

## **General Basis for this Agreement**

The Internet and other on-line resources provided by the Oroville School District are to be used to support the educational goals of the district. The network, services and workstations are to be used in a responsible, efficient, ethical, and legal manner consistent with the mission of the Oroville School District, and not to be used for personal business, personal social interaction, personal entertainment, profit or illegal activities.

This agreement shall specify user obligations and responsibilities and shall protect the district from any legal judgment or damages resulting from the use or misuse of the technological network resources of Oroville School District.

These obligations and limitations are not meant to limit your constructive use of the public supported network, but are intended to protect you and your students, and provide the best educational opportunities for your students.

## **Curriculum on the Internet**

Because the Internet contains an un-moderated and un-verified collection of resources, the District cannot guarantee the accuracy of the information or the appropriateness of any material that you or your students may access. For this reason online resources should be previewed prior to using as curriculum or supplementary instructional resources to make sure that the content matches and supports the District approved curriculum for your programs.

## **Supervision**

Certificated staff shall direct and supervise students while using on-line services at School. Additionally, appropriate instructional aides may assist in this supervision. At no time should students be left unsupervised, or sent to unsupervised areas to access online services.

## **Email and Electronic Communication**

Preserving constructive relationships should be your first intention when using email. Always be polite and professional.

All communications on the district-supported network are subject to the Electronic Archive rules under the Federal Rules of Civil Procedure.

Please refer to the Oroville School District Email and Electronic Retention Guidelines for specific information pertaining to District and User responsibilities.

Emails are often misinterpreted, or may be interpreted in unintended ways by recipients, peers or other third parties such as legal representatives, administration, plaintiffs and courts. Think very carefully about sending emails that fall into categories that may create or support legal action against you or your district.

Email can create a permanent record of communications. Keep that in mind when using email to address difficult situations.

## **Streaming Video**

The use of streaming video that comes from sources not specifically designed for education will not be supported or allowed by the district. Streaming from approved educational sites will be supported only as bandwidth allows.

Un-moderated streaming media sites may put you at professional risk if used in the classroom because unintended content may become viewable by students, parents, peers, community or administration.

YouTube, Yahoo, MSN, Metacafe are just a few examples of sites that are un-moderated and offer content that is not appropriate, violates copyrighted

material, or does not align with approved curriculum.

The use of streaming video for entertainment in the classroom is also a misuse of network resources. Music videos, humor videos, etc require a tremendous amount of bandwidth to stream to your computer and may expose you and your students to unintended and inappropriate content.

### **Streaming Audio**

The use of streaming audio for entertainment use in your office or classroom is not allowed or supported.

Downloading music from P2P sharing sites is prohibited. Do not allow this use in your classroom.

Listening to Internet radio stations on your computers is prohibited as it precludes our network resources from uses that are related to education. 80 connections to streaming radio will completely occupy our K20 connection to the Internet.

### **Online shopping**

Access to online shopping sites is not allowed. Specific exceptions will be made if it can be demonstrated that the site predominantly sells products that generally support educational purposes.

It is not appropriate to shop for personal items while at school on the public supported network.

### **General User obligations & responsibilities**

Staff members are authorized to use the district's on-line services in accordance with the user obligations and responsibilities specified below.

The staff member in whose name an on-line services account is issued is responsible for its proper use at all times. Staff members shall use the system only under their own account number. This applies to district servers,

Skyward Information System logins as well as any other Internet or Email login. Staff members shall not impersonate other staff members through the use of any electronic account or service, nor shall they interfere with any appropriate use of any electronic account or service by another staff member.

The use of the district network is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges and other actions, upon review and consideration by the Superintendent.

Staff members are prohibited from accessing, posting, submitting, publishing or displaying harmful matter or material that is obscene, disruptive or sexually explicit, or that could be construed as a threat, harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs to any internal system or server, or to any external system from within the school network.

Personal sites and pages are not to be accessed from within the district, as well as sites similar to MySpace, FaceBook, twitter and others as content there is not related to education and may put you at professional risk if accessed from school. Any WIKI or BLOG site must be moderated specifically for education and designed specifically to support educational purposes.

Staff shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or district policy.

Copyrighted material may not be placed on the system or used without the author's permission. Users may download copyrighted material for their own use only, not to re post on web sites or other documents or presentations for further distribution to others. This includes but is not limited to music files, images, or text belonging to others.