

## **ELECTRONIC INFORMATION SYSTEM (K-20 Network)**

### **Technology**

The use of technology by students in the educational process has become an everyday occurrence. Developing efficient skills is vital to the success of students now and in the future. It is a goal of the Stanwood-Camano School District not only to provide students access to technology, but also to further their development of technological skills. Technology is an integral part of the curriculum, physical environment and delivery of instruction.

### **Equitable Access**

1. Students throughout the school district will have equitable access to technologies while being provided educational opportunities to use those technologies.
2. Students with special needs, including those with identified disabilities, benefit greatly from the use of technology. In many cases, technology can remove barriers to learning.

### **Appropriate Use**

1. It is the expectation of the school district that students effectively and appropriately use available technology.
2. Appropriate safeguards are established to ensure the security of school district and student data.
3. All users of the system shall comply with current copyright laws.

### **General Use of Stanwood-Camano School District Technology**

1. Diligent effort by all users must be made to conserve system resources; e.g., system storage, network bandwidth, software licenses, etc.
2. Prior to having access to the system, every effort shall be made to provide appropriate training.
3. A signed acknowledgment by parent(s)/guardian(s) that they have received and agreed to the conditions for student use of technology as specified in these procedures and student or staff handbooks should be collected.

### **Personal Security**

1. Personal information such as complete names, addresses, telephone numbers and identifiable photos should remain confidential when communicating on the system. Students should never reveal such information without permission from their teacher and parent(s)/guardian(s). No user may disclose, use or disseminate personally identifiable information regarding others without authorization.
2. Students should never make appointments to meet people in person whom they have contacted on the system without school and parent permission.
3. Students should report to school staff if they come across information or messages on the web or when using electronic mail, chat rooms and other forms of direct electronic communications (e.g., instant message services) that may be dangerous or inappropriate.

### **Student Access and Use of Technology**

1. Student access and use of technology is granted on a continuing basis unless a parent/guardian chooses to withhold permission. Parent(s)/guardian(s) may notify the school of their intent to withdraw permission for use of technology by notifying the school in writing.
2. Internet access shall be granted on a continuing basis unless a parent/guardian chooses to withhold permission. Parent(s)/guardian(s) may notify the school of their intent to withdraw permission for Internet access by notifying the school in writing or completing the appropriate form provided by the school.
3. All use of technology must be in support of education and classroom learning and consistent with the mission of the Stanwood-Camano School District.

4. Use of technology must conform to state law, federal law and Stanwood-Camano School District's policy.
5. Use of the system for commercial solicitation is prohibited.
6. Technology shall not be used to disrupt the operation of the system by others.
7. Use of technology to access, store or distribute inappropriate, obscene or pornographic materials is prohibited.
8. Use of electronic recording devices, including still, video, and audio, is prohibited in Stanwood-Camano School District facilities except as authorized by Stanwood-Camano School District staff for educational purposes. In no case shall any such devices be used in restrooms and locker rooms.
9. Student access and use of technology on school district equipment is authorized, provided the student follows the "System Acceptable Use Guidelines" as follows:

### **System Use**

1. All use of the system must be in support of education and the Stanwood-Camano School District's operations and consistent with the mission of the Stanwood-Camano School District. The school district reserves the right to prioritize use and access to the system.
2. Any use of the system must be in conformity to state and federal law, system use policies and the Stanwood-Camano School District's policy.
3. Use of the system for commercial solicitation is prohibited, except as allowed by law.
4. The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
5. Subscriptions to mailing lists, bulletin boards, chat groups, commercial online services and other information services must be directly related to classroom curriculum or the job responsibilities of the employee.
6. Diligent effort must be made to conserve system resources.
7. Technology shall not be used to disrupt the operation and use of the system by others; system components including hardware or software shall not be destroyed, modified, removed or abused in any way.
8. Malicious use of the system to develop programs or institute practices that harass other users or gain unauthorized access to any service or information on the system and/or damage the components of a service or information on the system is prohibited.
9. Users are responsible for the appropriateness of the material they transmit or publish on the system. Hate mail, harassment, discriminatory remarks or other antisocial behaviors are expressly prohibited.
10. Uses of the system to access, store or distribute obscene or pornographic material is prohibited.
11. Connecting or attaching any computer or networking equipment or components to the system via network ports and/or communications closets, by anyone other than a network technician or other individuals expressly authorized by the director of the Information Systems and Technology Department, is strictly prohibited. Unauthorized computer or networking equipment or components will be removed without notice.

### **Security**

1. System log-ins or accounts are to be used only by the authorized owner of the account for authorized purposes.
2. Users may not share their system, computer or software passwords with others or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
3. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, misrepresent other users on the system or attempt to gain unauthorized access to any data or entity on specific computers or the network.
4. Communications may not be encrypted so as to avoid school district security review.
5. Users will avoid using easily-guessed passwords and will be required to change passwords regularly as necessary to maintain security.

