

Network Acceptable Use Policy (AUP)

Terms and Conditions for Use

Introduction:

Computer information systems and networks are an integral part of school business and curriculum at Dakota Valley Schools. The district has made a substantial investment in human and financial resources to create and maintain these systems.

The enclosed policies and directives have been established in order to:

- Protect and safeguard the information, computer network, faculty and students.
- Increase productivity while providing greater information retrieval.

Access to the Internet is provided to faculty and students for the benefit of curriculum and school business. Faculty and students are able to connect to a variety of educational and business information resources around the world.

Direct student use of e-mail or instant messaging is strictly prohibited due to the inability to proactively monitor all communications, unless expressly authorized by the building Principal. However, content filtering and logging has been established to monitor any and all Internet and Intranet transmissions. All computers and information passing through the Dakota Valley School District computers and network are monitored. No right to privacy shall be construed, nor do academic freedom issues apply.

By signing this document, you further understand that any personal for-profit business or political lobbying conducted through the Dakota Valley School District computers and network is prohibited. All use must fit within district ethics and safety guidelines.

All District network users are required to sign an Acceptable Use Policy (File EHAB-S) prior to the use of school computers or other hardware. Students and legal guardians must sign the AUP upon enrollment in each building; grades K-4th, 5th-8th, and 9th-12th.

Dakota Valley School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Dakota Valley School District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays or other service interruptions caused by the either the district or users own negligence, errors or omissions. Use of any information obtained via Dakota Valley School District network is at the users own risk.

Violations:

Failure to observe these guidelines will result in disciplinary action by the district. Disciplinary action will be determined based upon the type and severity of the violation, whether it causes any liability or loss to the district, and/or the presence of any repeated violation(s). Student due process rights will be upheld.

Legal Reference:

Dakota Valley School District and its faculty are legally bound to comply with the Federal Copyright Act (Title 17 of the U. S. Code), the Child Information Protection Act (CIPA) and all proprietary software license agreements. Noncompliance can expose the district and the responsible faculty members or students to civil and/or criminal penalties.

Civil & Criminal Penalties:

Violations of copyright law expose the district and the responsible parties to the following civil penalties:

- Liability for damages suffered by the copyright owner.
- Profits that are attributable to the copying.
- Fines up to \$250,000 for each illegal copy.
- Jail terms of up to five years.

User Responsibilities

Internet/Messaging:

1. Ensure that all communications are for educational reasons and that they do not negatively interfere with his/her work.
2. Be responsible for the content of all text, audio, or images that (s)he places or sends over the Internet. Personal information including, but not limited to screen names or aliases, are not to be used in any fashion without prior approval from the building principal.

File: EHAB (continued)

3. Never transmit copyrighted materials without permission from the copyright holder.
4. Know and abide by all applicable district policies dealing with security and confidentiality of district records.
5. Never conduct instant messaging sessions unless explicitly setup for in-class group learning.
6. Users will not allow or endorse any non-profit organization or advertise for profit without the written consent of an administrator.

Downloads/Security Policy:

1. Data disks or other removable media are not allowed unless needed to transport data from school to home or from a device without network connectivity. All disks used, must be scanned for viruses. All data should reside on the users' home network drive or shared drive space.
2. Equipment modifications such as removing cables, modifying system configurations or changing video displays are prohibited without prior authorization from the network administrator.
3. Users must exercise care to safeguard the valuable electronic equipment assigned to them. Users who neglect this duty will be accountable for any loss or damage that may result.
4. Users will not make any attempts to negatively affect or hack the district's networks or networks outside of Dakota Valley.
5. Users will not install or modify any computer software or hardware that has not been approved for district use.
6. Users may not download or install programs unless approved by the Director of Technology.

Access Codes/Passwords:

1. Users shall be responsible for all computer transactions that are made with his/her User ID and password.
2. Users shall not disclose passwords or other personal information to others. Passwords must be changed immediately if it is suspected that others may have access to the account. Passwords should not be recorded where they may be easily obtained.
3. Users shall use passwords that will not be easily guessed by others.
4. Users will log out when leaving class or a workstation for an extended period.
5. Users will not allow others to utilize their login account.

Adopted:	March 13, 1996
Revised:	May 19, 1997
Revised:	September 9, 2002
Policy Committee Review:	November 12, 2007

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Student / Parent Acknowledgment

This form is used to acknowledge receipt of, and compliance with, the Dakota Valley School District Acceptable Use Policy (AUP). I understand that acceptance of this policy is mandatory for access to the Dakota Valley School network and network privileges.

Procedure

1. Read and understand the Acceptable Use Policy (File: EHAB)
2. Sign and date in the spaces provided below.
3. Return this page only to the Media Center.

By signing below, I agree to the following terms;

Student Agreement: I understand and will abide by the Dakota Valley School District Acceptable Use Policy (AUP). I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked; school disciplinary action may be taken and/or appropriate legal action as required by local, state and federal statutes.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent Agreement: As a parent or guardian of this student, I have read the Acceptable Use Agreement (AUP). I understand that access is limited to educational purposes, but that it is impossible for Dakota Valley to restrict all controversial material acquired on the network. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____

PLEASE SIGN AND RETURN THIS PAGE TO THE SCHOOL