

<p>Storey County School District Policy Manual Section: I - Instruction Title: Acceptable Use Policy and Related Guidelines</p>	<p><i>Adopted: 10 January 1996</i> <i>Revised: 13 February 2002</i> <i>23 October 2003</i> <i>13 July 2006</i> Policy Number: IHAJ</p>
<p><i>Final Presentation as below to school board on 7-13-06</i></p>	

Acceptable Use Policies & Related Guidelines

**STOREY COUNTY SCHOOL DISTRICT
And
Nevada School Network (NSN)**

First Board Hearing 20 December 1995

**Approved 10 January 1996
(Revised – 2/13/2002)
(Revised – 7/13/2006)**

Storey County School District Policy Manual Section: I - Instruction Title: Acceptable Use Policy and Related Guidelines		<i>Adopted: 10 January 1996</i> <i>Revised: 13 February 2002</i> <i>23 October 2003</i> <i>13 July 2006</i> Policy Number: IHAJ
<i>Final Presentation as below to school board on 7-13-06</i>		

This page intentionally left blank

Storey County School District Policy Manual Section: I - Instruction Title: Acceptable Use Policy and Related Guidelines	<i>Adopted: 10 January 1996</i> <i>Revised: 13 February 2002</i> <i>23 October 2003</i> <i>13 July 2006</i> Policy Number: IHAJ
<i>Final Presentation as below to school board on 7-13-06</i>	

Storey County School District
APPROPRIATE USE POLICIES for use of TELECOMMUNICATIONS

PHILOSOPHY

Internet/telecommunication access is now available to students and educational staff in the Storey County School District. The goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

INTERNET

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and staff have access to:

1. Electronic mail (e-mail) communications
2. Information and news from a variety of news sources, as well as the opportunity to correspond with professionals at a variety of research institutions
3. Public domain software and shareware
4. Discussion groups on a variety of topics of interest to students and teachers
5. Access to many library catalogs, including but not limited to: university library catalogs, the Library of Congress, and ERIC research clearinghouse.

With access to computers and people also comes the global availability of material that may not be considered to be of educational value in the context of the school setting. Storey County School District has taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials, and an industrious user may discover controversial information. SCSD believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of Storey County School District.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided in this document so that you are aware of the responsibilities that you will acquire upon use of a telecommunications account in the educational setting of Storey County.

DISTRICT USE

IN GENERAL, this requires efficient, ethical and legal utilization of the network resources. If a Storey County School District user violates any of these provisions, his or her account will be suspended/frozen and the account may be terminated with future access through the school district denied. The signature(s) on IHAJ-1 Computer Use Authorization Grades K-12 or IHAJ-2 Computer Use Authorization Staff are legally binding and indicate the parties who signed have indicated that they have read the terms and conditions and understand their significance.

THEREFORE:

In keeping with these policies, and in accordance with curriculum policies to include the use of telecommunications in the educational setting, Storey County School District agrees to the use of the following:

- Nevada School Network (NSN) or any other such network provided through the State Department of Education for use in the educational setting
- Commercial servers to make use of graphics and other materials for educational and research purposes.

Use of the above networks also indicates agreement to the AUPs of these providers.

<p>Storey County School District Policy Manual Section: I - Instruction Title: Acceptable Use Policy and Related Guidelines</p>	<p><i>Adopted: 10 January 1996</i> <i>Revised: 13 February 2002</i> <i>23 October 2003</i> <i>13 July 2006</i> Policy Number: IHAJ</p>
<p align="center"><i>Final Presentation as below to school board on 7-13-06</i></p>	

**STOREY COUNTY SCHOOL DISTRICT and NEVADA SCHOOL NETWORK (NSN)
ACCEPTABLE USE POLICIES and RELATED GUIDELINES**

INTENT:

1. The use of any Internet/telecommunications network is intended to aid in education and research.
2. ALL USERS must sign an AUP Statement of Understanding as part of their application for an account on networks used during educational activities

WHO TO USE:

Storey County School District users of telecommunications will adhere to the following:

- Rules/guidelines of the SCSD policy
- Rules/guidelines of other networks agreed to through this policy

The use of the Internet (and other telecommunications sources) is a privilege, not a right, and inappropriate use will result in a cancellation of these privileges through the school district.

INTRODUCTION:

1. It is a general policy that the telecommunications/Internet facilities are to be used in a responsible, efficient, ethical, and legal manner. Users signing their statement of understanding accept these general guidelines as a condition for receiving (and using) an account.
2. Users must be aware of the finite capacity of the network and must cooperate with the Network Administrator to conserve resources and ensure equitable access for all. The network has a limited number of locations throughout the state to serve a growing number of users.

