

## **NETWORK AND DEVICE RESPONSIBLE USE AGREEMENT EMPLOYEES AND STUDENTS**

Bonneville School District 93 strongly believes in the educational value of computers, computer networks, including internet access, and recognizes its importance in enhancing professional and student learning by facilitating collaboration, innovation, research, and communication. It is also the responsibility of the District, employees and students to ensure that individuals using the District 93 Network (D93 Net) are protected from obscene, pornographic, illicit, and other content that may be harmful. For that purpose, the District will provide a content filter for D93 Net to protect students and teachers and to ensure compliance with CIPA (Children's Internet Protection Act).

During instructional and contract time, personal and district owned devices should only be used for the purposes of instruction and learning as directed by teachers and other official school business. Teachers are encouraged to include instruction in Internet safety, digital footprints, acquiring and evaluating the quality and veracity of online sources, and other skills necessary for students to safely and effectively use electronic information and communication.

The following expectations shall guide the use of district and personal devices at school:

1. The User agrees not to publish on or over D93Net any information which violates or infringes upon the rights of others or any information which would be abusive, profane or sexually offensive to an average person.
2. The User agrees not to use D93 Net for any activity that is prohibited by law, Idaho State Administrative Rule, or District policy including purposefully and intentionally violating copyright laws or engaging in theft or piracy by illegally downloading, sharing, or distributing copyrighted material.
3. The User will not attempt to circumvent the content filter that restricts minors' access to harmful materials as required by CIPA. District 93 Staff and parents of students should be advised that no filter can guarantee to completely block all harmful materials.
4. The User understands that participating in electronic communications that contain slanderous, abusive, obscene, threatening, racially offensive, or illegal content or comments violates responsible use of the network.
5. All communications and information accessible via the network should be assumed to be private property of Bonneville Joint School District No. 93.
6. Any action by the User that is determined to constitute inappropriate use of D93Net or to improperly restrict or inhibit other Users from using D93Net is strictly prohibited and may result in disciplinary action. Participants in such communication on D93Net

will result in discipline according to the Student Code of Conduct and may result in termination of access to D93Net, termination of employment, and/or school expulsion.

7. The User specifically agrees to indemnify the District and the System Administrators for any losses, costs, or damages, including reasonable attorneys' fees, relating to, or arising out of any breach of this agreement by the User.
8. D93Net is to be used by the User for his/her professional/educational benefit. Commercial uses, such as promoting or advertising any business, are strictly prohibited.
  - a. D93Net may not be used to promote any political or charitable cause or organization, including soliciting funds, unless it is a District or a District's school sanctioned cause.
  - b. Personal use by the User is to be limited to time when the User is not providing paid services for the District.
  - c. Unauthorized equipment connected by the User to D93Net, harmful to network performance, is not allowed. The User may not attach any equipment or cabling that may cause D93Net to be out of accepted network specifications. Any such equipment will be removed when found. The User cannot install, connect, or use unauthorized equipment on D93Net unless authorized by District System Administrators. The User may not perform any maintenance of equipment connected to D93Net, unless authorized by System Administrators, nor has the right to authorize such.

### **Copyrighted Material**

1. Copyrighted material must not be placed on any system connected to D93Net without purchasing the appropriate license or obtaining the author's permission.
2. Only the owner(s) or persons they specifically authorize may upload copyrighted material to D93Net.
3. The User may download copyrighted material for his/her own use.
4. The User may non-commercially redistribute a copyrighted program only with the permission of the owner or authorized person expressed in the document, on D93Net, or obtained directly from the author.

## Email

1. No district employee may use the District's email or on-line services (Internet) for the promotion of:
  - a. election or political campaigns,
  - b. issues dealing with private or charitable organizations or foundations; or
  - c. ballot issues
2. Use for other informal or personal purposes is permissible within reasonable limits
3. All email correspondence that is sent or received from District 93 email accounts are considered District records and are subject to public records requests as well as legal subpoena. Therefore, email correspondence from District 93 email accounts are considered to be public record.
  - a. The District's email and Internet systems are intended to be used for educational purposes only.
  - b. All email/Internet records are considered District records and should be transmitted only to individuals who have a need to receive them.
  - c. Additionally, District records and email/Internet records are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other process.
  - d. System Administrators may investigate complaints regarding email, which is alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material to District, local, state, or federal officials in investigations concerning any email transmitted on D93Net.
  - e. While the District does not intend to regularly review Users' email/Internet records, Users have no right or expectation of privacy in email or the Internet.
  - f. The District owns the computers and software making the e-mail and Internet system and permits the Users to use them in the performance of their duties for the District.
  - g. Email messages and Internet records are to be treated like shared paper files, with the expectation that anything in them is available for review by the Superintendent/designee.
  - h. Consequently, Users should always ensure that the educational information contained in email/Internet messages is accurate, appropriate, and lawful.

