OSDNet Acceptable Use Guidelines

Successful operation of the network requires that all users conduct themselves in a responsible, lawful, ethical and polite manner while using the network. The user is ultimately responsible for his/her actions while accessing network services. These guidelines do not attempt to articulate all required or proscribed behavior by its users.

Guidelines

Network Use

1. Use of the system will primarily be in support of education and research and consistent with the mission of the district.

2. Any personal use of OSDNet resources shall be at no cost to the District, shall not interfere with the performance of official duties, must be brief in duration, and must not disrupt the conduct of District business.

3. Use of the system must be in conformity to state and federal law, network provider policies and licenses, and District policies.

4. Malicious use of the system to harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited.

5. Users are responsible for the appropriateness and content of material they transmit or publish on the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

6. Use of the system to access, store or distribute inappropriate, obscene or pornographic material is prohibited.

7. Use of the system for commercial purposes is prohibited. Use of the system for charitable purposes must be approved in advance by the Superintendent or designee.

8. The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.

9. No use of the system shall serve to disrupt the operation of the system by others or compromise the security or integrity of District information or software; system components including hardware or software shall not be destroyed, modified or abused in any way.
Security

10. System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users must not share their account access or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.

11. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.

12. Communications may not be encrypted so as to avoid security review.

13. Users should change passwords regularly and avoid easily guessed passwords.

Personal Security

14. Personal information such as addresses and telephone numbers should remain confidential when communicating on the system. Students should never reveal such information without permission from their teacher or other adult. No user may disclose, use or disseminate personal identification information regarding minors without authorization.

15. Students should never make appointments to meet people in person that they have contacted on the system without District and parent permission.

16. Students should notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable on the web or when using electronic mail, chat rooms, and other forms of direct electronic communications (i.e., instant message services).

Copyright and Plagiarism

17. The unauthorized installation, use, storage or distribution of copyrighted software or materials on District computers is prohibited. Users will respect the rights of copyright owners.

18. Plagiarism is prohibited. (Plagiarism is taking the ideas or writing of others and presenting them as if they were your own.)
Filtering and Monitoring

19. Filtering services are now in use on all computers with access to the Internet for all users. These services will block or filter access to visual depictions that are obscene, child pornography, or harmful to minors.

20. Educational staff will, to the best of their ability, monitor minors’ use of the Internet in school, and will take reasonable measures to prevent access by minors to inappropriate material on the Internet and World Wide Web, and restrict their access to materials harmful to minors.

General Use

21. Use of educational, computer-based games must be approved by a supervising teacher and must be in support of the District Curriculum Frameworks. All other computer-based games are prohibited.

22. Diligent effort must be made to conserve system resources. For example, users should frequently delete e-mail and unused files.

23. No person shall have access to the system without having received appropriate training. A signed Olympia School District Network User Agreement and Access Release Form must be on file with the District. Students under the age of 18 must have the approval of a parent or guardian.

24. Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with District policy and procedures.

From time to time, the District will make a determination on whether specific uses of the system are consistent with the regulations stated above. Under prescribed circumstances, non-student or staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and goals of the District. For security and administrative purposes, the District reserves the rights for authorized personnel to review system use and file content. The District reserves the right to remove a user account on the system to prevent further unauthorized activity.

Violation of any of the conditions of use may be cause for disciplinary action.
**District Rights**

**Olympia School District reserves the right to:**

1. Monitor all activity of OSDNet.
2. Determine whether specific uses of the network are consistent with these acceptable use guidelines.
3. Log network use and monitor storage disk space utilization by users.
4. Deem what is appropriate use.
5. Remove a user’s access to the network at any time it is determined that the user is engaged in unauthorized activity or violating this acceptable use policy.
6. Cooperate fully with any investigation concerning or relating to any OSDNet activity.
7. Prioritize use and access to the system.

**District Responsibilities/Limitations**

1. The District will take prudent steps to develop, implement and maintain security procedures to insure the integrity of individual and District files. The District will not guarantee that information on any computer system will be inaccessible by other users.
2. The District will attempt to provide error free and dependable access to technology resources associated with OSDNet. The District will not be held liable for any information that may be lost, damaged or unavailable due to technical or other difficulties.
3. The District will not deny or remove a user’s right to use OSDNet resources without just cause.