APPROPRIATE USE OF NETWORK

"Etiquette" means "ticket" in French. "netiquette" is your ticket to travel. The use of an account requires that you abide by accepted rules of network etiquette. These include, but are not limited to, the following:

Users are expected to:

1. Be polite. Do not get abusive in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
3. Observe a self-imposed limit of one hour on line during a given six-hour period except in special circumstances.
4. Cite your source (in using material from telecommunication sources). If you are using the ideas of others, give them credit.
5. Prepare text files for uploading before logging on.
6. Log off before editing and printing downloaded files.
7. Delete email files as soon as possible.
8. Do NOT invade the privacy of others.

When using email:

1. Make subject headings as descriptive as possible.
2. Begin messages with a salutation.
3. Restate the question or issue being addressed in a response, but do not retransmit the entire message.
4. Choose words carefully to avoid misunderstandings and avoid sarcasm.
5. End your message with a 'signature' and your location.

*(parts of this document were extracted from An Incomplete Guide to the Internet and Other Telecommunications Opportunities. Especially for Teachers and Students K-12, Compiled by the NCSA Education Group, July, 1993)

Storey County School District Policy Manual Section: I - Instruction Title: Acceptable Use Policy and Related Guidelines	Adopted: 10 January 1996 Revised: 13 February 2002 23 October 2003 13 July 2006 Policy Number: IHAJ
<i>Final Presentation as below to school board on 7-13-06</i>	

INAPPROPRIATE USE OF SYSTEM

1. The user agrees to not publish on or over the system any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane or sexually offensive to an average person, or which, without the approval of the system administrators, contains any advertising or any solicitation of other members to use goods or services.
2. The user agrees not to use the facilities and capabilities of the system to:
 - a. conduct any business or activity or solicit the performance of any activity which is prohibited by law
 - b. use for commercial activities by for-profit institutions
 - c. use for product advertisement or political lobbying
 - d. use the network for financial gain or for any commercial or illegal activity.
 - e. transmit/receive any material in violation of any USA or state regulation
 - (1) This includes, but is not limited to: copyrighted materials, threatening or obscene materials, or material protected by trade secret.
 - (2) Copyrighted material or material protected by trade secret must to not be placed on any system connected to NSN without the author's permission. Users may download copyrighted material for their own use. Any user may also non-commercially redistribute a copyrighted program with the expressed permission of the owner or authorized person. Permission must be specified in the document, on the System, or must be obtained directly from the author.
 - f. Use for product advertisement
3. A user found accessing non-education sites (including online games, BBSS, and chat forums) for extended periods of time (more than 30 minutes) will be reported to the administration and possibly subject to removal of account privileges.
4. Individual users are representative of their county and/or school district while using the educational network activities. However, the user will be punished as an individual should their actions warrant it.

THIRD PARTY SERVICES

- o All matters concerning the merchandise and services ordered from a Seller or Sellers, including but not limited to purchase terms, payment terms, warranties, guarantees, maintenance and delivery, are solely between the Seller and the User.
- o Storey County School District makes no warranties or representations whatsoever with regard to any goods or services provided by Sellers.

WARRANTIES:

Storey County School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. SCSD will not be responsible for any damages the user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence by error or omission. Use of any information obtained by use of the telecommunications is at the user's own risk. SCSD denies any responsibility for the accuracy or quality of information obtained through the telecommunication services.

VANDALISM:

Vandalism is defined as any malicious attempt to harm or destroy data of another user, or any agency or their networks that are connected to the Internet 'backbone.' This includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism will result in cancellation of privileges and other consequences listed in district/ school policy.

TECHNOLOGY SYSTEMS ANALYST:

Although the account may be an ongoing account, the Site Coordinators will check all accounts on at least an annual basis and inform the Technology Systems Analyst of any corrections to the account(s) through the district.

CONSEQUENCES OF MISUSE OF ACCOUNT (REVOCAION OF ACCOUNT):

1. Suspension or revocation of account
 - a. Storey County School District Technology Committee (SCSTC) or Systems Technology Analyst has the right to temporarily suspend a student account for any perceived violations of this acceptable use policy.

