



ADMINISTRATIVE POLICY

Student Acceptable Use of Electronic Resources

INS-A004

Policies are periodically revised. Users of this policy should check the QAM website for the most recent version.
<http://www.salkeiz.k12.or.us/content/qam/qam-documents>

1. The Salem-Keizer School District is committed to the establishment of an electronic system for the advancement and promotion of learning and teaching. Access is a privilege, not a right and entails responsibility. It is expected that students adhere to the same standards for communicating online that are expected in the classroom and are consistent with Salem-Keizer School District policy and procedure.
2. Definition: Electronic Resources: Salem-Keizer Public Schools' electronic resources include but are not limited to computers, peripherals, networks, email, telecommunication, and internet connections. This includes accounts and services established for school work that can be accessed both from home and school.
3. Policy:

Students must:

- a. Respect and protect the privacy of self and others.
 - i. Use only assigned accounts.
 - ii. Not view, use, or copy passwords, data, or networks to which they are not authorized.
 - iii. Not distribute confidential information about others.
- b. Respect conserve and protect the integrity, availability, and security of all electronic resources.
 - i. Observe all network security practices, as documented and/or given verbally by SKSD staff.
 - ii. Report security risks or violations to staff member. Never demonstrate the problem to other students.
 - iii. Not destroy or damage data, networks, computers, peripherals, or other resources.
 - iv. Use computers designated for student use, not those designated for teacher without prior approval
- c. Respect and protect the intellectual property of others.
 - i. Not infringe copyrights (including, but not limited to making illegal copies of music, games, or movies).
- d. Respect and practice the principles of community.
 - i. Not use District electronic resources to haze, harass, bully, intimidate or menace others (QAM INS-A003).
 - ii. Report threatening or discomfoting materials to a staff member.
 - iii. Not intentionally use processes, services or web-sites that violate CIPA law (i.e. proxy avoidance) or District policy.
 - iv. Not intentionally access, transmit, copy, or create material that violates the Student Rights and Responsibilities (QAM INS-M001) or District policy.
 - v. Not intentionally access, transmit, copy, or create material that is illegal (including but not limited to obscenity, stolen materials, or illegal copies of copyrighted works).
 - vi. Not use electronic resources to further other acts that are criminal or violate District policy.
 - vii. Not send spam, chain letters, or other mass unsolicited mailings.



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- viii. Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project by a staff member.

- 4. The District, in accordance with Federal law, employs a filtering system on all internet access to protect minors from inappropriate materials as determined by the Children's Internet Protection Act (CIPA).

- 5. District administrators and their authorized employees monitor the use of electronic resources to help ensure that uses are secure and conform to this policy.

- 6. Violations of this policy may result in disciplinary and/or legal action in accordance with District policy and procedures

Implementing Procedures:

None

Revision History:

Date	Revision	Description
6/1/10		Cabinet Approved
9/9/10	A	Specific violations of policy added to section 3.

Approved By: *Approved by Cabinet*