

Window Rock Unified School District No. 8

Electronic Information Services (EIS) Guidelines and Procedures

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Electronic Information Services (EIS)

Guidelines and Procedures

Window Rock Unified School District No. 8, hereinafter referred to as WRUSD, maintains a private network with connectivity to the Internet, as a public school. Those with valid WRUSD network service accounts, hereinafter referred to as USERS, are expected to abide by all current and future policies/guidelines deemed necessary and prudent. These guidelines will be made publicly accessible, either through printed or electronic media. This policy is intended to do the following:

- 1. Preserve the utilization and flexibility of the system
- 2. Protect the work of students, faculty, and staff
- 3. Preserve the privileges of WRUSD to access global networks in order to facilitate the goals of the WRUSD educational system.

USAGE POLICY

- 1. Faculty, staff, students and others with WRUSD authorized accounts may use the available computing facilities, including transmissions of data for research purposes, official WRUSD business, and for educational purposes so long as such use:
 - A. Does not violate any law or school policy.
 - B. Does not involve significant use of school district resources, direct costs, or substantial interference with the performance of school district duties/work.
 - C. Does not result in commercial gain or private profit.
 - D. Does not bring discredit to the WRUSD establishment.
- 2. All users are expected to preserve the integrity of the WRUSD network by prohibiting any person from sharing personal passwords or sharing personal accounts. It is the users' responsibility to report any unauthorized use and protect their accounts from such use by changing their passwords periodically and using passwords which have the following requirements:
 - A. Minimum of five characters
 - B. Combination of upper and lower case letters or
 - C. Combination of letters and numbers
- 3. **Owners of an account are responsible for actions that occur from that account.**
- 4. Any attempt to circumvent system security, guess other users passwords, or in any manner gain unauthorized access to WRUSD or Internet resources is prohibited.
- 5. Transferring copyrighted materials to or from any system or via the WRUSD network without express consent of the owner may be a violation of Federal Law and is a felony under State Law. Such violations will be subject to case-by-case review and may result in censure, removal of network access, or reported to pertinent authorities.
- 6. Use of electronic mail and other network communications facilities to harass, offend, exploit, advertise or annoy other users of the network is prohibited.
- 7. The use of WRUSD network facilities for playing on-line gambling, chat sites, downloading/uploading illegal information is prohibited.
- 8. WRUSD employees will be expected to adhere to the provisions of software copyright laws, which allows for the making of a back-up copy of computer programs.
- 9. Illegal copies of copyrighted programs shall not be made or used on school district equipment.

10. No employee of the school district shall encourage or allow any student to illegally duplicate computer software or illegally access any database or electronic system.

INFORMATION ACCESS

Electronic mail and other information passing over the WRUSD network, including information stored in user accounts and computers are considered to be private and confidential. Although this type of information must be accessed by system personnel for the purpose of backups, network management, etc., the content of user files and network transmissions will not be viewed, monitored, or altered without the express permission of the user except in the following circumstances:

- 1. The school district has reason to believe that an account or system has been breached and is being used by someone other than the authorized user.
- 2. The school district has received a verbal or written complaint that an account or system is being used to gain unauthorized access or to attempt to gain unauthorized access to another network site
- 3. The school district has reason to believe than an account or system is being used in violation of school district Policy, Federal or State Law.

Under these circumstances the Superintendent of the school district may authorize system support personnel to monitor the activities of a specified account or electronic system and to search electronic information stored in that account. The authority for this search will be requested on an account-by-account basis and monitoring will be restricted to the specified account. If this search provides evidence of violation the account will be disabled and action taken.

SOFTWARE COPYRIGHT COMPLIANCE

The Window Rock Unified School District No. 8 recognizes and supports the limitation imposed by copyright laws. These laws specially prohibit unauthorized duplication of software except to provide for archival back-up copies.

Therefore, WRUSD declares it to be inappropriate to use "pirated" or otherwise illegally obtained software on school district electronic equipment, whether for instruction, administrative or any other purpose. Furthermore, use of school district equipment to make unauthorized copies of district owned, privately owned, or illegally obtained software is prohibited.

