

ELECTRONIC RESOURCES PROCEDURES/SAFETY REQUIREMENTS

Information System (Network)

- 1) All use of the system must be supportive of education and research and be consistent with the mission of the NWESD 189 and its member districts. The NWESD 189 reserves the right to prioritize use and access to the system.
- 2) Any use of the system must conform to state and federal law, network provider policies and licenses, and NWESD 189 policy. Use of the system for personal gain, commercial solicitation and compensation of any kind is prohibited unless the NWESD 189 has specifically entered a written agreement with the student(s) for identified service(s). Use of the system for charitable purposes must be approved in advance by the Superintendent, or designee.
- 3) The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
- 4) No use of the system shall serve to disrupt the operation of the system by others; system components, including hardware or software, shall not be destroyed, modified, or abused in any way.
- 5) Malicious use of the system to develop programs that harass other users or that gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited, including but not limited to:
 - A) hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software, and monitoring tools;
 - B) unauthorized access to other NWESD 189 computers, networks and information systems; or,
 - C) downloading and installation/use of games, or other software applications (including shareware and freeware) without permission or approval from the Technology Services Director or designee.
- 6) Streaming media from the Internet can sometimes be an impact on network performance. Care should be taken by users to ensure their use is limited to support of NWESD 189 functions.
 - A) Users are responsible for the appropriateness and content of material that they transmit or publish on the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited, including but not

limited to: Cyber bullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks.

- B) Use of the system to access, store, or distribute obscene, pornographic or sexually explicit material is prohibited.
 - C) Use of interactive video systems shall be in accordance with procedures published on the video support web pages located on the intranet pages (<http://intranet.nwesd.org>).
- 7) Attaching unauthorized devices to the NWESD 189 network is prohibited. Any such device may be confiscated and result in disciplinary action.

Network Security and Privacy

- 1) System accounts are to be used only by the authorized owner or in the case of an account created specifically for sharing with two (2) or more users, only those users are authorized to use the account. Users may not share their account name(s) or password(s) with other(s) or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activities under their account(s).
- 2) 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.
- 3) If email communications or other documents are to be encrypted, encryption key pairs and/or passwords are to be submitted to the Technology Services Director for safe keeping in order to allow for security review.

Student 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(s) or other authorized adult(s). No user may disclose, use, or disseminate personal identification information regarding minors without authorization.
- 2) Students should never make appointments to meet people in person whom they have contacted on the system without member district, NWESD 189, and parent/guardian permission.
- 3) Students should notify their teacher(s) or other authorized adult(s) whenever they come across information or messages they deem dangerous or inappropriate on the web or

when using electronic mail, chat rooms, and other forms of direct electronic communications (including but not limited to Instant Message services).

Filtering and Monitoring

Filtering systems are installed on the network to block access to that which has been deemed inappropriate for a school or office environment. Internet locations that are blocked by this system may include web sites or services that allow access to visual depictions that are obscene or objectionable so that NWESD 189 may be in compliance with the Children's Internet Protection Act (CIPA). Some NWESD 189 sites may have filtering such that only "white-listed" internet locations are allowed and all other access is blocked.

- 1) Filtering software is not one hundred percent (100%) effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his/her use of the network and Internet and avoid objectionable sites;
- 2) Any attempts to defeat or bypass the NWESD 189's Internet filter or conceal Internet activity are prohibited (e.g., proxies, https, special ports, modifications to NWESD 189 browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content);
- 3) E-mail inconsistent with the educational and research mission of the NWESD 189 will be considered SPAM and blocked from entering NWESD 189 e-mail boxes;
- 4) The NWESD 189 will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to NWESD 189 devices;
- 5) Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the NWESD 189; and
- 6) Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively.
- 7) The NWESD 189 will provide a procedure for students and staff members to anonymously request access to Internet websites blocked by the NWESD 189's filtering software. The procedure will indicate a timeframe for the Technology Services Director to respond to the request. The requirements of the *Children's Internet Protection Act* (CIPA) will be considered in evaluation of the request. The NWESD 189 will provide an appeal process through the Superintendent's office for requests that are denied.

Internet Safety Instruction

All students served in NWESD 189 programs who are provided internet access will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

- 1) Age appropriate materials will be made available for use across grade levels.
- 2) Training on online safety issues and materials implementation will be made available for administration, staff and families.

