

Network Access Guideline/Agreement

The Tillamook School District Electronic Information Network System has been created for the purpose of supporting educational activities for students and staff. It is not intended as a means of creating a first amendment forum for free expression of speech. The district dedicates the property comprising the Tillamook School District Electronic Information Network System and grants access to it by users only for the educational activities authorized under this agreement and guideline and the specific limitations contained therein. The Tillamook School District Electronic Information Network System encompasses all electronic information access mediums, including and not limited to Bulletin Board System (BBS's), Internet access through the Tillamook School District "Internet Service Provider" (ISP) or other private/commercial ISP's, modem usage for dial-in, dial-out, download or upload purposes.

Access to the Tillamook School District Electronic Information Network System from school sites is limited to officially enrolled students and employees of Tillamook School District, as approved by the Technology Committee and the Network Manager. It is understood that offering access to anyone else constitutes a gift of public monies and puts the district in conflict with commercial providers, direct violations of state law. Dial- in access (using modems from non-district sites) to the Tillamook School District Electronic Information Network System will initially be limited to staff as directly related to their jobs.

During this age of information, it is fundamental that students and employees develop electronic information research skills. The board expects that staff will blend thoughtful use of such information throughout the curriculum and that the staff will provide guidance and instruction to students in the appropriate use of such resources. Staff will use the guidelines cited by the Curriculum and Technology Committee for the selection of instructional materials to guide use of electronic and telecommunication resources with students.

Students are responsible for good behavior when using electronic resources and networks just as they are in a classroom or school hallway. Communications on networks are often public in nature. School rules for behavior and communications also apply to these networks. The Tillamook School District Electronic Information Network is provided for students and staff to conduct research and communicate with others. Access to Tillamook School District Electronic Information Network services will be provided to students and staff who agree to act in an appropriate and responsible manner.

Independent student use of the Tillamook School District Electronic Information Network System will be permitted upon submission of permission and agreement forms submitted by students, with parental consent forms.

Access to telecommunications will enable students and staff to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The board believes that the benefits to students and staff from access to electronic information resources and opportunities for network collaboration exceed the potential disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying standards for their children to follow when using media and information resources. To that end, Tillamook School District support and respect each family's right to decide whether or not to apply for student access.

In addition, use of the Tillamook School District Electronic Information Network System by students and staff is subject to the Tillamook School District Internet Acceptable Use Guideline as outlined in the procedures section of this-guideline.

General

1. Use of the Tillamook School District Electronic Information Network System must be in support of education and research and be consistent with the mission of the district. The district reserves the right to prioritize the use and access to the network system.
2. The Tillamook School District Electronic Information Network System must conform to state and federal laws, network provider policies and licenses, and district policies. Use of the Tillamook School District Electronic Information Network System for commercial solicitation or personal financial gain is prohibited. Use of the Tillamook School District Electronic Information Network System for charitable purposes must be approved in advance by the District Office.
3. The Tillamook School District Electronic Information Network System constitutes public facilities and must conform to all rules of the Public Disclosure Commission regarding political candidates, political issues, or ballot measures. Use of the Tillamook School District Electronic Information Network System for personal political agendas is prohibited.
4. No use of the Tillamook School District Electronic Information Network System shall disrupt the operation of the system; no part of the system components, including hardware or software, shall be destroyed, modified or abused in any way.
5. Malicious use of the Tillamook School District Electronic Information Network System to develop programs that harass other users, such as viruses, gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited.
6. Malicious use that disrupts the use of the Tillamook School District Electronic Information Network System, or the productivity of any of its employees or students will result in disciplinary action.
7. Any attack on the Tillamook School District Electronic Information Network System or any of its employees or students that originates from outside or within the Tillamook School District Electronic Information Network System will result in disciplinary action.
8. Users are responsible for the appropriateness and content of the material they transmit or publish on the Tillamook School District Electronic Information Network System. Hate mail, chain mail, mail bombs, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.
9. Use of the Tillamook School District Electronic Information Network System to access, store, or distribute obscene, vulgar, lewd, plainly offensive or pornographic material is prohibited.
10. It is important to understand that the Internet contains resources and information that may be considered offensive, obscene, inappropriate, and/or pornographic to some users. Tillamook School District staff will be diligent about working with students to assure that the information and resources they use conform to district policies and goals. However, students may at times access network services without the direct supervision of teachers as in a school library. Students will be held personally responsible for any objectionable, obscene or pornographic information which they might access and are expected to exercise the same judgment and responsibilities as expressed by district goals and procedures.
11. The use of chat programs and subscriptions to mailing lists, chat groups and commercial on-line services and other information services must be justified to the Curriculum and Technology Committee and pre-approved by the Superintendent or designee.
12. Diligent effort must be made to conserve system resources. For example, use of the network during peak afternoon hours should be limited to necessary tasks and dial-in access, *if available*, must be limited to the hours between 4:00p.m. and 7:00a.m. Users should frequently delete their personal e-mail and their unused files.
13. No person shall have access to the Tillamook School District Electronic Information Network System without having received training and a signed Network Access Permission form. Students must have the approval of a parent or guardian.

