

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

ACCEPTABLE USE AGREEMENT

Introduction and Purpose

The Newport-Mesa Unified School District (District) community is encouraged to make innovative and creative use of information technologies in support of education and research. Use of the Newport-Mesa Network (NMnet) is a privilege and is intended only for purposes consistent with District educational business and curricular objectives.

The purpose of this agreement is to ensure appropriate, responsible, ethical, and legal use of technology within the District community. This agreement is designed to guide faculty, staff, students, and guests in the acceptable use of the District network and information technology (IT) systems.

This agreement is an extension of District Student Handbook Policies, Personnel Policies, Employee Handbooks, Rules and Regulations of the District Personnel Commission as well as District Policies and Administrative Regulations. Students and employees are responsible for appropriate use of the NMnet. Inappropriate use may result in the cancellation of user privileges, disciplinary and/or legal action. Activities that violate state, local or federal law may be subject to prosecution. All users are bound by future updates of this agreement.

Definitions

Technology is defined as “the body of tools, machines, materials, techniques, and processes used to produce goods and services and satisfy human needs.” (World Book Online Dictionary)

NMnet includes the computers, terminals, printers, networks, and related equipment, as well as data files or documents residing on disk, tape, or other media, which are owned, managed, or maintained by Technology Services and/or District staff. Privately owned devices, including, but not limited to, computers, PDAs, and Smart Phones are considered NMnet if attached directly or remotely to the N-MUSD network and/or are used to access the NMnet resources.

A *User* is any person, whether authorized or not, who makes any use of any NMnet resources from any location.

NMnet Use

Use of NMnet is restricted to authorized District faculty, staff, students, and guests. NMnet may be used only for their intended authorized purposes. All use of NMnet must be consistent with all contractual obligations of the District, including limitations defined in software and other licensing agreements.

- Users must not permit or assist any unauthorized person to access NMnet.
- Users must not defeat or attempt to defeat any District security.
- Users must not access or attempt to access data on NMnet that they are not authorized to access.
- Users must not make any deliberate, unauthorized changes on NMnet.
- Users must not intercept or attempt to intercept data communications not intended for that user’s access.
- Users must not conceal their identity when using NMnet and must show identification upon request by a District authority.
- Users must not deny or interfere with or attempt to deny or interfere with service to other NMnet users.

- Users must use their specific login ID and password and are responsible for the security of said accounts and passwords.
- Users must observe intellectual property rights and copyright laws.
- Without specific authorization, users of NMnet must not cause, permit, or attempt any destruction or modification of data or equipment.
- Users must allow access to, and are responsible for, the backup of their own data.
- Users must not conceal or attempt to conceal violations by another user. Users are expected to report violations of this agreement.

No Privacy

The District Network is not a private means of communication. All data stored, transmitted, processed, or otherwise accessed on the network may be monitored, filtered, or recorded without notice to the user. All NMnet technology is subject to these rules, even if it is privately owned. When using NMnet, users do not have an expectation of privacy in anything they create, store, delete, send, or receive on NMnet. The use of NMnet shall constitute express consent to being monitored. This consent shall authorize District representatives to monitor, without prior notification or consent, all technology resource use including, but not limited to, Internet use, emails, audios or visual material, computer transmissions, stored information and deleted information or files. Any use in support of illegal activities must be reported to the authorities.

Illegal Acts

State and federal laws make it illegal to intentionally access any computer system or network for the purpose of:

- Devising or executing any scheme or method to defraud or extort.
- Obtaining money, property, or services with false or fraudulent intent, representations, or promises.
- Damaging or intentionally disrupting the network by altering or deleting files, or introducing any programs or data designed to cause damage by spreading to other networks.
- Threatening, bullying, or sexually harassing another individual.
- Promoting a forum for any illegal activity.
- Making terrorist threats.
- Sharing and/or distributing pornography.
- Plagiarism.
- Copyright infringement.

Users committing any of these acts may be subject to prosecution.

User Rights

Access to all NMnet resources is to be shared equitably among users. The District attempts to provide, at all times, a secure environment conducive to learning and free of illegal or malicious acts. The District has taken precautions, which are limited, to restrict access to inappropriate, unethical and/or immoral materials. However, on a global network it is impossible to control all access. A user may accidentally or on purpose discover inappropriate information.

Acceptable Use

Generally. NMnet can be used in the support of teaching, research, public service, work related and administrative functions that support the missions of the District.

Incidental Use. Incidental use of computing resources at the District must not interfere with assigned job responsibilities and may result in only a nominal cost to the District. Incidental use should not be considered private and personal.

Prohibited Uses. The District declares unethical and unacceptable behavior as just cause for taking disciplinary action, revoking network privileges, and initiating legal action. The following are examples of unethical and unacceptable behavior. The following list of prohibited behaviors is not exhaustive and is offered for illustration only.

