

Dubuque Community School District Acceptable Use Policy and Related Information

Electronic resource information services are available to students, teachers and staff in our district. Our goal in providing this service is to promote educational excellence by resource sharing, innovation, and communication. The Dubuque Community School District will make every effort to protect students and teachers from any misuses or abuses of the information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the electronic resource information services.

Every classroom in the eighteen schools in the Dubuque Community School District, as well as district support buildings, has been cabled with enhanced Category 5 cable to receive network and Internet services. Each school has a router enabling it to communicate on the Wide Area Network (WAN) via T-1 leased lines. Within each school network there are switches which allow all classrooms within the school site to communicate with each other.

Four safeguards have been put in place to protect electronic users in the Dubuque Community School District. They include:

1. District staff signing an Electronic Information Resource Agreement prior to using any electronic equipment. (Students and parents/guardians have already signed an Internet/Electronic Resource permission slip). Students will also view the videotape "Using the Network: Rules and Guidelines."
2. IT Services using fire walls within the Dubuque Community School District system to protect information.
3. Students signing the district sign-in sheet at each computer when using the network to access the Web or other electronic information on the network.
4. Teachers supervising students when students are accessing electronic information.

The district is currently investigating whether to install filtering software to block the use of inappropriate sites and material.

The district is also developing a Dubuque Community School District Internet Web site with links to school sites developed by building students and teachers. A district Intranet is also in the planning stage.

DISTRICT-USER ELECTRONIC INFORMATION RESOURCE AGREEMENT
Dubuque Community School District
Human Resource Services

Electronic information services are available to students, teachers, and staff in our district. Our goal in providing this service is to promote educational excellence by resource sharing, innovation, and communication. The Dubuque Community School District will make every effort to protect students, teachers, and the district from any misuses or abuses of the electronic information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the electronic information service.

Please read this document carefully. This is an agreement for faculty, staff, and adult volunteers associated with our district. Listed below are the provisions of this agreement. If any user violates these provisions, access to network information services may be denied and you may be subject to disciplinary action.

TERMS AND CONDITIONS OF THIS AGREEMENT

1. **PERSONAL RESPONSIBILITY.** I will accept personal responsibility for reporting any misuse of the network to the Director of Technology. Misuse can come in many forms, but it is commonly viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, homophobia or other forms of offensive speech, inappropriate language, and other issues described below.
2. **ACCEPTABLE USE.** The use of my assigned account must be in support of education and research, keeping foremost the educational goals and objectives of the Dubuque Community School District. I am personally responsible for this provision at all times when using the electronic information service.
3. Use of other organizations' networks or computing resources must comply with rules appropriate to that network (e.g. copyright restrictions on other Web sites).
4. Transmission of any material in violation of any laws of the United States or other state organizations is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
5. Use of unauthorized student, parent, district, or financial data is prohibited.
6. Use of the network for individual commercial gains is generally not acceptable. Commercial activities by groups within the district must be cleared with the Director of Technology.
7. Use of product advertisement or political lobbying is prohibited.
8. **PRIVILEGES.** The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of privileges. The Dubuque Community School District system administrators (see end of document) will decide what is appropriate use and their decision is final. The system administrators may close an account at any time if necessary. Administrators, staff, or faculty of the Dubuque

Community School District may request that the system administrators deny, revoke, or suspend a specific user account, either student or staff. Denials, revocations, or suspensions can be based on violations of any policy of the Dubuque Community School District, including discriminatory or harassing behaviors. If a user who has lost permission to access the network wishes to appeal a decision, he/she must write a letter of explanation to the Assistant Superintendent.

9. NETWORK ETIQUETTE. You are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

- BE POLITE. Never send or encourage others to send abusive, threatening, or harassing messages.
- USE APPROPRIATE LANGUAGE. Remember that you are a representative of your school and district on a public system. You may be alone with your computer, but what you say and do can be viewed globally. Never swear, use vulgarities or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- RESPECT PRIVACY. Do not reveal your home address, phone number, or those of students and colleagues.
- USE OF ELECTRONIC MAIL. Electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to the authorities. Employee network e-mail is legally the property of the district.
- BE AWARE OF THE POTENTIAL FOR DISRUPTIONS. Do not use the network in any way that would disrupt use of the network by others.
- DISTRICT RIGHT. The district reserves the right to monitor Internet activity at its own discretion and without cause.

OTHER CONSIDERATIONS:

- Do be brief. Fewer people will bother to read a long message.
- Do minimize spelling errors and make sure your message is easy to read and understand.
- Do use accurate and descriptive titles for your articles. Tell people what it is about before they read it.
- Do get the most appropriate, not the widest, audience for your message.
- Do remember that humor and satire are often misinterpreted.
- Do remember that if you post to multiple groups, you will need to specify all groups in a single message.

- Do cite references for any facts you present.
- Do forgive the spelling and grammatical errors of others.
- Do keep signatures brief.
- Don't "attack" correspondents; persuade them with facts.
- Don't post to a group you don't know.

