

Region 18 Education Service Center EDLINK18 Acceptable Use Policy

I. GENERAL GUIDELINES

- A. *Scope & Definitions:* The Internet is a network or a set of interconnected networks connecting many computer networks and based on a common addressing system and communications protocol. It includes applications such as e-mail, telnet, FTP, the world wide web, and other future developments. The Internet system of EDLINK18 includes connections to the outside world as well as an internal Intranet. An Intranet is a network of information created by an organization, available only to internal users, but accessible through the same software and protocols as Internet services. EDLINK18 provides access to the Internet, e-mail, and two-way interactive video communications for Region 18 ESC personnel as well as member districts. Region 18 Education Service Center is the fiscal agent for the EDLINK18 Intranet and provides for the day to day maintenance and operations of the system.
- B. *Goals:* The goals of this Internet policy are to:
1. delineate the appropriate and inappropriate uses of the Internet of EDLINK18;
 2. provide guidelines concerning specific network and Internet activities of EDLINK18;
 3. ensure that the Internet is used in a manner which protects member districts and the EDLINK18 network.
- C. *Internet Access:* Internet access of EDLINK18 is administered directly by the local school district. Although the local school district authorizes the use of EDLINK18 in the district, each district employee who uses the EDLINK18 system is required to read this Internet policy and sign an agreement prior to receiving access to Internet resources. Furthermore, each district is required to administer its own AUP for students, parents, community members, and other non-employed personnel.
- D. *Appropriate Use:* Individuals through EDLINK18 are encouraged to use the Internet to further the mission of EDLINK18. The types of activities that are encouraged include:
1. communicating with fellow employees, educators, or clients within an individual's assigned responsibilities;
 2. acquiring or sharing information related to the performance of an individual's assigned responsibilities;
 3. participating in educational or professional development activities;
 4. limited personal use of the system shall be permitted if the use:
 - a. imposes no tangible cost on the EDLINK18;
 - b. does not unduly burden the EDLINK18 computer or network;
 - c. has no adverse effect on an employee's job performance.

E. *Inappropriate Use*: Internet uses through EDLINK18 shall comply with all applicable law, all applicable EDLINK18 policy, and all EDLINK18 contracts. This includes, but is not limited to, the following:

1. the Internet may not be used for illegal or unlawful purposes, including, but not limited to, copyright infringement, obscenity, pornography, libel, slander, fraud, defamation, plagiarism, harassment, forgery, impersonation, and compromising network security (spreading viruses, hacking, etc.);
2. the Internet may not be used in any way that violates EDLINK18 policies, rules, or administrative orders including, but not limited to, the EDLINK18 Participant Policy. Use of the Internet in a manner, which is not consistent with the mission and educational purposes of EDLINK18, misrepresents EDLINK18, or violates any EDLINK18 policy is prohibited;
3. individuals may not view, copy, alter, or destroy data, software, documentation, or data communications belonging to EDLINK18 or another individual without authorized permission;
4. individuals should limit their personal use of the Internet. EDLINK18 allows limited personal use for communication with family and friends, communications with students and other faculty, independent learning, and public service. EDLINK18 prohibits use for mass unsolicited mailings, access for non-EDLINK18 participating staff to EDLINK18 resources or network facilities, competitive commercial activity unless pre-approved by EDLINK18, the dissemination of chain letters, and the use of bandwidth for downloading non-education resources such as music and videos for personal use.

F. *Failure to Comply*: This policy establishes no new governance or disciplinary structures. Alleged violations of this policy are to be treated like other allegations of wrongdoing of EDLINK18. Sanctions for inappropriate use of the Internet may include, but are not limited to, one or more of the following:

1. temporary or permanent revocation of access to some or all EDLINK18 resources;
2. legal action according to applicable laws. EDLINK18 will not defend individuals whose use violates applicable law.

G. *Security*: Internet accounts are to be used only by the assigned user of the account for authorized purposes. Users may not share account or password information with another person. Users are required to obtain a new password if they have reason to believe that any unauthorized person has learned their password. Users are required to take all necessary precautions to prevent unauthorized access to the Internet. This includes, but is not limited to, closing down any active sessions before leaving a computer terminal and storing individual passwords in a secure manner.

- H. *Monitoring*: EDLINK18 may monitor, at any time, with or without notification, any Internet activity occurring on EDLINK18 equipment or accounts. If EDLINK18 discovers activities which do not comply with applicable law or EDLINK18 policy, records retrieved may be used to document the wrongful content.
- I. *Disclaimer*: EDLINK18 assumes no liability for any direct or indirect damages arising from the user's connection to the Internet. EDLINK18 is not responsible for the accuracy of information found on the Internet. EDLINK18 merely facilitates the accessing and dissemination of information through its systems. Users are solely responsible for any material that they access and disseminate. EDLINK18 disclaims all liability for losses due to failures typical of technology, due to intruders, or due to acts of nature.