Copyright

- 1) The NWESD 189 is responsible for consequences of copyright infringement and reserves the right to discipline responsible system users for infringements. Users should assume that all Internet material is copyrighted and federal copyright law must be respected unless permission to copy is included on the web site. Users may not reprint or distribute without permission of the author.
- 2) The unauthorized installation, use, storage, or distribution of copyrighted software or materials on NWESD 189 computers is prohibited.
- 3) Material posted on the Internet through the NWESD 189's system during the poster's designated work hours is a work-for-hire that shall be copyrighted by NWESD 189. Petitions for copyright ownership by the individual poster shall be considered by the Superintendent only.

Ownership of Work

- 1) All work completed by staff/contractors while employed by the NWESD 189 shall be considered property of the NWESD 189. The NWESD 189 will own any and all rights to such work, including any and all derivative works, unless a written agreement prescribes otherwise.
- 2) All work completed by students as part of the regular instructional program is owned by the student as soon as it is created, unless such work is created while the student is acting as an employee/contractor of the NWESD 189, or unless such work has been developed under a written agreement with the NWESD 189 that prescribes otherwise. Staff members must obtain a student's permission prior to distributing his/her work to parties outside the program.

General Use

- 1) A signed *Individual Network User Agreement Form* must be on file with the NWESD 189 (see Form 2022-F1). A student under the age of eighteen (18) must have the

approval of a parent/guardian. All users are strongly encouraged to seek out training in the use of the system if they find that they are in any way uncomfortable with the technology.

- 2) 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 NWESD 189 policy and procedure.

Personal Technology Devices

- 1) In accordance with all NWESD 189 policies and procedures, students and staff may use personal electronic devices (e.g. laptops, mobile devices, and e-readers) to further the educational and research mission of the NWESD 189. Program staff will retain the final authority in deciding when and how students may use personal electronic devices on program grounds and during program sponsored activities.

Publishing on the Internet

- 1) Permission must be obtained in writing before the picture or name of a staff member or a student can be displayed on the Internet, including the NWESD 189 Web pages. Form 2022-F2 is provided for this purpose.
- 2) Only a student's first name and last initial may be used when his or her work is published on the Internet.
- 3) Staff members may only publish student work, names, or photographs in electronic form inside a NWESD 189 Web page.
- 4) All materials to be displayed on a Web page must be approved by a NWESD 189 authorized Web manager, or other designee, before being published on the Internet.

Social Networking Services

- 1) NWESD 189 views the use of Social Networking Services (SNS) as a personal activity. Examples of social networking sites include, though are not limited to, Facebook, MySpace, Twitter, and LinkedIn. More information on SNS can be found at http://en.wikipedia.org/wiki/List_of_social_networking_websites. Occasionally, NWESD 189 communications and administrative staff may use SNS in a fashion that is in support of the NWESD 189 mission or its districts, though SNS use by employees during work hours is discouraged and access by employees may be blocked by NWESD 189 filtering systems. The following guidelines should be noted when using SNS:
 - A) Personal blogs and SNS writings should have clear disclaimers noting that the views expressed by author do not represent the views of NWESD 189. Employees should refrain from blogging on work-related topics without always

introducing each instance with a clearly-stated disclaimer. Employees are reminded that personal postings on the Internet in any form are subject to scrutiny by your current and future employers.

- B) Only the Superintendent may, in writing, designate that a SNS and its author be granted permission to represent the views of the organization.

No Expectation of Privacy

- 1) The NWESD 189 provides the network system, e-mail, and Internet access as a tool for education and research in support of the NWESD 189's mission. The NWESD 189 reserves the right to monitor, inspect, copy, review and store without prior notice information about the content and usage of:
 - A) the network;
 - B) user files and disk space utilization;
 - C) user applications and bandwidth utilization;
 - D) user document files, folders and electronic communications;
 - E) e-mail;
 - F) Internet access; and,
 - G) any and all information transmitted or received in connection with network and e-mail.
- 2) No student or staff user should have any expectation of privacy when using the NWESD 189's network. The NWESD 189 reserves the right to disclose any electronic messages to law enforcement officials, or third parties, as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.

Disciplinary Action

- 1) All users of the technology systems are required to comply with NWESD 189's policy and procedures. Violation of this and other NWESD 189 policy and procedures could be cause for disciplinary actions which may include revocation of technology system use privileges, suspension, expulsion or termination.
- 2) From time to time, the NWESD 189 will make a determination whether specific uses of the system are consistent or not with the regulations stated above. Under prescribed circumstances non-student or non-staff use may be permitted, provided such individuals demonstrate their use furthers the purpose and goals of the NWESD 189. For security and administrative purposes, the NWESD 189 reserves the right to review system use and

to edit file content by authorized personnel, while respecting the rights of user accounts. The NWESD 189 reserves the right to remove a user account on the system to prevent further unauthorized activity.

- 3) Violation of any of the conditions of use may be cause for disciplinary action.

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