Storey County School District Policy Manual Section: I - Instruction Title: Acceptable Use Policy and Related Guidelines	<p style="text-align: right;">Adopted: 10 January 1996</p> <p style="text-align: right;">Revised: 13 February 2002 23 October 2003 13 July 2006</p> <p style="text-align: right;">Policy Number: IHAJ</p>
<i>Final Presentation as below to school board on 7-13-06</i>	

-
- The district-designated liaison, staff member, parent/student (if appropriate) will be informed of the suspension and impending revocation of account.
- b. Any user who violates the AUP shall be subject to revocation of account.
 - c. If any user allows another person to use his/her account, the accounts of both will be revoked. If a person is using another user's account and they do not have an AUP on file their application will be denied and the user account they were using will be revoked.
2. Due process:
Acceptable use standards fall within the jurisdiction of a network's and the network's Storey County School District Technology Committee both in design and enforcement.
- The Systems Technology Analyst and/or Storey County School District Technology Committee reserve the right to suspend or terminate user's access upon any breach of the terms and conditions.
- (1) Prior to a suspension or termination, the suspending administrator will inform the user of the alleged breach and give the member an opportunity to present an explanation.
 - (2) The user may request a review hearing with the system executive within 7 days of suspension. Account is suspended until a decision is made.

Report any system misuse immediately to the Systems Technology Analyst or the chair of the Storey County School District Technology Committee.

Storey County School District Policy Manual Section: I - Instruction Title: Acceptable Use Policy and Related Guidelines	Adopted: 10 January 1996 Revised: 13 February 2002 23 October 2003 13 July 2006 Policy Number: IHAJ-1
<i>Final Presentation as below to school board on 7-13-06</i>	

STOREY COUNTY SCHOOL DISTRICT ACCEPTABLE USE AUTHORIZATION GRADES K THROUGH 12

Please be advised that Storey County School District students in grades K through 12 may have access to the Internet during the course of their studies. With access to other networks and people around the world, Storey County School District students might have access to information that may not be appropriate. Storey County School District has taken measures to prevent access to inappropriate information. The district is not responsible for the quality and content of information available through this service. We expect our students to exhibit acceptable and appropriate use of the computers at school.

The following guidelines are intended to help students use the network appropriately.

- =====
- I give permission**
 I do not give permission

for my child to access, produce, video conference and/or communicate information on Storey County School District's computer network resources for the current school year.

- o (Please refer to publication authorization signature page)
- o Students who do not have parent/guardian permission to use the District's computer network resources will be given alternative educational activities.

Student's Full Name (Please Print):	
First Name: _____	Last Name: _____
Grade (Circle one):	
K 1 2 3 4 5 6 7 8 9 10 11 12	
Home Address:	
Street Address: _____	
City: _____	State: _____ Zip: _____
Home Phone: () _____ Parent's Work Phone () _____	
Student Agreement:	
I understand and will abide by the Acceptable Use Policies of Storey County School District. I understand that violating the Acceptable Use Policies may result in loss of network privileges and/or disciplinary measures.	
Student's Signature: _____	Date: _____
Parent's or Guardian's Name (Please Print): _____	
Parent's or Guardian's Signature: _____	Date: _____

IHAJ-1

<p>Storey County School District Policy Manual Section: I - Instruction Title: Acceptable Use Policy and Related Guidelines</p>	<p><i>Adopted: 10 January 1996</i> <i>Revised: 13 February 2002</i> <i>23 October 2003</i> <i>13 July 2006</i> Policy Number: IHAJ-1</p>
<p><i>Final Presentation as below to school board on 7-13-06</i></p>	

Page 2 (Acceptable Use Policy Grades K-12) (Policy IHAJ-1)

USER AGREEMENT

Use of school and district networks must be in support of education, research, and the educational goals and objectives of the Storey County School District. Students are personally responsible for this provision at all times when using building and district networks and other computers.

- o Students will need to be in compliance with the guidelines outlined in the Acceptable Use Policy (Policy IHAJ) provided by the Storey County School District Policy. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret.
- o The use of another organization's networks or computing resources must comply with rules appropriate to that network (i.e. e-mail services, Internet download facilities, etc.)
- o Students will be working on assigned tasks at all times. Any unauthorized "web-surfing" or using areas of district network that are not assigned for student use will result in disciplinary action according to the Storey County School District Acceptable Use Policy.

Students should be familiar with these rules and how to use the Internet and appropriate use of the computer network before getting on-line. If they have any questions about these rules, they should ask their teacher. Be aware that the inappropriate use of electronic information resources can be a violation of school rules, local, state, and federal laws and that students can be prosecuted for violating those laws.