II. SPECIFIC ACTIVITIES

The rules below are intended to provide detailed instructions *in addition to* those specified under Section I, General Guidelines.

- A. *E-Mail Accounts*: EDLINK18 provides e-mail accounts for district personnel. These accounts are primarily for conducting education related activities. Personal use of e-mail is limited provided that it does not violate any other Internet use guidelines as specified in this Internet Acceptable Use Policy. Limited personal use of e-mail shall be permitted if the use:
 - 1. imposes no tangible cost on EDLINK18;
 - 2. does not unduly burden the EDLINK18 network or network resources;
 - 3. has no adverse effect on an employee's job performance.
- B. *World Wide Web (WWW)*
 - 1. Browsing - Personal use of the WWW by staff and faculty is permitted provided that it promotes the purpose and mission of EDLINK18, and that it does not violate any other Internet use guidelines as specified in this Internet Acceptable Use Policy.
 - 2. Filtering - EDLINK18 currently utilizes N2H2 filtering software to filter Internet access to the following types of categories:
 - a. adults only
 - b. hate/discrimination
 - c. free pages
 - d. illegal
 - e. nudity
 - f. porn site
 - g. suicide/murder
 - h. weapons
 - i. alcohol
 - j. drugs
 - k. gambling

- l. profanity
 - m. personal information
 - n. school cheating info
 - o. tobacco
 - p. chat
 - q. free email
 - r. tasteless/gross
 - s. lingerie
 - t. personals
 - u. sex
 - v. violence
3. Web Page Creation – Certain EDLINK18 Internet users may create World Wide Web pages which further the mission and goals of EDLINK18, which provide information to its constituents, and which enhance educational and professional services, effectiveness, and efficiency. The following provisions govern web page creation:
- a. any World Wide Web page stored on the EDLINK18 server is considered to be an official publication of EDLINK18. All relevant policies and rules apply. All information and content is subject to review by the EDLINK18 Governing Board. Non-compliant information or content may be removed or edited by EDLINK18 web master at any time with or without notice. No personal web pages are allowed;
 - b. in the case of web pages about EDLINK18, the EDLINK18 directors are responsible for content oversight. Individual departments and units of EDLINK18 may not create web pages without prior approval from the EDLINK18 directors;
 - c. unlawful statements or images (including, but not limited to, copyrighted items which have not received the prior written approval of the copyright holder) are prohibited.

C. Course Related Use :

1. Responsibility for Acknowledging Sources - Documents and other information accessed via the Internet which are used in compiling reports, papers, journal articles, etc., must be cited with a proper bibliographic reference. Failure to do so constitutes plagiarism and will be disciplined as such.
2. Copyright - When using the Internet for educational purposes, staff are required to abide by applicable copyright law. Copyright law includes, but is not limited to, prohibitions against copying programs or data, the resale of data or programs, or use for non-educational purposes. Copyrighted course materials posted to a class web page may only be used for educational purposes pursuant to a current EDLINK18 licensing agreement.

3. Discussions on the Internet - Material posted to a discussion forum or listserv is governed by the following guidelines:
 - a. use appropriate language. Profanity or obscenity will not be tolerated;
 - b. avoid offensive or inflammatory speech. Users must respect the right of others. Personal attacks are an unacceptable use of the Internet;
 - c. re-posting personal communications without the original author's prior consent is prohibited.

EDLINK18

Internet Acceptable Use Policy

Internet User Agreement

I hereby acknowledge that I have read and understand the Internet Acceptable Use Policy of EDLINK18. I agree to abide by these policies and ensure that persons working under my supervision abide by these policies. I understand that if I violate such rules, I may face legal or disciplinary action according to applicable law or departmental policy.

I hereby agree to indemnify and hold EDLINK18 and its officers, trustees, employees and agents harmless for any loss, damage, expense or liability resulting from any claim, action or demand, arising out of or related to the user's use of EDLINK18 owned computer resources and the network, including reasonable attorney fees. Such claims shall include, without limitation, those based on trademark or service mark infringement, trade name infringement, copyright infringement, dilution, tortious interference with contract or prospective business advantage, unfair competition, defamation, unlawful discrimination or harassment, rights of publicity, and invasion of privacy.

Name _____

Signature _____

Date _____