To minimize the motivation to use illegal copies of software in instructional programs and administrative systems, the district is committed to working with software producers and distributors to encourage appropriate pricing, previewing, and replacement policies for software purchases.

NETWORK USAGE

It will become increasingly possible for computer systems owned by students, staff, or faculty to be attached directly to the WRUSD Network via wireless, data jacks or dial-in services. Of course, the owner of a personal computer may use that machine at his or her discretion; however, the use of the WRUSD network is subject to all of the policies stated in this document.

- 1. Users requiring network connectivity will request such from authorized personnel.
- 2. The owner of a personal computer connected to the WRUSD network is responsible for the behavior of all users of that machine and for all network traffic to and from the machine. WRUSD maintains no responsibility or liability for loss of data or hardware corruption on personal computer systems.
- 3. A private computer connected to the WRUSD network may not be used to provide network access to individuals who would not otherwise have official access to the WRUSD

network. The private computer may not be used to redirect data to other networks, nor may it serve in any way as an electronic gateway to non-WRUSD affiliated systems.

- 4. Private machines may not use the WRUSD network for commercial gain or profit.
- 5. Private machines may be used to support anonymous ftp, http, or gopher services when these services fall within the definition of scholarly use. Unless otherwise approved, in writing, provisions for interactive login services for non-WRUSD affiliated users are prohibited.
- 6. Should the school district have reason to believe that a privately owned system is using the network inappropriately, network traffic to and from that system will be monitored and, if justified, the system will be disconnected and appropriate punitive action will be taken.
- 7. Personal computers, electronic devices or software that is believed to be causing problems on the district network must be removed and resolved before electronic device is allowed back on district network.

STUDENT USE OF ELECTRONIC INFORMATION SERVICES AND COMPUTER NETWORKS

The Window Rock Unified School District No. 8 offers its student's access to the Internet and on-line computing. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. Electronic information research skills are now fundamental needs of individuals and the workplace. Access to electronic information systems, including the Internet, enables students to explore thousands of libraries, databases, and other resources. The school district expects that staff will blend thoughtful use of electronic research throughout the curriculum and will provide guidance and instruction in its use. To protect students, and in compliance with the Children's Internet Protection Act (CIPA), software has been installed on the district Internet access connection to filter or block Internet access to child pornography and other obscene/illegal material that the school district deems to be harmful.

Permission for Use

Students utilizing Window Rock Unified School District No. 8 electronic information services must first have the permission of and be supervised by a school staff member. Students utilizing school-provided computers are responsible for appropriate behavior on-line just as they are in a classroom or other area of the school. The schools conduct code and same general rules for behavior and communications apply. Access is a privilege, not a right. Each student is responsible for his or her own behavior on the network, and may lose that privilege for improper conduct on-line. A student who incidentally connects to an inappropriate site must immediately disconnect from the site. If a student sees another user accessing an inappropriate site, he or she should notify a teacher or supervisor immediately.

Purpose

The purpose of school-provided access to electronic research is to enhance and broaden instructional programs. The use of the media must be in support of and consistent with the educational objectives of Window Rock Unified School District No.8.

Integrity of Computer Files

Student users of on-line resources should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers will be treated in the same manner as school lockers. Administrators and faculty may review these files and messages to maintain system integrity and insure that users are acting responsibly.

Penalty for Inappropriate Use

Any violation of Window Rock Unified School District EIS Policy may result in loss of school-provided access to electronic information. Additional disciplinary action may be determined at the building level in keeping with the Standards of Student Conduct regarding inappropriate language and behavior.

WEB PUBLISHING POLICY

WEB PUBLISHERS RESPONSIBILITIES

The Window Rock Unified School District No. 8 offers its staff and students the opportunity to develop web pages and post them on the WRUSD network. Postings will be classified as appropriate for viewing outside the WRUSD network or for viewing internal to the network depending on the type of information contained in the web page. Adherence to the regulation will be closely monitored by the building principals and administrators.

External Web Pages

I. Use of Student Information

- A. Parent permission required before publication of student name and/or Photographs.
- B. Only first names of students used (elementary); teacher discretion at secondary level
- C. No personal information published; home address, home phone, birthdays, Social Security number, grades, home e-mail addresses
- D. Student work (stories, poems, artwork, etc.) require written consent of student and parent.