10. SERVICES. The Dubuque Community School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer while on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the electronic information system is at your own risk. The District specifically denies any responsibility for the accuracy of information obtained through its services.

11. SECURITY. Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the system administrator (see below) at once. Never demonstrate the problem to other users. Never use another individual's account. Any user identified as a potential security risk will be denied access to the electronic information system.

12. VANDALISM. Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of network services. Disciplinary action and legal referral will also be invoked, when appropriate.

REQUIRED SIGNATURES

I have read this agreement and agree to abide by the stated terms and conditions of the agreement.

District-User's Name (please print)

Signature

Date

Contact the Help Desk (525) or the Director of Technology (148) to report computer system abuses by all users in the district. Technical questions about the network can be directed to Steve Puls (462). If you are unsure who to call contact the Help Desk. System administrator user account decisions will be made by Tom Averkamp, Steve Puls, Charlie Ellis, and Jane Petrek.

SCHOOL/STUDENT ELECTRONIC INFORMATION RESOURCE NOTIFICATION
Dubuque Community School District
Information Technology Services

Electronic information services are available to students, teachers and staff in our district. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. The Dubuque Community School District will make every effort to protect students and teachers from any misuses or abuses of the electronic information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the electronic information service.

Please read this document carefully. When signed by both student and a parent/guardian, it becomes a legally binding contract.

Listed below are the provisions of this contract. If any user violates these provisions, access to electronic information services may be denied and you may be subject to disciplinary action.

TERMS AND CONDITIONS OF THIS NOTICE

1. The BASIC STANDARD OF BEHAVIOR when using an electronic resource, is the same standard of behavior that is practiced and used in each classroom and on each school campus in the Dubuque Community School District.

2. PERSONAL RESPONSIBILITY. As a student or parent/guardian, I will accept personal responsibility for reporting any misuse of the network to the system administrator. Misuse can come in many forms, but it is commonly viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described below.

3. ACCEPTABLE USE. The use of my assigned account must be in support of education and research and with the educational goals and objectives of the Dubuque Community School District. I am personally responsible for this provision at all times when using the electronic information service.

a. Use of other organizations' networks or computing resources must comply with rules appropriate to that network.

b. Transmission of any material in violation of any United States or other state organizations is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

c. Use of commercial activities by for-profit institutions is generally not acceptable.

d. Use of product advertisement or political lobbying is also prohibited.

4. PRIVILEGES. The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each person who receives

an account will participate in a discussion with a Dubuque Community School District faculty member as to proper behavior and use of the network. The District system administrator(s) will decide what is appropriate use and their decision is final. The system administrator(s) may close an account at any time if necessary. The administrator, staff, or faculty of the District may request that the system administrator deny, revoke, or suspend specific user accounts.

5. NETWORK ETIQUETTE. You are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

- a. BE POLITE. Never send, or encourage others to send, abusive messages.
- b. USE APPROPRIATE LANGUAGE. Remember that you are a representative of our school and district on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally! Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- c. PRIVACY. Do not reveal your home address or personal phone numbers of students or colleagues.
- d. ELECTRONIC MAIL. Electronic mail (e-mail) is not guaranteed to be private. Everyone on the system has access to all mail. Messages relating to or in support of illegal activities must be reported to the authorities.
- e. DISRUPTIONS. Do not use the network in any way that would disrupt use of the network by others.
- f. OTHER CONSIDERATIONS:
 - Do be brief. Fewer people will bother to read a long message.
 - Do minimize spelling errors and make sure your message is easy to understand and read.
 - Do use accurate and descriptive titles for your articles. Tell people what it is about before they read it.
 - Do get the most appropriate audience for your message, not the widest.
 - Do remember that humor and satire is often misinterpreted.
 - Do remember that if you post to multiple groups, specify all groups in a single message.
 - Do cite references for any facts you present.
 - Do forgive the spelling and grammar errors of others.
 - Do keep signatures brief.
 - Don't "attack" correspondents; persuade them with facts.

- Don't post to a group you don't know.

6. SERVICES. The Dubuque Community School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer while on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. The District specifically denies any responsibility for the accuracy of information obtained through its services.

7. SECURITY. Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the system administrator at once. Never demonstrate the problem to other users. Never use another individual's account. Any user identified as a security risk will be denied access to the information system.

8. VANDALISM. Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, and legal referral.

REQUIRED SIGNATURES

STUDENT

I understand and will abide by the provisions and conditions of this contract. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user account, and appropriate legal action. I also agree to report any misuse of the information system to the Dubuque Community School District system administrator. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above.

Student's Name (please print)

Signature

Date

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read this contract and understand that it is designed for educational purposes. I understand that is impossible for Dubuque Community School District to restrict access to all controversial materials, and I will not hold the District or staff responsible for materials acquired on the network. I also agree to report any misuse of the information system to the Dubuque Community School District system administrator. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above.

I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.

