

MURRAY CITY SCHOOL DISTRICT

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Statement of.....

## Policy and Responsibility

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SUBJECT: INTERNET ACCEPTABLE USE POLICY

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The Murray School District utilizes a Local Area Network (LAN) and the Internet for use by faculty and students in conjunction with Utah Education Network (UEN). The District shall encourage students to use such tools by establishing individual internet accounts, which may be used at the discretion of the schools. Such use shall be limited to times and circumstances that will not interfere with the scheduled education programs of schools and consistent with acceptable use policies of the district.

Any person who is granted an Internet account shall be referred to herein as an “account holder”. Unless transmitted to others by the account holder or with the account holder’s permission, the information created by the Internet account holder shall be deemed confidential information of the account holder. However, the School District reserves the right to monitor the information contained in any user account.

Murray School District refers to the Building Administrators, Murray School District Network Operations Center, the Superintendent, and the School Board.

Internet accounts are for educational purposes. Any use of an Internet account inconsistent with such educational purposes shall be grounds for terminating the account and/or confiscating the information saved in the account.

### CONDITIONS AND RULES FOR USE

#### I. Privilege

- a) The use of Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. Murray School District, under this agreement, is delegated the authority to determine appropriate use and may deny, revoke, suspend or close any user account at any time based upon its determination of inappropriate use by account holders or users.
- b) Students in grades 4-12 may obtain a school email account. Outside e-mail accounts such as Hotmail are not permitted while on school computers. Note that electronic mail (e-mail) is not guaranteed to be private.
- c) Each user shall sign an AUP every school year before an account is activated (new AUP each year).

## II. Acceptable Use

- a) The purpose of Internet use is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of your account must be in support of and consistent with the educational objectives of the District. Access to the Internet is made possible only through an appropriate provider as designated by Murray School District. Murray School District and all users of the Internet must comply with existing rules and Acceptable Use Policies, which are incorporated into this document, and are available from the District.
- b) Transmission or reception of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
- c) Use for commercial activities, product advertisement or political lobbying is prohibited.
- d) Internet access will be filtered and logged as per Utah state law.

## III. Monitoring

Murray School District reserves the right to review any material on user-accounts and to monitor fileserver space in order for the District to make determinations on whether specific uses of the network are appropriate. **DOWNLOADING 'EXE', 'COM', 'ZIP', AND 'MP3 OR OTHER COPYRIGHTED SOUND OR VIDEO FILES FOR USE ON SCHOOL COMPUTERS IS STRICTLY PROHIBITED. THIS INCLUDES STORING THEM ON SCHOOL SERVERS OR COMPUTERS.** These files will be deleted without notification of the user. In reviewing and monitoring user-accounts and fileserver space, MSD Technology Office shall respect the privacy of user-accounts; however action will be taken if necessary.

## IV. Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a) Be polite. Do not get abusive in your messages to others.
- b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not engage in activities that are prohibited under state or federal law. Messages and activities relating to or in support of illegal activities shall be reported to the authorities and could result in the loss of user privileges.
- c) Do not reveal your personal address or phone numbers, or those of students or colleagues.
- d) Do not use the network in such a way that you would disrupt the use of the network by other users.
- e) All communications and information accessible via the network should NOT be assumed to be private property.

## **V. No Warranties**

Murray School District and UEN make no warranties of any kind, whether expressed or implied, for the services they provide. Murray School District and UEN will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, mistaken deliveries, or service interruptions caused by the District or UEN 's negligence or by the user's own risk. Murray School District and UEN specifically deny any responsibility for the accuracy or quality of information obtained through this service. All users need to consider the source of any information they obtain, and evaluate how valid that information may be.

## **VI. Security**

- a) Security on any computer system is a high priority, especially when the system involves many users. Users must never allow others to use their password. Users should also protect their password to ensure system security and their own privilege and ability to continue to use the system. All account activity is logged.
- b) If you feel you can identify a security problem on the Internet, you must notify a system administrator.
- c) Do not demonstrate the problem to other users.
- d) Do not use another individual's account.
- e) Attempts to log on to the Internet as a system administrator may result in cancellation of user privileges.
- f) Any user identified as a security risk for having a history of problems with other computer systems may be denied access to the Internet by Murray School District or UEN.
- g) Students will comply with all District security and technology policies.

## **VII. Vandalism and Harassment**

- a) Vandalism and harassment will not be tolerated.
- b) Vandalism is defined as any malicious attempt to harm, modify, or destroy data, hardware, software or networks. This includes, but is not limited to, the uploading or creating of computer viruses or malware (malicious software).
- c) Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted e-mail.

## **VIII. Procedures for Use**

- a) Students will follow written and oral classroom instructions.

- b) Students may not install software.
- c) All media (CDs, USB drives, etc) must be scanned for viruses before use in district computers.
- d) Use of games and activities played on the Internet and LAN shall be educationally related. These activities will be approved and monitored by a staff member, or listed on the building site. In addition, users shall not waste nor take supplies, such as paper, printer ribbons, and diskettes that are provided by the District. All users agree to talk softly and work in ways that will not disturb other users.

## **IX. Encounter of Controversial Material**

Users may encounter material which is controversial and which the user, parents, teachers or administrator may consider inappropriate or offensive. However, on a global network it is impossible to effectively control the content of data, and users may discover controversial material. Users must notify the instructor, or MSD Technology Office, or an Administrator of any inappropriate material. It is the user's responsibility not to initiate access to such material. Any decision by Murray School District to restrict access to Internet material shall not be deemed to impose any duty on the District to regulate the content of material on the Internet.

## **X. PENALTIES FOR IMPROPER USE**

1. Any user violating these rules, applicable state and federal laws, and posted classroom rules, particularly accessing pornographic materials, is subject to loss of network privileges and any other district/building disciplinary actions.
  - a) First offense - 10 school days suspension of network privileges.
  - b) Second offense - one term (trimester) suspension from network privileges.
  - c) Third offense - student will lose network privileges for up to one full school year. Student offenses will be cumulative for each school.
2. In addition, pursuant to State of Utah law, any unauthorized access, attempted access, or use of any state computing and/or network system is a violation of the Utah Penal Code and/or other applicable federal laws, and is subject to criminal prosecution.