- i. System Administrators do not guarantee delivery or receipt of email to any User.
4. Email/Internet messages by employees may not necessarily reflect the views of the District.
5. Abuse of the email or Internet systems, though excessive personal use, or use in violation of the law or district policies, will result in disciplinary action, up to and including termination of employment

### **Security**

1. Security is a high priority.
2. Each User will have an individual account.
3. The User may not let others use his/her account.
4. Passwords should adhere to the National Institute of Standards and Technology password guidelines.
5. Attempts to login to D93Net using another User's account or as a System Administrator will result in termination of the User's account.
6. The User should immediately notify the System Administrator ([webmaster@d93.k12.id.us](mailto:webmaster@d93.k12.id.us)) if his/her password is no longer secure, or if the User has reason to believe that someone has obtained unauthorized access to his/her account.
7. If the User can identify a security problem on D93Net, the User must notify a System Administrator or e-mail [webmaster@d93.k12.id.us](mailto:webmaster@d93.k12.id.us).
8. The User should not demonstrate the problem to others.
9. If the User is identified as a security risk, the User may be denied access to D93Net.

### **Vandalism**

1. Vandalism will result in disciplinary actions.
2. Vandalism is defined as any attempt to harm or destroy data of another User. D93Net, or any of the agencies or other networks that are connected to D93Net.
3. This includes, but is not limited to, the uploading or creation of computer viruses.

### **Termination of Account**

1. A User's access to D93Net may be terminated at any time by the User by notifying a System Administrator.
2. Accounts inactive for more than 30 days (and associated files) may be removed without notice to the User.
3. The District administration, faculty, and/or staff may request the System Administrator to deny, revoke, or suspend a User's access.
  - a. The System Administrators reserve the right, at their sole discretion, to suspend or terminate a User's access.
  - b. The System Administrators reserve the right, at their sole discretion, to suspend or terminate a User's access to D93Net upon any breach of the terms of this agreement by the User.
  - c. Prior to a suspension or termination or as soon after as is practicable, the System Administrator will inform the User of the suspected breach and give the User an opportunity to present an explanation.
  - d. The User may request a review hearing with a different System Administrator than the one who imposed the suspension or termination within seven (7) days of such suspension or termination.
  - e. After the review, access may be restored if the System Administrator upholds the User's appeal.
  - f. The Superintendent/designee shall be promptly notified of all termination actions.

### **Personal Information**

1. The District will not disclose personal information without expressed consent of the User.
2. There will be no unauthorized disclosure, use, or dissemination of personal information regarding minors.
3. System Administrators reserve the right to cooperate fully with the District, local, state, or federal officials in investigations concerning illegal activities on D93Net.

## **DEFINITIONS**

**D93Net:** All Local Area Computerized Networks which includes all attached equipment (computers, chromebooks, printers, servers, and other connecting devices) that make up the Wide Area Networking System of Bonneville Joint School District No. 93.

**Electronic mail (“Email”):** an electronic message sent by or to a User in correspondence with another person having email access

**On-line services (Internet):** a communication tool whereby information, reference material, and messages are sent and retrieved electronically on personal computers.

**Student:** any Student that is full-time, part-time or dually enrolled in any school or facility of Bonneville Joint School District No. 93.

**Staff Member:** all employees working in any capacity for the Bonneville Joint School District No. 93.

**User:** all Staff Members or Students that use D93Net in any capacity.

**District/School District:** Bonneville Joint School District No. 93.

**Superintendent:** the Superintendent/designee of Bonneville Joint School District No. 93.

**System Administrators:** the Technology Services Coordinator and/or Technology Network Administrator of Bonneville Joint School District No. 93.

I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and school disciplinary and/or appropriate legal action may be taken.

Adopted 05-18-2004 Reviewed

Revised 07-14-2021

Cross Reference: Wireless Internet Access #3275; #5335  
Internet Publishing #3279  
Political Campaigns #5392  
Student Code of Conduct (2018)

Legal Reference: Children’s Internet Protection Act, 2001 (CIPA)