

## NETWORK AND INTERNET ACCEPTABLE USE POLICY (AUP)

### A. Purpose Statement:

The Deer Creek School District No. 06 of Oklahoma County, Oklahoma (the "District") provides its students and employees with access to the District's computer network system, including Internet access, in an effort to expand the informational and communication resources in furtherance of the District's goal of promoting educational excellence. It is hoped that the expanded use of these resources will enhance students' research capabilities, increase faculty and staff productivity and result in better communication between the District and its patrons.

The District will take available precautions to restrict access to inappropriate material on the Internet. However, on a global network, it is impossible to control all material and the science of content filtering is not perfect. The District firmly believes that the value of the information and interaction available on the Internet far outweighs the possibility that students may procure material, which is not consistent with our educational goals.

### B. Scope:

Internet access is coordinated through a complex association of government agencies, regional and state networks. The smooth operation of these networks relies upon the proper conduct of the end users and the users' adherence to generally accepted guidelines. The guidelines provided in this policy are designed to promote the efficient, ethical and legal utilization of network resources. If a District user violates any of these provisions, his or her account will be terminated and future access could be denied. The user's signature on the Internet and Network Use Guidelines and Contract is a legally binding obligation, affirming that the user has read the terms and conditions of the Network and Internet Acceptable Use Policy and is solely responsible for all actions performed under the granted Network Account.

### C. Network and Internet Access - Terms and Conditions:

1. **Acceptable Use**: The use of the District system, whether by students, faculty or staff, must be in support of education and consistent with the educational objectives of the District. The transmission of any material in violation of any United States or state law or regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material or material protected by trade secret. Use of the District system for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

2. **Parental Consent for Students**: In order for a student to gain access to the District system, the student's parent or guardian must be provided a copy of the Network and Internet Acceptable Use Policy and *sign* the ***Internet and Network Use Guidelines and Contract*** requesting that their child be given Internet access under the terms and conditions described in this policy. Parents may withdraw their consent at any time. The District believes that

parents bear primary responsibility for communicating acceptable behavior and family values to their children. The District encourages parents to discuss with their children what material is and is not acceptable for their children to access through the District system.

3. **Privilege of Use**: The District Network and Internet access is a privilege afforded to students, staff and employees of the District. Use of these resources is not a right and inappropriate use will result in a cancellation of those privileges. Inappropriate use is any use prohibited by the terms of this agreement, School Board policy, or use determined by the District's administrators to be inappropriate under particular facts and circumstances. Prior to receiving District Network and Internet access, all users will be required to successfully complete New Users training program administered by the District.

4. **Inappropriate Use**: Each system user is expected to comply with all District policies governing Network and Internet access and to abide by generally accepted rules of network etiquette. These general rules include, but are not limited to, the following:

- (a) Appropriate language - Do not use abusive language in messages to others. Be polite. Do not use obscene or profane language, vulgarities, and rude or disrespectful language. Do not engage in personal attacks or activities intended to distress or annoy another user.
- (b) Student Safety Usage - Do not reveal personal contact information about yourself or any other person. This information includes telephone numbers and addresses. Do not use the Internet access to arrange meetings with persons you have met on line. Users will promptly disclose to the teacher, District system administrator or to some other member of the faculty or staff any message they consider to be inappropriate or which makes them feel uncomfortable.
- (c) Electronic mail - Users should be aware that electronic mail (e-mail) is not assumed to be a private communication. The District and system administrators do have access to e-mail. Accessing personal home e-mail accounts and use of Instant Messaging is prohibited. Messages relating to or in support of illegal activities will be reported to authorities.
- (d) Network resources - System users should not use the network in a way that will disrupt the use of the network by other users. The network should be used for educational, professional and career development activities only. Staff members should refrain from downloading large files unless absolutely necessary and then only when the system is not being heavily used. Such files should be removed from the system computer to the user's personal computer as soon as possible. Students should not download anything.
- (e) Intellectual property - Do not plagiarize works obtained from the Network and/or Internet. Users must respect the rights of copyright owners and comply with all limitations imposed upon use of copyrighted material.
- (f) Students are prohibited from downloading software, games, and music (MP3 files) to the school server or any PC workstation. The downloading of software programs known as "sniffers" or other software products that are used for data capturing will result in the immediate loss of District network and Internet access.

5. **Limitation of Liability**: The District makes no warranties of any kind, whether express or implied, for the services provided and will not be responsible for any damages the user may suffer through use of the District system or the Internet, including but not limited to, the loss of information or files or the interruption of service. The District is not responsible for the accuracy or quality of information obtained through use of the District system or the Internet. The District is not responsible for any financial obligations which may be incurred through use of the District system.