**User’s Right to Appeal**

A user of OSDNet services who has violated his/her OSDNet User Agreement and has been subjected to disciplinary action may appeal his/her case to: (1) the building’s administrator, (2) the District Technology Coordinator and/or (3) the District Board of Directors.
Use of OSDNet services by students and staff of the Olympia School District shall be in support of education and research that is consistent with the District’s policies and Strategic Plan. OSDNet use is limited to those persons who have been issued District approved accounts. OSDNet use will be in accordance with the District's Acceptable Use Guidelines and this OSDNet Code of Conduct.

1. Be ethical, lawful and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, demonstrate other antisocial behaviors or use the network to violate any laws of the United States or the State of Washington.

2. Respect the privacy of other users. Do not use other users’ passwords.

3. Treat information created by others as the private property of the creator and respect all copyrights.

4. Protect your OSDNet account information from others.

5. Maintain the integrity of files and data. Do not modify or copy files/data of other users without their consent.

6. Use the network in a way that does not disrupt its use by others.

7. Do not destroy, modify or abuse the hardware or software in any way.

8. Do not use the Internet to access or process obscene, pornographic or otherwise inappropriate material including explosives or illegal drugs.

9. Do not use OSDNet for commercial purposes.

10. Use of educational, computer-based games must be approved by a supervising teacher and must be in support of the OSD Curriculum Frameworks. All other computer-based games are prohibited.
Olympia School District Network
User Agreement and Access Release Form

Olympia School District Network (OSDNet) services include local area network services like printing and file sharing. It includes the services provided by the district’s service providers to access public networks such as the Internet. As a condition of my right to use OSDNet services I understand and agree with the following:

1. I will abide by OSDNet Acceptable Use Guidelines and the OSDNet Code of Conduct.

2. Network administrators have the right to review any materials stored in OSDNet files and to edit or remove any material they, in their sole discretion, believe may be unlawful, obscene, abusive, or otherwise objectionable, and I hereby waive any right of privacy which I may otherwise have to such material.

3. The Olympia School District and its service providers will be not be liable for any direct or indirect, incidental, or consequential damages due to information gained and/or obtained via use of the OSDNet, including, without limitation, access to public networks.

4. The Olympia School District and its service providers do not warrant that the functions of OSDNet or any of the networks accessible through OSDNet will meet any specific requirement I may have, or that OSDNet will be error free or uninterrupted.

5. The Olympia School District and its service providers shall not be liable for any direct or indirect, incident, or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use OSDNet.

6. The use of the OSDNet, including accessing public networks, is a privilege that may be revoked by network administrators at any time for violation of the OSDNet Acceptable Use Guidelines and/or OSDNet Code of Conduct. Network administrators will be the sole arbiter(s) of what constitutes a violation of the OSDNet Acceptable Use Guidelines and/or OSDNet Code of Conduct.

7. The Olympia School District reserves the right to modify and review the Acceptable Use Guidelines and/or OSDNet Code of Conduct.

8. In consideration for the privilege of using OSDNet and in consideration for having access to the public networks, I hereby release Olympia School District, its operators, and any institutions with which they are affiliated from any and all claims and damages arising from my use, or inability to use, the OSDNet.
User Agreement and Access Release Form (continued)

First Name ___________________ Last Name ___________________ Middle Initial

School/Site _________________ Preferred Password ____________________

(6 character min., 8 character max.)

(E-mail addresses for students will be configured with last name, first initial. Example: smithjb@osd.wednet.edu. For staff: first initial, last name. Example: jsmith@osd.wednet.edu.)

I hereby certify that I will abide by the conditions set forth in this document, the OSDNet Acceptable Use Guidelines and OSDNet Code of Conduct.

Signature of User                        Date

FOR STUDENTS

Student’s High School Graduation Year

Signature of Parent/Guardian        Date

February 28, 1996

Olympia School District