

Corvallis School District 509J

Student Network Use Handbook

A. Educational Purpose

1. *The Network* has been established for a limited educational purpose. “Educational purpose” includes classroom activities, career development, and limited personal research.
2. *The Network* is not a public access service or a public forum. The Corvallis School District (District) has the right to place restrictions on the material you access or post through the system. You are expected to follow the rules set forth in the district student conduct regulations and the law when using *the Network*.
3. You may not use *the Network* for commercial purposes. This means you may not offer, provide, or purchase products or services through *the Network*.
4. You may not use *the Network* for political lobbying. However, you may use the system to communicate with elected representatives and express your opinion on political issues.
5. Your use of the system will be governed by the student disciplinary code.

B. Network Services

1. Intranet Services

- a. Services provided on the District’s Intranet (internal to the district) network are available to all students in the District. Intranet services are a fundamental part of the educational process.
- b. Applications: “Applications” means software and programs. Some of the applications available to 509J students are: Microsoft Office, Hyperstudio, cc:Mail, Netscape, instructional programs, numerous research tools, and Inlex (an electronic card catalog and reservation system connecting school libraries).
- c. File sharing: Files may be shared between students and modified by those who have rights to the shared file. Students at different locations can work on group projects and evaluate work.
- d. Personal directory: Every student and staff member has a certain amount of disk space reserved on the network to save files. Students can keep class work, portfolio samples or a personal education plan in their directory.
- e. Electronic Mail: E-mail is an electronic message that can be sent from a computer at any time. The recipient can read it at his or her convenience. This provides fast communication, without disrupting classroom activities. The same message can be sent to several people at once. Internal e-mail provides communications within the district. This provides another way for students to communicate with staff and each other. For example, a message could be sent to all students in choir, a group of committee members, all students at a site, or an electronic bulletin board system (BBS).
- f. Conferencing: Conferences can range from informal ‘chat’ to video conferencing. This allows for immediate communication to among users logged into a network, regardless of their location. Conferencing can be used to involve more than one group of students in a discussion, allow district-wide involvement of students in an assembly, or hold a joint meeting of student groups representing different schools. Conferencing increases communication and interaction.

- g. Web Services: This is similar to the Internet but is confined within the District's network. Some of the features of the Internet could be available but without connecting to the outside world. Areas for student work samples, class information, activity schedules and so on would be accessible. Libraries and our Central Instructional Media Center will be accessible through our Intranet.

2. Internet Services

- a. The Internet is a global cooperative network of university, corporate, government, and private computers. The Internet: (1) allows people on one computer to send messages to people on another; (2) stores files that people might want to access; and (3) allows people to connect to a remote computer to do things as if they were actually at that site. Student access to Internet services requires parental approval.
- b. Internet e-mail connects the District's Intranet e-mail with e-mail systems on other networks. Students and staff can communicate with their peers in other districts, states, and countries. Students can communicate with an expert, such as an engineer, artist, business person, or scientist. It provides another way for parents to communicate with staff.
- c. Internet browser access: Students can access the Internet through a program called a browser. The two most common are Netscape and Internet Explorer. The Internet can provide relatively quick access to a large, body of information with many research possibilities.
- d. Web Pages: A web page is a location on the Internet that provides information. Students can design and make school or personal web pages. A student web page might be used with the student's portfolio or as a class-related project. A school web page could provide information about the school. Examples include: mission statements, course catalog, information, and activity schedules.

C. Student Internet Access

- 1. Internet and e-mail accounts are authorized and issued by virtue of your status as a currently enrolled student in the district. It is only by **exception** that we will **deny** you an Internet or e-mail account. This means that you will **automatically** receive an Internet and e-mail account, and be held to the rules of use as stated this handbook.
- 2. Your parent can withdraw approval at any time by filling out the Exceptions Denial Form and placing it on file at your school.

D. Unacceptable Uses

1. Personal Safety

- a. You will not post personal contact information on the Internet about other people. You will use discretion in posting personal contact information about yourself. Personal contact information includes your address, telephone, etc.
- b. You will not agree to meet with someone you have met through the Internet without your parent's approval.
- c. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

2. Illegal Activities

- a. You will not attempt to gain unauthorized access to *the Network* or any other computer system through *the Network* or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."

- b. You will not try to disrupt the computer system or destroy data by spreading computer viruses or any other means. These actions are illegal.
- c. You will not use *the Network* to engage in any illegal act, such as arranging drug sales, purchasing of alcohol, engaging in criminal gang activity, or threatening a person's safety.

3. System Security

- a. You are responsible for your individual account and should take reasonable precautions to prevent others from using it. You should not give your password to anyone.
- b. You will immediately notify a teacher or the system administrator if you have found a possible security problem. However, do not go looking for security problems, because it may be construed as an illegal attempt to gain access.
- c. You will avoid inadvertently spreading computer viruses by following standard virus protection procedures when you download software.

4. Inappropriate Language

- a. Restrictions against inappropriate language apply to material posted on Web pages and to all messages.
- b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. You will not post information on *the Network* that could cause damage or a danger of disruption.
- d. You will not engage in personal, prejudicial, or discriminatory attacks.
- e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending him/her messages, you must stop.
- f. You will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

- a. You will not re-post a message sent to you privately without permission of the person who sent the message.
- b. You will not post private information about another person.

6. Respecting Resource Limits

- a. You will use the system only for educational purposes.
- b. You will not download large files unless absolutely necessary. If necessary, you will download the file when the system is not heavily used and immediately remove the file from the system computer to your personal computer.
- c. You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- d. You will check your e-mail frequently and delete unwanted messages promptly.

7. Plagiarism and Copyright Infringement

- a. You will not plagiarize works on *the Network*. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

- b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a teacher.

8. Inappropriate Access to Material

- a. You will not use *the Network* to access material that is profane or obscene (pornography), advocates illegal or dangerous acts, or advocates violence or discrimination towards others (hate literature). An exception may be made if both your teacher and parent have approved the research.
- b. If you mistakenly access inappropriate information, you should immediately tell your teacher or another District employee. This will protect you against a claim that you have violated this policy.
- c. Your parents should instruct you if there is material they think inappropriate for you to access. The District expects you will follow your parent's instructions.

E. Your Rights

1. Free Speech

- a. Your right to free speech, as set forth in the district student conduct regulations, applies to your communication on *the Network*. *The Network* is considered a limited forum, similar to the school newspaper. Therefore, the District may restrict your speech for educational reasons. The District will not restrict your speech because of the opinions you are expressing.

2. Search and Seizure

- a. You should expect only limited privacy in your personal files on *the Network* and records of your on-line activity
- b. Routine maintenance and monitoring of *the Network* may lead to discovery that you may have violated this policy, district student conduct regulations, or the law.
- c. A search will be conducted if there is reasonable suspicion that you have violated this policy, district student conduct regulations, or the law. The investigation will be reasonable and related to the suspected violation.
- d. Your parents have the right to request to see the contents of your files.

3. Due Process

- a. The District will cooperate with local, state, or federal officials in any investigation of illegal activities conducted through *the Network*.
- b. If there is a claim that you have violated this policy or the district student conduct regulations when using *the Network*, you will be given notice and opportunity to be heard as set forth in the district student conduct regulations.
- c. If the violation also involves a violation of other provisions of the district student conduct regulations, it will be handled as described in the district student conduct regulations. Additional restrictions may be placed on your use of your Internet account.

F. Limitation of Liability

- 1. The District makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to,

data loss or service interruption. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising from unauthorized use of the system. Your parents can be held financially responsible for any harm to the system as a result of intentional misuse.

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