If any unauthorized files are found on the computer by any student, he/she must inform the instructor immediately or it will be assumed by the school's staff that he/she put it there. **Under no circumstances are students to use unauthorized files, add icons, or alter the standard icons on their computers.**

NETWORK ETIQUETTE AND PRIVACY

Students are expected to abide by the generally accepted rules of network etiquette. These rules include but are not limited to:

- o **BE POLITE.** Never send, or encourage others to send, abusive messages.
- o **USE APPROPRIATE LANGUAGE:** You are a representative of your school and your school district on a public system. Never swear, use vulgarities, or any other inappropriate language.
- o **PRIVACY:** Do not reveal your home address, phone number, names or addresses of family members, or the addresses or phone numbers of other students or colleagues.
- o **DISRUPTIONS:** Do not use the network in any way that would disrupt the use of the network by others.

REPRESENTATION: Do not send anonymous messages or represent a message as to have been written by another. The original of all correspondence must be clearly identifiable.

SECURITY AND VANDALISM

If students identify a security problem in the building or school district networks, they must notify their teacher or the system administrator immediately. Students should never demonstrate the problem to another user, use another individual's account, or tell /indicate to anyone else their password. Any user identified as a security risk will be denied access to the network and may be liable for disciplinary action or prosecution.

Vandalism is defined as any malicious attempt to physically deface, disable, or destroy computers, peripherals, or other network hardware or 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 creation or transmission of computer viruses. Any vandalism will result in loss of network privileges, disciplinary action, or possible legal referral.

Acceptable Use Policy (Grades K-12) Page 2 of 2 (IHAJ-1)

<p>Storey County School District Policy Manual Section: I - Instruction Title: Acceptable Use Policy and Related Guidelines</p>	<p><i>Adopted: 10 January 1996</i> <i>Revised: 13 February 2002</i> <i>23 October 2003</i> <i>13 July 2006</i> Policy Number: IHAJ-2</p>
<p><i>Final Presentation as below to school board on 7-13-06</i></p>	

USER AGREEMENT

Use of school and district networks must be in support of education, research, and the educational goals and objectives of the Storey County School District. Students are personally responsible for this provision at all times when using building and district networks and other computers.

- o Students will need to be in compliance with the guidelines outlined in the *Acceptable Use Policy (Policy IHAJ)* provided by the Storey County School District Policy. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret.
- o The use of another organization's networks or computing resources must comply with rules appropriate to that network (i.e. e-mail services, Internet download facilities, etc.)
- o Students will be working on assigned tasks at all times. Any unauthorized "web-surfing" or using areas of district network that are not assigned for student use will result in disciplinary action according to the Storey County School District Acceptable Use Policy.

Students should be familiar with these rules and how to use the Internet line and appropriate use of the computer network before getting on-line. If they have any questions about these rules, they should ask their teacher. Be aware that the inappropriate use of electronic information resources can be a violation of school rules, local, state, and federal laws and that students can be prosecuted for violating those laws.

If any unauthorized files are found on the computer by any student, he/she must inform the instructor immediately or it will be assumed by the school's staff that he/she put it there. ***Under no circumstances are students to use unauthorized files, add icons, or alter the standard icons on their computers.***

NETWORK ETIQUETTE and PRIVACY

Students are expected to abide by the generally accepted rules of network etiquette. These rules include but are not limited to:

- o BE POLITE. Never send, or encourage others to send, abusive messages.
- o USE APPROPRIATE LANGUAGE: You are a representative of your school and your school district on a public system. Never swear, use vulgarities, or any other inappropriate language.
- o PRIVACY: Do not reveal your home address, phone number, names or addresses of family members, or the addresses or phone numbers of other students or colleagues.
- o DISRUPTIONS: Do not use the network in any way that would disrupt the use of the network by others.

REPRESENTATION: Do not send anonymous messages or represent a message as to have been written by another. The original of all correspondence must be clearly identifiable.

SECURITY and VANDALISM

If students identify a security problem in the building or school district networks, they must notify their teacher or the system administrator immediately. Students should never demonstrate the problem to another user, use another individual's account, or tell /indicate to anyone else their password. Any user identified as a security risk will be denied access to the network and may be liable for disciplinary action or prosecution.

Vandalism is defined as any malicious attempt to physically deface, disable, or destroy computers, peripherals, or other network hardware or 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 creation or transmission of computer viruses. Any vandalism will result in loss of network privileges, disciplinary action, or possible legal referral.