Parent's/Guardian's Name (please print):

Signature

Date

SPONSORING TEACHER

I have read this contract and agree to promote this agreement with the student. Because the student may use the network for individual work or in the context of another class, I agree to instruct the student on acceptable use of the network and proper network etiquette. I also agree to report any misuse of the information system to the District system administrator. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above.

Teacher's Name (please print):

Signature

Date _____

PERMISSION SLIP FOR WORLD WIDE WEB SITES
Dubuque Community School District

Electronic resource information services are available to students, teachers and staff in the Dubuque Community School District. The goal in providing these services is to promote educational excellence by facilitating resource sharing and communication.

Your permission is requested to use your child's work on the Dubuque Community School District's Internet Website (including the school's Web pages).

The Dubuque Community School District has my permission to use the work of my child in conjunction with the district's or building Websites on the Internet. I understand that my child's first name, teacher's name, and grade may be used. I further understand that there will be no compensation for the use of my child's work and that others may use or copy the work and the district shall have no responsibility to the student, parents, or guardians for such use.

I also give permission for the School District to use pictorial representations (e.g. photographs, drawings, etc.) of my child on the district or building Web pages. I understand that my child's first name, teacher's name, and grade may be used.

Student's Name (please print)

Signature

Parent's/Guardian's Name (please print)

Signature

Date

SCHOOL/STUDENT ELECTRONIC INFORMATION RESOURCE NOTIFICATION Dubuque Community School District

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Please read this document carefully. When you and your parents/guardians sign your Internet/Electronic Information Resources permission slip you agree to use the Internet and the district network in accordance with the following rules and guidelines.

Listed below are the provisions for network use. If any user violates these provisions, access to electronic information services may be denied and you may be subject to disciplinary action or legal action.

RULES AND REGULATIONS FOR USE

1. The BASIC STANDARD OF BEHAVIOR when using an electronic resource is the same standard of behavior that is practiced and used in each classroom and on each school campus in the Dubuque Community School District.
2. PERSONAL RESPONSIBILITY. As a student or parent/guardian, I will accept personal responsibility for reporting any misuse of the network to the system administrator (see a teacher for exact procedures). Misuse can come in many forms, but it is commonly viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, homophobia or other forms of offensive speech, inappropriate language, and other issues described below.
3. ACCEPTABLE USE. The use of a student account must be in support of education and research keeping foremost the educational goals and objectives of the Dubuque Community School District. I am personally responsible for this provision at all times when using the electronic information service.
 - a. Use of other organizations' networks or computing resources must comply with rules appropriate to that network.
 - b. Transmission of any material in violation of any law of the United States or other state organizations is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
 - c. Use of the network for individual commercial gain is generally not acceptable. Commercial activities by groups within the district must be cleared with the Director of Technology.
 - d. Use of product advertisement or political lobbying is prohibited.

e. Use of unauthorized student, parent, district, or district financial data is prohibited.

4. PRIVILEGES. The use of the electronic information system is a privilege, not a right, and inappropriate use will result in a cancellation of privileges. The district system administrators will decide what is appropriate use and their decision is final. The system administrators may close an account at any time, if necessary. Administrators, staff, or faculty of the district may request that system administrators deny, revoke, or suspend a specific user account, either student or staff. Denials, revocations, or suspensions can be based on violations of any policy of the Dubuque Community School District, including discriminatory or harassing behaviors. If a user who has lost permission to access the network wishes to appeal a decision, he/she must write a letter of explanation to the Assistant Superintendent.

5. NETWORK ETIQUETTE. You are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

a. BE POLITE. Never send, or encourage others to send, abusive messages.

b. USE APPROPRIATE LANGUAGE. Remember that you are a representative of your school and district on a public system. You may be alone with your computer, but what you say and do can be viewed globally! Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.

c. RESPECT PRIVACY. Do not reveal your home address, phone number or those of others.

d. USE OF ELECTRONIC MAIL. Electronic mail (e-mail) is not guaranteed to be private. Everyone on the system has access to all mail. Messages relating to or in support of illegal activities must be reported to the authorities.

e. BE AWARE OF THE POTENTIAL FOR DISRUPTIONS. Do not use the network in any way that would disrupt use of the network by others.

f. OTHER CONSIDERATIONS:

- Do be brief. Fewer people will bother to read a long message.
- Do minimize spelling errors and make sure your message is easy to read and understand.
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7. SECURITY. Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the system administrator at once (see a teacher). Never demonstrate the problem to other users. Never use another individual's account. Any user identified as a potential security risk will be denied access to the electronic information system.

8. VANDALISM. Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of network services. Disciplinary action and legal referral will also be invoked, when appropriate.

STUDENT UNDERSTANDING AND ACCEPTANCE

I understand and will abide by the provisions and conditions of the Internet/Electronic Resource contract. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user account, and appropriate legal action. I also agree to report any misuse of the electronic information system to the Dubuque Community School District system administrators. I will contact a faculty member to assist me.