Supervision/Security

1. Tillamook School District Electronic Information Network System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number 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.
2. Users shall not seek information, obtain copies, or modify files, data, or passwords belonging to other users; Misrepresent other users on the system; or attempt to gain unauthorized access to the system.
3. Nothing in these regulations is intended to preclude the supervision of the system while under the direction of the teacher or other approved user acting in conformity with district agreement and procedures.
4. For security and administrative purposes, the district reserves the right for authorized personnel to review system use and file content and edit or remove any material which they believe is unlawful, obscene, abusive, or otherwise objectionable. In such events, the district's Network Manager reserves the right to disconnect the user account or hardware to prevent further unauthorized activity.
5. Communications may not be encrypted so as to avoid security review.
6. Users should change passwords regularly and avoid easily guessed passwords.

Personal Security

1. 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 school official.
2. Students should never make appointments to meet people in person that they have contacted on the system without district and parent permission.
3. Students should notify their teacher or other school official whenever they come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable.

Copyright

The unauthorized installation, use, storage, or distribution of copyrighted software or materials on district computers is prohibited.

Sanctions

1. Violations of any of district policies and/or procedures may result in immediate loss of access to the Tillamook School District Electronic Information Network System.
2. Additional disciplinary action may be determined at the building level in accordance with existing practice regarding inappropriate use, language and/or behavior.
3. When applicable, law enforcement agencies may be involved.

Hold Harmless

1. The district will not be liable for any direct or indirect, incidental, or consequential damages, costs, expenses or fees which may be suffered or incurred due to information gained and/or obtained as a result of the use of the Tillamook School District Telecommunications Network.
2. The district does not guarantee that the network will be error free or that services will be uninterrupted. The district will not be liable for any direct or indirect, incidental or consequential damages, costs, expenses or fees which may be suffered or incurred due to loss of data or inability to use the Tillamook School District Information Network System.

Tillamook School District #9
Telecommunications Network
Signature Page

The signature area below is to be completed and signed by all users of the Tillamook School District Telecommunications Network.

I have read the terms of the Tillamook School District Telecommunications Network Guideline/Agreement. I have understood these terms. I understand that this is a legally binding contract and that my privileges as a user on the Tillamook School District Telecommunications Network can be revoked by the Network Manager at any time if I fail to abide by the provisions of the agreement.

Print Name: _____

School _____

Home Address: _____

City: _____ State: _____ Zip: _____

Signature: _____ Date: _____

The signature area below is to be completed and signed by the parent or guardian of the student requesting access to the Tillamook School District Telecommunications Network.

As the parent or guardian of the student named above, I take responsibility for the conduct of this student on the Tillamook School District Telecommunications Network and will see to it that she or he understands and abides by the provisions in the Tillamook School District Telecommunications Network Guideline/Agreement. I have understood these terms. I understand that this is a legally binding contract and that the privileges as a user on the Tillamook School District Telecommunications Network can be revoked by the Network Manager at any time if I fail to abide by the provisions of the agreement.

Print Name: _____

Parent: _____ Guardian: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Signature: _____ Date: _____

Graduation Year: _____ Student ID# _____