### **Filtering and Monitoring**

1. Filtering services are in use on all computers with access to the Internet. The system is designed to block or filter access to Internet content the district deems inappropriate, including pornography and any depictions that are obscene or are harmful to minors.

### **District Responsibilities**

The Stanwood-Camano School District shall:

1. Review, monitor, and log, as appropriate, all activity on the system for responsible use consistent with the terms of the policy and procedures.
2. Make determinations on whether specific uses of the system are consistent with these acceptable use guidelines.
3. Remove a user's access to the system, with or without notice, at any time the school district suspects that the user is engaged in unauthorized activity or violating this policy. In addition, further disciplinary or corrective action(s) may be imposed for violations of the policy up to, and including, termination of employment for staff, or appropriate disciplinary sanctions for students.
4. Cooperate fully with law enforcement investigation(s) concerning, or relating to, any suspected or alleged inappropriate activities on the system or any other electronic media.
5. From time to time make a determination on whether specific uses of the system are consistent with the regulations stated above. Under prescribed circumstances, non-student or non-staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and goals of the school district.

### **Discipline and Consequences for Unauthorized Use of Technology**

#### **For Students**

Violation of the Stanwood-Camano School District's expectations for use of technology may be cause for disciplinary action up to, and including, expulsion.

#### **For Staff**

Violation of the Stanwood-Camano School District's expectations for use of technology may be cause for disciplinary action up to, and including, termination and reporting to the Office of Superintendent of Instruction's Office of Professional Practice.

**Adopted: 08.05.03**  
**Stanwood-Camano School District**  
**Revised: 03.03.06**  
**Revised: 01.05.09**

## STANWOOD-CAMANO SCHOOL DISTRICT NO. 401 ELECTRONIC INFORMATION SYSTEM

Dear Parent(s)/Guardian:

Your child has the opportunity to receive an electronic network account or access, and needs your permission to do so. Among other advantages, your child will be able to communicate with other schools, colleges, organizations and individuals around the world through Internet and other electronic information systems and networks. Internet is a system which links smaller computer networks, creating a large and diverse network. Internet allows your child, through electronic mail (e-mail) and other means to reach out to many other people to share information, learn concepts and research subjects. These are significant learning opportunities to prepare your child for the future.

With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed informed consent form, school district procedures and other material, and discuss it together. When your child is given an account and password to use on the computer, it is extremely important that the rules are followed. Inappropriate use will result in the loss of the privilege to use this educational tool, and other disciplinary action if appropriate. Parents, remember that you are legally responsible for your child's actions.

Please stress to your child the importance of using only his or her account password, and of keeping it a secret from other students. Your child should never let anyone else use his/her password to access the network. Your child is responsible for any activity that happens in his/her account.

We have established procedures and rules regulating the materials that students may search for on the network, but please be aware that there is unacceptable and controversial material and communications on the Internet that your child could access. It is not possible for us to always provide direct supervision of all students. We cannot filter material posted on network-connected computers all over the world; we encourage you to consider the potential of your child being exposed to inappropriate material in your decision of whether or not to sign the informed consent form.

We also reserve the right to review e-mail sent or received on the district system to improve student safety and system integrity, and you and your child must waive the copyright on any material posted through the network.

If you have any questions please contact your child's school administrator. If you want your child to have the opportunity to receive an Electronic Network account or access, please return signed informed consent forms to us as soon as possible.

## STANWOOD-CAMANO SCHOOL DISTRICT

### ELECTRONIC INFORMATION SYSTEM (K-20 Network) Individual User Access Informed Consent Form

In consideration for the privilege of using the network and in consideration for having access to the public networks, I hereby release Stanwood-Camano School District, the K-20 Network, and other intermediary providers, if any, and operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my, or my child's use, or inability to use, the K-20 Network including, without limitation, the type of damages identified in the Stanwood-Camano School District's Acceptable Use Guidelines. Further, my child and I agree to abide by the District's Policy and Procedures for Electronic Information Systems, which we have reviewed and understand, and we acknowledge that failure to comply with the policy and procedures may result in revocation of network use privileges. My child and I acknowledge and agree that Stanwood-Camano School District has the right to review, edit or remove any materials installed, used, stored or distributed on or through the network or District's system including e-mail and other electronic messages and we hereby waive any right of privacy which my child or I may otherwise have into such material. My child and I acknowledge and agree that any copyright my child may have in material posted on the Internet through the school district's system is waived.

\_\_\_\_\_  
*Signature of User*

Please circle:    Staff        Student

Grade \_\_\_\_\_

\_\_\_\_\_  
*Signature of Parent/Guardian*  
(required if user is under age 18)

\_\_\_\_\_  
Location (building)

\_\_\_\_\_  
Printed Name of User

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed

\*Students over eighteen do not need a parent's signature

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**OFFICIAL USE ONLY DO NOT WRITE BELOW THIS LINE**

Account Number: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

**Adoption Date: 08.05.03**  
**Stanwood-Camano School District**