- (a) Student E-Mail – Deer Creek Public Schools does not provide or support e-mail accounts for students. Accessing personal home e-mail accounts from school is prohibited. School e-mail accounts are for school use. Excessive use of the e-mail system slows the system down for everyone. Sending or receiving personal e-mail should be kept to a minimum.

6. **Security**: Security on any computer system is a high priority, especially when the system involves multiple users. Users are responsible for their individual account and should take precautions to prevent others from accessing that account. Under no conditions should a user provide their personal password to another person.

- (a) Students who share their password or attempt to violate the District's network security will lose their network privileges.
- (b) If a user identifies a potential security problem on the District system or the Internet, students must notify their building principal immediately. Students should not demonstrate the problem to others, nor should they intentionally attempt to identify potential security problems. In either instance, disciplinary action may be taken.
- (c) Any user identified as a security risk or having a history of problems with the District system or any other computer system may be denied further access.

7. **Vandalism**: Vandalism of District hardware or software will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the property or data of the District, of another user, or of any other network connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

8. **Inappropriate Material**: Access to information shall not be restricted or denied solely because of the political, religious or philosophical content of the material. However, system users must realize that rights go hand-in-hand with responsibilities and agree not to use the District system to access information or to distribute information or material that is:

- (a) Obscene to minors, meaning
  - (i) material which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors and,
  - (ii) when an average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors.

- (b) Libelous, meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation.
- (c) Vulgar, lewd or indecent, meaning material which, taken as a whole, an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language.
- (d) Display or promotion of unlawful products of services, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.
- (e) Group defamation or hate literature, meaning material which disparages a group or a member of a group on the basis of race, religious affiliation, ethnic or national origin, gender identity or preference, or disability or, advocates illegal conduct or violence or discrimination toward any particular group of people. This includes racial and religious epithets, "slurs", insults and abuse
- (f) Disruptive school operations, meaning material which, on the basis of past experience or based upon specific instances of actual or threatened disruptions relating to the information or material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.

9. **Cyber Bullying:** Oklahoma HB 1804 provides that it is unlawful for a person to: Make a telecommunication or other electronic communication with the intent to terrify, intimidate, or harass, or threaten to inflict injury or physical harm to any person or property; through telecommunication or other electronic communication device. For the purposes of this bill "telecommunication" and "electronic communication" are any type of telephonic, electronic or radio communications, or transmission of signs, signals, data, writings, images and sounds or intelligence of any nature by telephone, including cellular telephones, wire, cable, radio, electromagnetic, photo electronic or photo-optical system or the creation, display, management, storage, processing, transmission or distribution of images, text, voice, video or data by wire, cable or wireless means, including the Internet.

The term includes By: A communication initiated by electronic mail, instant message, network call, or facsimile machine; and a communication made to a pager. This bill passed the House of Representatives the 19th day of May, 2005 and passed the Senate the 20th day of May, 2005. Governor Brad Henry approved by signing this bill on May 26, 2005.

10. **Application and Enforceability:** The terms and conditions set forth in this agreement shall be deemed to be incorporated in their entirety in the Internet and Network Use Guidelines and Contract executed by each system user. BY EXECUTING THE INTERNET AND NETWORK USE GUIDELINES AND CONTRACT, THE SYSTEM USER AGREES TO ABIDE BY THE TERMS AND CONDITIONS CONTAINED IN THE DEER CREEK PUBLIC SCHOOLS ACCEPTABLE USE POLICY. THE SYSTEM USER



**FACULTY AND STAFF SECTION:**

Name (Please Print) \_\_\_\_\_  
(Last) (First) (Middle)

School or Site \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone No. (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

I have received a copy of the Network and Internet Acceptable Use Policy. I have read and agree to abide by the provisions. I understand that any violation of the use provisions may result in disciplinary action including revocation of network privileges and/or termination.

I understand that until I have attended the New Users Orientation, access to the District network and Internet access will not be provided and any access of the network prior to my required attendance in the New User Orientation will be considered a violation of the District policy and will be subject to disciplinary action.

I also understand that if the guidelines identified in this agreement regarding network and user security, downloading of software, accessing inappropriate material and software, or unauthorized access are broken, the users network access and privileges will be terminated.

Signature \_\_\_\_\_ Date \_\_\_\_\_

***Please maintain a copy at the site and forward a copy of all teacher and staff Network and Internet Acceptable Use Agreement signature forms to the Office of the Director of Technology.***

AMENDED: AUGUST 11, 2008  
AMENDED: FEBRUARY 14, 2005  
REVIEWED: FEBRUARY 9, 2004  
AMENDED: AUGUST 12, 2002  
REVIEWED: AUGUST 12, 2002  
APPROVED: JANUARY 12, 1998  
DEER CREEK PUBLIC SCHOOLS