II. Use of Staff Information

- A. Only school e-mail addresses published
- B. No personal information: home address, home phone, birthdays, Social Security number, home e-mail address
- C. Photographs require staff permission.

III. Teacher Created Web Pages

- A. Must be relevant to school; school web pages are not intended for personal use
- B. Should be related to subject matter of teacher
- C. Pages cannot be used as a forum for expressing opinions on political, religious, or other sensitive topics.

IV. Links

- A. Web author should closely review all links for appropriateness.
- B. Links should be verified on a regular basis, such as once per quarter.
- C. Web pages should not include links to pages which are inappropriate.
- D. Teacher pages should include links to schools.
- E. School sites should include links to main web site.
- F. External links should link only to educationally relevant sites.
- G. Links contained in linked external sites should also be checked for appropriateness.

V. General Content

- A. The web author should use correct grammar and spelling.
- B. All subject matter should relate to curriculum, instruction, school authorized activities, or general school-related information.
- C. Staff or student work should be published only if it relates to a class project or school-related activity.
- D. Web sites should not include ads or links to commercial sites unless those sites are educationally relevant.
- E. Each page should include a link to the e-mail address of the web author for that page.
- F. Each home page (or index) should contain the following statement: "This web site complies with the Window Rock Unified School District Web Publishing Policy guidelines."
- G. A "last updated" notice is highly encouraged on each web page.

VI. Maintenance

- A. Web master at each school is responsible for maintaining and updating school site at least one per semester; frequent updates are encouraged.
- B. Teacher created web pages will be maintained and updated by the web author at least once each semester; frequent updates are encouraged.

VII. Approval

- A. The building administrator or his/her designee will approve web content information.
- B. The building administrator or his/her designee must approve teacher created pages.
- C. The Superintendent or his/her designee shall have the right to remove any content at any time.

VIII. Copyright

- A. When using copyrighted material such as graphics or scripts, a statement of copyright or permission to print material must be included as required by the author of the material.

ACCOUNTABILITY

Window Rock Unified School District Web Server may not be used in any manner to discredit, exploit, harass, offend or violate school district policy. Schools or individuals creating web pages are accountable for the information they "publish" and should be aware of school district policies regarding confidential information - Family Educational Rights and Privacy Act (**FERPA**) and intellectual property. Areas of concern include but are not limited to:

- Use of copyrighted images, text, or software without permission or in violation of the copyright laws of the United States.
- Use of pages to provide obscene, offensive, or threatening materials.
- Use of pages for private financial gain or compensation not relevant to the mission of WRUSD or otherwise in violation of school district policy.
- Use of pages to intimidate or single out individuals or groups for degradation or harassment in violation of federal or state law, and the WRUSD Policy.
- Use of pages to provide materials whose nature or volume compromises the ability of the server to serve other users' documents.
- Use of pages to engage in any illegal activity.

In cases where there is a violation of these guidelines or related regulations or laws, a page may be removed from network access while the matter is referred to the appropriate school district authority. Violators will be subject to school district policy and regulations. Anyone who is uncertain whether a particular use is proper should consult with members of the appropriate department:

- School principal or official
- Computer Services (contact at techsupport@wrschool.net or 729-6724)
- Superintendent Administrative Assistant (contact Sharon Nelson, snelson@wrschool.net or 729-6705)

ELECTRONIC INFORMATION SERVICES

USE AGREEMENT

WINDOW ROCK UNIFIED SCHOOL DISTRICT NO. 8

Each employee must read and sign this Agreement as a condition for using the school district computer system. Each student and his or her parent/guardian must sign this Agreement before being granted use of the school district computer system. Read this Agreement carefully before signing.

If you have any questions about this policy or regulation, contact your supervisor or your student's principal. I understand and agree to abide by the school district electronic information services use policy and regulations. I understand that the school district may access and monitor use of the computer system, including my use of the Internet, e-mail and downloaded material, without prior notice to me. I further understand that should I violate the EIS use policy or regulation, my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Student/Employee Signature_____

Date_____