

School District of Black River Falls

School Board Policy 364.1-Exhibit (3)

Information Technology and Communication Resources Acceptable Use Policy and Agreement (Guest User)

Use of the Internet and other information technology and communication resources provides great educational benefits. However, some material accessible via the Internet and other computer networks may contain items that are illegal, defamatory or potentially offensive to some people. Access to the Internet and other information technology and communication resources is given as a privilege to guest users who agree to act in a considerate and responsible manner.

The District provides guest users with access to information technology and communication resources to accomplish the District's mission of teaching, learning and public service operations. Uses are to be related to academic programs or operations of the District. All software, e-mail, voicemail, files and other information or documents used, generated, transmitted or received over District data, voice or video networks, or stored on District equipment, are the property of the school district. The District retains the right to review, audit, intercept, access and disclose all messages or information created, received or sent over District data, voice or video networks, or stored on District equipment. The network software and hardware possessed by the district have the capability to monitor Internet activity by users. The district may conduct random audits of all Internet and computer network activity with the intent of insuring that such activity conforms to district guidelines.

Under no circumstances shall a guest user visit or make repeated attempts to visit any Internet site that is educationally inappropriate. These sites include, but are not limited to pornographic sites, sites with nudity, and sites that deal with illegal activity.

1. Guest users are responsible for appropriate behavior on the Internet and other District information technology and communication resources. . General school rules for behavior and communications apply.
2. Use of personally-owned technology can jeopardize the District's ability to verify copyright compliance and could compromise the District network systems. Care should be taken using flash drives, external drives, CDs or, personally-owned technology devices on the Guest network. .
3. Communication over District networks is not considered private. Network or security maintenance may require monitoring of directories, messages, or Internet activity. Technology staff or administration may examine communications in order to ascertain compliance with network policies for acceptable use. The District reserves the right to access stored records, files, or e-mails in cases where there is

reasonable cause to suspect wrongdoing or misuse of the system and /or merely for the purpose of ensuring compliance with acceptable use rules. These requests will be carried out under the direction of the District Administrator or his/her designee. The District has software and systems that monitor and record computer usage. Therefore, the District reserves the right from time to time to review computing activity and analyze usage patterns to ensure that the District's computing resources are devoted to maintaining the highest standards of educational benefit.

4. The following are not permitted:
- Using or attempting to use another person's account to access a computer and/or the Internet even with his or her permission
 - Using another person's password or sharing individual passwords for any network resources
 - Accessing or attempting to access another person's files
 - Downloading and/or installing ANY unauthorized application, utility or software OR media files such as music, movies or games
 - Entering chat rooms, using ANY instant messaging application or utility, or participation in online gaming
 - Accessing or sending inappropriate material and messages such as obscene or abusive language, harassing or threatening messages, visual depictions that are obscene, pornography or material harmful to minors
 - Vandalizing or damaging computers, computer systems, computer networks, or other technology equipment
 - Violating copyright laws or plagiarizing the intellectual property of another individual or organization without permission
 - Using the network for personal financial gain, illegal, commercial or political purposes
 - Wasting limited network resources, including bandwidth and storage space
 - Using the Internet to obtain information on how to violate the law (e.g., manufacture drugs, manufacture weapons or explosives, commit fraud or acts of sabotage)
 - Attempting to bypass the District's Internet filtering system through the use of programs downloaded from the Internet, brought in on portable storage devices or through other websites or web services such as proxies
 - Other behaviors in violation of District policy or regulations, State statutes, or Federal laws

Misuse of computers, network resources or Internet access, as well as other rules, may result in loss of access as well as other appropriate legal action.

**Information Technology and Communication Resources
Acceptable Use Policy and Agreement**

I have read the above rules for computer use and online behavior. I understand and agree to comply with the Acceptable Use Policy and Agreement for Guest Users. Should I violate the rules, I understand that I lose Internet and other computer network privileges in the district.

I am requesting guest user status for the purpose of: _____

_____.

Beginning use date: _____ Projected end use date: _____

_____ (Guest user printed name)

Guest User Signature

Date

District staff member conducting activity: _____

APPROVED: July 21, 2008
June 19, 2017

REVISED: May 1, 2017