- Using NMnet for distributing copyrighted materials, illegal, inappropriate, threatening, or obscene purposes, or in support of such activities. Illegal activities shall be defined as a violation of local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the NMnet and/or purposes and goals. Obscene activities shall be defined as a violation of the generally accepted social standards for use of a publicly owned and operated communication vehicle.
- Using an account other than your own and any attempt to gain unauthorized access to accounts on the network.
- Attempting to obtain access to restricted sites, servers, files, databases, etc. and/or attempting to gain unauthorized access to other systems (e.g., “hacking”).
- Using personal computer equipment to access the NMnet without prior permission.
- Installing personal software or uninstalling District software without prior permission.
- Using Internet resources and communication tools (such as games, IM, chat, etc.) not related to core curriculum or other district purposes.
- Using the Internet for commercial purposes, financial gain, personal business, product advertisement, or use of religious or political lobbying.
- Attempting vandalism. Vandalism is defined as willful or malicious destruction and any intent to harm or destroy data of another user, another agency or network that is connected to the Internet. Vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses. It also includes attempts to gain access to a network that is connected to the Internet.
- Degrading or disrupting network equipment, software, or system performance.
- Wasting finite NMnet resources.
- Invading the privacy of individuals or disclosing confidential information about other individuals unless directly related to your work assignment.
- Posting personal communications without the original author’s consent.
- Posting anonymous messages.
- Accessing, downloading, storing, or printing files that are profane, obscene or that use language that offends or tends to degrade others.
- Harassing others and using abusive or obscene language on the NMnet. You may not use the NMnet to harass, annoy or otherwise offend other people.
- Using material which may be deemed in violation of district policy or the law.
- Downloading music, video or any other files not directly related to the curriculum.
- Communicating threats of violence.
- Using NMnet for plagiarism. Plagiarism is taking ideas or writing from another person and offering them as your word. Credit must always be given to the person who created the information or idea.
- Using NMnet for piracy (unauthorized use or reproduction of copyrighted or patented material).

Internet Access

Use of the internet must support academic and/or work-related purposes. This does not include playing games and/or downloading music and video for personal use or accessing other sites unrelated to school business. Viewing or downloading inappropriate material is strictly prohibited. This includes, but is not limited to, pornography or sexually explicit materials; drug and alcohol related material; and materials that are offensive for political or religious reasons.

Electronic Mail

Email accounts issued by the District remain the property of the District and may be monitored or filtered. Third party email (e.g., web-based email) may also be monitored if accessed through NMnet. Any data collected from NMnet may be shared with third parties and/or law enforcement.

In some instances, students may not be allowed to access electronic mail from school. Student use of email and Web 2.0 or similar resources while on NMnet must be related to core curriculum and support educational purposes. Users are strongly cautioned not to reveal personal information to, or agree to meet, unknown persons.

Appropriate language must be used in all email messages. Profanity, abuse, or threatening/offensive language or ideas will not be tolerated. NMnet email may not be used for political advocacy, product advertising or commercial activities. Knowing or reckless distribution of unwanted mail or other messages is prohibited.

Guidelines for the Development & Publishing of Web Pages

- All materials submitted to the district for Web posting or materials that are posted directly by a school/department to any home page must conform to the requirements and limitations contained in the N-MUSD Acceptable Use Agreement. Creators of web pages have an additional responsibility to ensure that our websites maintain high standards consistent with our district's mission.
- Posting of student information such as mailing addresses, phone numbers or email addresses on a website is strictly forbidden.
- Student images may be posted without parent permission provided the image is of unidentifiable individuals or of a group of students where the group is not identified. No student names may be used that would identify that individual in the accompanying image.
- If the parent/guardian has checked YES on the Student Emergency/Information Card entitled PERMISSION TO RELEASE PUPIL INFORMATION, item #2, then that student's image/voice recording and/or identification may be used.
- All District policies concerning "hate speech," defamation, obscenity, plagiarism, privacy, and copyright will govern material placed on all websites. Disciplinary policies and regulations will also govern such material.
- Documents may not contain objectionable/questionable material or "links" directly to objectionable/questionable material. Objectionable/questionable material is defined as material that does not meet the standards for instructional resources specified in District policies.
- All Web pages on district servers are property of the District. Web pages will be deleted when a teacher/organization moves unless prior arrangements have been made with the webmaster or District/School administration.

- Advertisements or links to business partners are not allowed on a website unless board approval has been obtained. If a school has a partnership it wants to recognize, the recognition will be in the form of a specific credit.
- Anyone who creates content for electronic publishing on district web servers assumes responsibility for this work. This includes students, teachers, administration, and staff.
- Students may be given the opportunity to create a web site as part of an educational activity. Material presented on a student created web page must meet the educational objectives of the activity. Student web pages created while using NMnet resources must clearly be indicated as student created. All student pages must be reviewed by their advising teacher or administrator before they can be published. The District reserves the right to remove any student web sites from NMnet at any time. Students are not allowed to have the login information for any web server or upload any files to the web server. Approved district staff members are the only ones who may upload student made pages.

Implied Consent

Any user of NMnet, through said use, implies agreement with this Acceptable Use Agreement.

Disclaimer

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages a user may suffer, including loss of data or cost incurred from a commercial service. The District will not be responsible for the accuracy or quality of the information obtained through any telecommunication or electronic resource.