

# **Sterling Unified School District #376**

## **Acceptable Use of Computing Resources Policy**

USD #376 provides computing resources to support the educational mission of the school district. All users share the responsibility for ensuring that these resources are used for their intended purpose. The Acceptable Use of Computing Resources Policy applies to all persons who use USD #376 computing resources and is not limited to employees and students. The privilege of using computing resources is dependent upon responsible use.

### **Security & Privacy**

All USD #376 computer users share responsibility for maintaining the security and privacy of computer resources. Therefore, the following behaviors are prohibited:

- Use of individual accounts by anyone other than the specific individual to whom those accounts have been assigned
- Deleting or tampering with programs or otherwise modifying network files or programs without explicit authorization and instruction by administration
- Any attempts to subvert network security or damage computing resources

### **Privacy Disclaimer**

- *Despite reasonable attempts to maintain the privacy of users' electronic information, USD #376 cannot guarantee that electronic information is private. Files, including e-mail, programs, and documents, are considered the property of USD #376 as long as they are stored on district equipment. Users will be allowed to copy their own files to storage devices, provided copyright laws are adhered to.*
- *System administrators retain the right to examine electronic information as needed to investigate violations of computing guidelines, perform necessary maintenance procedures, etc.*

### **Legal Use of Computing Resources**

All USD #376 users share responsibility to ensure the legal use of computing resources. Therefore, the following behaviors are prohibited:

- Copying, downloading or installing illegally obtained copyrighted software
- Violating copyright and licensing restrictions on any software

### **E-mail Use**

When communicating via e-mail or other forms of computer-mediated communication, all USD #376 users are expected to act in a responsible manner. Therefore, the following irresponsible uses of e-mail and other forms of computer-mediated communication are prohibited:

- Use of sexually or racially offensive language
- Use of libelous or incendiary language
- Use of e-mail to harass or annoy others
- Wasteful communication such as chain letters or widespread broadcasting of

## **Educational Use**

All USD #376 computer users are responsible for ensuring that computing resources are used for their intended purpose of supporting education. Therefore, the following behaviors are prohibited:

- excessive use of computing resources for activities of minimal educational benefit, such as game playing, chatting and unnecessary printing
- use of computing resources to access, download or display pornography
- excessive commercial or for-profit activities
- violating state or federal law
- harassing or violating the privacy of others
- gaining unauthorized access to computing or information resources
- disrupting the use of the network by others

Sterling USD #376 provides access to computing resources for staff and students in attendance at our facilities. Each user of these resources must conduct him/herself in a responsible manner and in accordance with our Acceptable Use Policy.

It is possible for all users of computing resources in USD #376, including students, to access information that may be deemed objectionable and/or intended for adults. The school district has taken reasonable steps to ensure that computing resources will be used appropriately, and has invested in filtering equipment to prevent access to Internet sites that are considered objectionable. However, the security provided is not infallible and it is likely that a determined student could use computing resources in an inappropriate manner and/or access inappropriate sites on the Internet.

USD #376 believes that the benefits of the Internet to educators and students outweigh the disadvantages of access. However, it is ultimately the responsibility of parents/guardians to set and convey the standards that they believe their children should follow. USD #376 respects each family's right to decide whether to apply for Internet access.

**APPLICATION FOR INTERNET ACCESS  
STERLING UNIFIED SCHOOL DISTRICT #376**

Computing resources, including Internet access in the Sterling school district are for authorized individuals only, and any unauthorized access to these resources is prohibited. Individuals are subject to having their activities monitored by school personnel while using these resources, and anyone using these resources expressly consents to such monitoring. Any individual using the computing resources in a manner deemed inappropriate by school officials will be subject to the termination or limitation of their computer account without warning.

**STUDENT**

I accept the conditions stated in the Sterling USD #376 Acceptable Use Policy, and agree to abide by them. I understand that if I do not abide by them, my privileges to use the computers may be limited.

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date

**STUDENT**

I hereby give permission for USD #376 to use my photograph, first name, and class projects for posting on the Internet. This material may be used only for purposes related to USD #376 web pages.

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date

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**PARENT/GUARDIAN**

I understand that my child is expected to use good judgment, act responsibly, and follow the conditions outlined in the USD #376 Acceptable Use Policy when accessing computer resources in the school district. If he/she does not, I understand that he/she may have privileges to the computers restricted or eliminated. I give my permission for my child to have access to the Internet.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**PARENT/GUARDIAN**

I am the parent or legal guardian of the above-named student and hereby approve the foregoing and consent to the use of photographs, first name, and class projects of said student according to the terms outlined.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

