational purposes only.
2. Internet Services
  - a. The Internet is a global cooperative network available on all district networked computers for educational purposes and limited personal research.
  - b. As required by the federal government under the Children’s Internet Protection Act (CIPA), all access to the Internet is filtered.

### C. Student Internet Access

1. Internet and e-mail accounts are authorized and issued after students and parents review and sign the Student Internet Account Agreement Form.
2. Your parent can withdraw approval at any time by filing out the Student Network Account Denial Form and placing it on file at your school.

### D. Unacceptable Uses

1. Personal Safety

- a. You will not post personal contact information on the Internet about yourself or another person.
  - b. You will not agree to meet with someone you have met through the Internet without your parent's approval.
  - c. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.
2. Illegal Activities
- a. You will not attempt to gain unauthorized access to *the Network* or to any other computer system through *the Network* or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
  - b. You will not try to disrupt the computer system or destroy data by spreading computer viruses or any other means. These actions are illegal.
  - c. You will not use *the Network* to engage in any illegal act, such as arranging drug sales, purchasing of alcohol, engaging in criminal gang activity, or threatening a person's safety.
3. System Security
- a. You are responsible for your individual account and should take reasonable precautions to prevent others from using it. You should not give your password to anyone.
  - b. You will immediately notify a teacher or the system administrator if you have found a possible security problem. However, do not go looking for a security problem, because it may be construed as an illegal attempt to gain access.
  - c. You will avoid inadvertently spreading computer viruses by following standard virus protection procedures when you download software.
4. Inappropriate Language
- a. Restrictions against inappropriate language apply to material posted on Web pages and to all electronic messages.
  - b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
  - c. You will not post information on *the Network* that could cause damage or a danger of disruption.
  - d. You will not engage in personal, prejudicial, or discriminatory attacks.
  - e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending him/her messages, you must stop.
  - f. You will not knowingly or recklessly post false or defamatory information about a person or organization.
5. Respect for Privacy
- a. You will not forward, reply, or post an electronic message sent to you privately without permission of the person who sent it.
  - b. You will not post private information about another person to any electronic format or device.
6. Respecting Resource Limits
- a. You will use the system only for educational purposes.
  - b. You will not download files unless approved by district staff.
  - c. You will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.

7. Plagiarism and Copyright Infringement
  - a. You will not plagiarize works on *the Network*. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
  - b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a teacher.
  
8. Inappropriate Access to Material.
  - a. You will not use *the Network* to access material that is profane or obscene (pornography), advocates illegal or dangerous acts, or advocates violence or discrimination towards others (hate literature). You will also not access material that the Internet filter blocks as required by the Children's Internet Protection Act (CIPA), unless approved by a district staff member.
  - b. If you mistakenly access inappropriate information, you should immediately tell your teacher or another district employee. This will protect you against a claim that you have violated this policy.
  - c. Your parents should instruct you if there is material they think inappropriate for you to access. The district expects you will follow your parent's instructions.
  
9. Personal Electronic Devices:
  - a. Personal electronic devices shall not be used in a manner that disrupts the educational process, school programs or activities, or in a manner that violates law, Board policies, administrative regulations, or school rules, unless authorized in advance by the building principal or designee for health or safety reasons, or in the event of an emergency situation that involves imminent physical danger.
  - b. Personal electronic devices are not permitted to be turned on or visible on campus during the regular school day by students attending elementary and middle schools.
  - c. Personal electronic devices may be used during the student's break time at high school. They may not be used at any time in the proximity of any class, school activity, or event that may be in session or in progress during the regular school day.
  - d. The district shall not be responsible for loss, theft, or damage to personal electronic devices brought to district property or school-sponsored events.
  - e. The use of personal electronic devices in any way to send or receive messages, data,
  - f. or information in any form (text, image, audio, or video) that would pose a threat to academic integrity, contribute to, or constitute academic dishonesty is strictly prohibited.
  - g. The use of personal electronic devices in any manner (text, image, audio, or video) that would violate the confidentiality or privacy rights of another individual is strictly prohibited.
  - h. Personal electronic devices used in violation of law, Board policy, administrative regulation, or approved school rules will be confiscated, turned in to the school office, and returned to the student or parent following parent notification, conference, detention, suspension, expulsion, and/or referral to law enforcement officials as appropriate.

## **E. Your Rights**

1. Free Speech
  - a. Your right to free speech, as set forth in the district student conduct regulations, applies to your communication on *the Network*. *The Network* is considered a limited

forum, similar to the school newspaper. Therefore, the district may restrict your speech for educational reasons. The district will not restrict your speech because of the opinions you are expressing.

2. Search and Seizure

- a. You should expect only limited privacy in your personal files on *the Network* and records of your on-line activity.
- b. Routine maintenance and monitoring of *the Network* may lead to discovery that you may have violated this policy, district student conduct regulations, or the law.
- c. A search will be conducted if there is reasonable suspicion that you have violated this policy, district student conduct regulations, or the law. The investigation will be reasonable and related to the suspected violation.
- d. Your parents have the right to request to see the contents of your files.

3. Due Process

- a. The district will cooperate with local, state, or federal officials in any investigation of illegal activities conducted through *the Network*.
- b. If there is a claim that you have violated this policy or the district student conduct regulations when using *the Network*, you will be given notice and opportunity to be heard as set forth in the district student conduct regulations.
- c. If the violation also involves a violation of other provisions of the district student conduct regulations, it will be handled as described in the district student conduct regulations. Additional restrictions may be placed on your use of your Internet account.

**F. Limitation of Liability**

- 1. The district makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect. The district will not be responsible for any damage you may suffer, including, but not limited to, data loss or service interruption. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district will not be responsible for financial obligations arising from unauthorized use of the system. Your parents can be held financially responsible for any harm to the system as a result of intentional misuse. This applies to both district and personal equipment.