

**BOARD OF TRUSTEES  
CHURCHILL COUNTY SCHOOL DISTRICT**

**COMPUTER NETWORK & INTERNET ACCEPTABLE USE**

Internet and network access to age-appropriate instructional materials shall be consistent with the purpose of district educational objectives. Students and staff wishing to use access provided through Churchill County School District (CCSD) shall, at the beginning of each academic year, read and sign an Acceptable Use Agreement prior to using the CCSD access to the Internet or other networks.

It is the policy of CCSD to use software to control student use of the Internet in accordance with Federal Law. However, no software is perfect and the user may still be able to view inappropriate sites. Caution is urged. CCSD makes no guarantee that all inappropriate sites are blocked. CCSD uses a two-step approach to make every effort to insure proper use of the Internet in accordance with Federal Law: 1) Software filter designed to filter inappropriate sites (pornographic, obscene, harmful to minors, etc); and 2) a reporting software that enables the administration to track and monitor all Internet sites visited or attempted by each user and all Internet email traffic. CCSD users must follow proper procedures for Internet use (Netiquette). Students and staff must use the following usage guidelines and agree to follow them.

The use of the CCSD network, including the access to the Internet and other networks through the CCSD gateway is a privilege that may be revoked by the CCSD at any time for abusive conduct or violation of the conditions set forth herein, and in other related policies, regulations, and guidelines. Improper use of the network, Internet, or any other network through CCSD access by a student or staff member may result in complete loss of network access privileges through the CCSD for the remainder of the academic year. Lifetime loss may result depending on the severity of unacceptable use as listed herein and in related policies, regulations, and guidelines.

**STUDENTS**

Continued violations will have more severe disciplinary action applied to include, but not limited to, referral, removal of network rights, permanent loss of network/Internet rights, permanent loss of all Technology rights, detention, suspension from class or school, expulsion and legal charges filed.

**STAFF**

Continued violation of the regulation may result in more serious disciplinary action that may include admonition, suspension, and termination.

**SEVERE INFRACTION, STAFF**

Internet use to browse inappropriate websites such as pornographic sites or sites that promote violence or hate literature at any time will be dealt with severely, i.e., job termination or suspension without pay.

1. The student or staff member (user) is responsible for the proper use of the electronic services at all times. Users shall keep personal account numbers, passwords, home addresses and telephone numbers, and all personal information private. They shall use the system only under their own name at Churchill County School District.
2. **The system shall be used only for purposes related to education and/or administration.** The system shall be used only to strengthen specific standards based instructional strategies being measured by state and federal student assessments. Use of the Churchill County School District's system for financial gain, commercial, and/or political use is strictly prohibited. Churchill County School District reserves the right to monitor any on-line communications for improper use. Student personal use of the network and/or Internet is prohibited. Staff personal use of the Internet (web browsing, catalog ordering/browsing, stock market and financial reports, video and audio downloads, listening to web radio and sending Internet e-mail) will be restricted to before 8:00 a.m. and after 3:30 p.m. during days when any school is in session. This restriction includes use during lunch and preparation periods.
3. Users shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or Churchill County School District policy. Users shall not violate any conditions of the Nevada Education Code dealing with students' rights policy.
4. Users shall not create, transmit or intentionally seek or receive material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.
5. Copyrighted material may not be placed on the system without the author's permission. Copyrighted materials may not be illegally duplicated or shared. Downloading of videos, music, games, or playing network games is prohibited. **Students may download files only with the consent of their teacher on a case-by-case basis. No student may download files to Churchill County School District hard drives. Staff may download files as needed after training and clearance by the system administrator.** No software may be loaded onto any computer without authorization of the system administrator. Loading of software requires proof of legal license. In addition, Churchill County School District Technology Department maintains a list of prohibited software (examples include network games, chat software, spy ware and instant messaging). This list is updated on our website [www.churchill.k12.nv.us](http://www.churchill.k12.nv.us).
6. Vandalism will result in the cancellation of user privileges. Vandalism includes uploading, downloading or creating computer viruses and/or any malicious attempt to harm or destroy Churchill County School District equipment or materials or the data or software of Churchill County School District or any other user. If vandalism or misuse requires reconfiguring, reloading, re-cloning, maintenance or repair to the computer, software, or network, users (staff or student) will be charged an hourly rate for the cost of the repair and actual costs for replacement part.

7. Using computers or other electronic resources or information resources without authorized access, breaking codes or attempting to break or obtain unauthorized passwords is prohibited.
8. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail or other data, nor shall they attempt to read, delete, copy, modify or forge other users' mail or files.
9. Users are expected to keep messages brief and use appropriate language and graphics. Use of chat rooms is prohibited. Sending, creating, or forwarding chain e-mails is prohibited. Students do not receive an e-mail account through Churchill County School District.
10. Student users shall report any security problem or misuse of the network to the teacher or principal. Staff users shall report any such problems to the principal or technology department.
11. Users must understand that the system is not secure and that their communications and activities on the system can be monitored. The right of privacy of the information placed, transmitted, or received on the Internet or any network accessed through CCSD is not guaranteed. CCSD has the right to monitor information or materials that students and staff store on networks and to remove it if it is unlawful, hurtful to another person, uses inappropriate language or pictures, violates policies, regulations, or guidelines, or is objectionable in a school setting.
12. **Students may only use the system under the direct supervision of a staff member.**
13. Users agree that Churchill County School District will not be held liable for the contents of the Internet or what appears on the screen, except for those sites created by Churchill County School District officials. Users use the Internet at their own risk. Information on public networks does not necessarily reflect the philosophy of CCSD. CCSD will not be held responsible for information contained within or received through public network services.
14. CCSD will not be held responsible for any improper use of public networks by students and staff. Students and staff will be completely responsible for information they place on public networks through CCSD access, as well as information they find or take from public networks. Students and staff will be responsible for determining whether information they place or find on public networks is appropriate for use in a school setting.

ADOPTED: 3/13/97

REVIEWED: 5/30/07, 5/22/08,

REVISED 7/27/01, 7/4/10, 7/8/11

REVIEW RESPONSIBILITY: Director of Human Resources