

Acceptable Use Policy USD 463

What constitutes responsible behavior?

- Understands that access to the USD 463 network and equipment is a privilege; not a right; and the student's responsible behavior is the key to keeping this privilege.
- Understanding that **NONE** of his/her communications and information accessible through the Udall Network is considered private or confidential and the Udall Public School District reserves the right to access all user accounts, at any time, including electronic mail.
- Understanding the Udall District Acceptable Use Policy before logging on to the network.
- Understands the basics of the copyright laws and where to find more information if needed.
- Understands the Districts expectations for care of the equipment, network, and software provided for student use.
- Understands that if the AUP is violated, the student's account on the network will be revoked and the district has the right to discipline any student, up to and including long term suspension.
- Understands that if he/she is removed from the Network, he/she has the right to appeal the removal within thirty (30) days, in writing, to the principal of the school. The principal's decision shall be FINAL.
- Understands that if he/she is removed from the network, the district is under no obligation to provide a subsequent opportunity to access the network.

General Information

- Use of the Udall District Network is free to students and patrons of the district once an account has been established for them.
- The student to whom an account has been issued is responsible, at all times, for its content and proper use.
- A responsible student user of the Udall School District:
 - **May** keep an account on the network as long as he/she is a student in good standing.
 - **May** use the Internet, consistent with the purposes and policies of USD 463, to research assigned classroom projects.

- **May** use his/her network personal storage folder ("H" drive account) to store school related works and projects. (No expectations of privacy can be assumed)
- **Shall Not** give his/her password to another person or change his/her password without approval of the computer specialist.
- **Shall Not** share, by use of the network resources, or in any other means personal information about themselves or others.

A detailed list of prohibited activity includes but is not limited to:

- Use of the network for, or in support of, any illegal purposes;
- Use of the network for, or in support of, any obscene or pornographic proposes; this includes, but is not limited to,
 - The retrieving, downloading or viewing of any violent, hate, obscene or sexually explicit material;
 - The forwarding or sharing of any violent, hate, obscene, sexually explicit materials or sites;
 - Using obscene or inappropriate language.
- Violation of another person's privacy such as, sharing of personal information, grades, and test scores.
- Use of profanity, obscenity, or language that is generally considered offensive or threatening. Including but not limited to, matters of race, gender, religion, sexual orientation, or to persons with disabilities; harassment of any nature will not be tolerated.
- The copying of commercial software in violation of licensing agreements and/or state, federal, or international copyright laws. Piracy in any form is not condoned by this district and will not be tolerated.
- Using the network for financial gain or for the transaction of any business or commercial activities.
- Plagiarizing (claiming another person's work as your own) or any other violation of the copyright law, any information gained on or through the USD 463 network, or any other access network provider.
- Using the network for political lobbying or product advertisement;
- Intentionally disrupting the use of the network for other users. This includes but is not limited to, the "hacking" in any form of the network; any process, program, or tool for acquiring passwords or breaking security;
- Providing access to the system to may unauthorized individual.

- Destroying, modifying, or abusing any property of USD 463 including equipment, programs or any part of the network.
- Students will not reveal their full name, phone number, or give out their home addresses on any communications on the internet.
- Students shall not participate in instant messaging, personal E-mail, and chat rooms.

Disclaimers

Users may encounter material which is controversial and which users, parents, teachers, or an administrator may consider inappropriate or offensive. USD 463 makes every effort to control and filter the data content; however in a constantly changing global network it is impossible to be 100% effective. It is the user's responsibility not to initiate access to such material and to inform the staff when such material is inadvertently accessed. Any decision by teachers or administrators of USD 463 to restrict access to network material shall not be deemed to impose any duty on the district to regulate the content of material on the network. USD 463 uses technical and manual means to limit student access; these limits do not provide a foolproof means for enforcing the provisions of this policy.

USD 463 makes no warranties of any kind, either expressed or implied, for the provided access. The district, the school, and the staff are not responsible for any damages incurred, including but not limited to, loss of data resulting from delays or interruption of service, for the loss of data stored on USD 463 resources, or for personal property used to access District resources; for the accuracy, nature, or quality of information stored on district resources; for unauthorized financial obligations incurred through district provided access.

All provisions of the policy and this agreement are subordinate to local, state, and federal statute.

Permission granted by Dr. Augustine-Shaw to use "The Policy on Student Acceptable Use of the Mulvane Public Schools NetWork" both as a guide and as a source of text for this document. This policy can be found on their web site at <http://www.usd263.kl2.ks.us/>

COPYRIGHT HANDBOOK

The purpose of this document is to summarize and explain the concept of copyright and the laws pertaining to it as it pertains to education and this district.

What is copyright?

In very simple terms, copyright means that if you create something, in tangible form, the government protects your right of ownership. The way others may use, copy, or create new works from the original is controlled by the creator of the work.

Tangible form can be defined as an original work which you have created or recorded. This would include but not be limited to compositions, drawings, paintings, sculptures, writings, photographs, and recordings. A spontaneous or improvisational work which has not been notated or recorded is not tangible form. An idea is not copyrightable. It must be a creative original work not just a collection of facts or common property (works containing no original authorship) such as common calendars and height and weight charts.

Making copies and using the net.

Any form of reproduction is "making copies." The use of computers may have changed some of the forms and methods, such as downloading, saving to disk, printing, and rerecording; however it is your responsibility to adhere to the copyright laws. Writing or any other form of reproducing a work created by another person which infringes on copyright is not tolerated by this school district. Just because a work is posted on the net does not make it public domain.

What is Fair Use?

The Library of Congress learning pages offer an in depth summary of this complex doctrine and can be found at <http://lcweb2.loc.gov>. *Fair Use* allows for exceptions to the protection of copyright under certain circumstances. Certain educational uses are allowed under *Fair Use* and are determined by weighing all of the following four factors. The purpose and character of use, the nature of the copyrighted work, the amount of the portion used compared to the size of the original work, and the effect on the potential market of the copyrighted work. Students should work closely with their teachers when they believe *Fair Use* is applicable to the project they are working on. Again it is your responsibility to adhere to the copyright laws as they apply in *Fair Use*.

A complete copy of the Copyright Law and its explanations is available in Ms. Doherty's office. Please ask your teacher or Ms. Doherty if you have any doubts or questions concerning copyright. Further information can also be found at the following recommended web sites. www.benedict.com www.eff.org
www.templetons.com www.uky.edu/FACTSCenter/fairuse
<http://home.earthlink.net>