

## **Use of Electronic Information Systems, Email and Network Procedures**

The Yakima School District provides the use of electronic information systems, email and network services for the purpose of furthering the educational mission of the district and facilitating the exchange of information. Acceptable use shall be consistent with the purposes and objectives of the Yakima School District. The district's electronic information system, email, network services (including internet access) and computers shall be collectively referred to as the Network System.

### **1. Network System Use**

- 1.1 All use of the Network System must be in support of education and research and consistent with the mission of the district. Personal use of the Network System is prohibited.
- 1.2 The district reserves the right to prioritize use and access to the Network System.
- 1.3 All use of the Network System must be in conformity to state and federal law, K-20 Network policies, district policy and the federal Children's Internet Protection Act (CIPA).
- 1.4 Use of the Network System for commercial solicitation is prohibited.
- 1.5 The Network System constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
- 1.6 No use of the Network System shall serve to disrupt the operation of the system by others. Network System components, including hardware and software, shall not be destroyed, maliciously modified or abused in any way.
- 1.7 Malicious use of the system to develop programs or institute practices that harass other users or gain unauthorized access to any entity on the Network System and/or damage the components of an entity on the Network System is prohibited.
- 1.8 Users are responsible for the appropriateness of the material they transmit over the Network System. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.
- 1.9 Use of the Network System to access, store, or distribute obscene or pornographic material is prohibited.

### **2. Network System Security**

- 2.1 Network System logins or 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.
- 2.2 Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users; misrepresent other users on the system; or attempt to gain unauthorized access to any entity on the Network System and the K-20 Network.
- 2.3 Communications may not be encrypted so as to avoid security review. Users shall not intentionally circumvent the Network System's monitoring and filtering tools.
- 2.4 Users should change passwords regularly and avoid easily guessed passwords.

**3. Student Personal Security**

- 3.1 Student information such as complete names, addresses, telephone numbers and identifiable photos should remain confidential when communicating on the Network System. Students should never reveal such information without permission from their teacher and parent(s)/guardian(s). No user may disclose, use, or disseminate personal identification information regarding minors without authorization.
- 3.2 Students should never make appointments to meet people in person whom they have contacted on the Network System without district and parent permission.
- 3.3 Students should notify their teacher or other staff member 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, such as instant message services.

**4. Copyright**

- 4.1 The unauthorized installation, use, storage, or distribution of copyrighted software or materials on district computers is prohibited. All users of the Network System shall comply with current copyright laws.

**5. Filtering and Monitoring**

- 5.1 Filtering services are used on all computers with access to the Internet. These filtering services will block or filter access to visual depictions and text that are obscene, pornographic or harmful to minors. When adults are using the Internet, materials, which are obscene or pornographic must still be filtered or blocked.
- 5.2 Educational staff will, to the best of their ability, monitor minors' use of the Internet in school, and will take reasonable measures (1) to prevent access by minors to inappropriate material on the Internet and World Wide Web, and restrict their access to materials harmful to minors and (2) to ensure the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.

**6. General Use**

- 6.1 Diligent effort must be made to conserve Network System resources. For example, users should frequently delete email and unused files, and users should promptly disconnect videoconferences on completion.
- 6.2 Parents who do not wish their child to have Internet access will have opportunity to indicate this and to sign an Internet Use Objection Form, exhibit 2311.5X, to indicate their wish to prohibit this use to their student. Those signed forms will be maintained in the school's office.
- 6.3 Nothing in these regulations is intended to preclude the supervised use of the Network System while under the direction of a teacher or other approved user acting in conformity with district policy and procedure.
- 6.4 From time to time, the district will make a determination on whether specific users of the Network System and K-20 Network are consistent with the regulations stated above. For security and administrative purposes, the district reserves the right for authorized personnel to review Network System use and monitor Network System

content. The district reserves the right to remove an individual's network access privileges to prevent further unauthorized activity.

6.5 Violation of any of the conditions of use may be cause for disciplinary action.

6.6 Interpretation, application, and modification of this acceptable use policy shall be within the sole discretion of the Yakima School District. Questions about any issue arising under this policy should be directed to the district's technology services director.

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