

## USE OF TELECOMMUNICATIONS NETWORK

### I. INTRODUCTION

The Board of Trustees encourages the use of the telecommunications network to access electronic information resources appropriate to the educational setting. The Board recognizes that:

- \* electronic resources offer access, through the district telecommunications network, to computers, databases, and people throughout the district via the district wide area network; and to computers, databases, and people throughout the world via the Internet.
- \* students and staff will have access to electronic mail, college and university libraries, museums, the Library of Congress, information and news from a variety of sources and research institutions, software of all types, and discussion groups on a wide variety of topics.
- \* users of the Internet will have access to resources that are appropriate to the educational setting and that every effort shall be taken to prevent access to inappropriate resources.

### II. DEFINITION - THE TELECOMMUNICATIONS NETWORK

Each school in the Pleasanton Unified School District has a local area network (LAN) consisting of computer workstations, peripherals and fileserver(s). The fileserver contains the courseware and shareware that students and teachers use in the instructional program at that site.

These individual school LAN's are connected to the Media Center to form a wide area network (WAN).

The telecommunications network hub consists of a primary server, e-mail server, Internet server, CD-ROM server, and web server. Through the connectivity of the schools to the Media Center, users have access to these servers and the use of e-mail services, access to the Internet, and information housed on the primary server.

A person using a courseware program housed on the school server is using the local area network. When that user wishes to access the Internet, send an e-mail message to another user, or use data on the

district primary or CD-ROM server, s/he is using the telecommunications network via the wide area network.

### III. FUNCTIONS - THE TELECOMMUNICATIONS NETWORK

The telecommunications network equipment monitors the functions of the network, including when and where e-mail messages are sent and when and where web sites are accessed.

The district retains the right to monitor e-mail messages and web site transmissions if deemed necessary.

### IV. RESPONSIBILITIES OF THE DISTRICT

District responsibilities will be coordinated by the Media Services staff, The Coordinator of Media/Technology Services, and the District Network Administrator.

- A. Maintain a telecommunications network with electronic mail and Internet connections, with filtering programs installed on all network computers to filter inappropriate sites.
- B. Maintain logs of primary and secondary domain names, assigned e-mail address, newsgroups users, and home pages.
- C. Coordinate training programs for staff members and assist schools with the necessary training of student users.
- D. Provide a procedure to prevent, investigate and, whenever necessary, to take appropriate action related to any allegations of electronic transmission of information which may be defamatory, commercially abusive, obscene, racially or sexually oriented, or which may contain illegal material.
- E. Review policy and procedures annually or as needed and notify staff of any changes.

### V. RESPONSIBILITY OF SCHOOLS

The site principal and/or his/her designee(s) shall assume all responsibilities of the site.

- A. Inform students of the educational benefits as well as the potential risks

involved in communications with persons and/or access to electronic resources outside the jurisdiction of the Pleasanton Unified School District.

- B. Issue a cover letter and Acceptable Use Agreement to all parents. Ensure that students and parent/guardians have read and signed the Telecommunications Network Resources and Usage, Student Acceptable Use Agreements. (see also Section XII, Acceptable Use Agreements)
- C. Verify that all computers on the telecommunications network have installed an Internet browser and filtering software.

## VI. RESPONSIBILITY OF USERS

### A. STUDENT

1. Conduct all of his/her activities in accordance with the guidelines and policies set out for use of the computer and electronic resources related to school.
2. Conduct all activities in a responsible, ethical, legal, and courteous manner.
3. Place Student Body Card on top of computer monitor when using telecommunications network (Grades 6-12).
4. Read and sign the Acceptable Use Agreement.  
(See Section XII, Acceptable Use Agreements)
5. Report any observed inappropriate uses of the telecommunications network to the classroom teacher or site administrator.

### B. Parent/Guardian

1. Be aware of the contents of the policy set out by the school and the district for acceptable and unacceptable uses of the telecommunications network.
2. Be aware of the risks inherent in that access, while encouraging safe and acceptable practices.
3. Return signed or unsigned Acceptable Use Agreement to the

school.

#### C. Staff

1. Be aware of this policy and the guidelines and responsibilities outlined in the regulations.
2. Verify that all uses of the telecommunications network are teacher-assigned or teacher approved.
3. Monitor all students using the telecommunications network.
4. Maintain a log or other document (in classrooms) or seating chart (in computer labs) of all students using the telecommunications functions of the network.
5. Report any observed inappropriate uses of the telecommunications network to the site administrator.
6. Delete listserve messages frequently.

### VII. TELECOMMUNICATIONS ACCESS

#### A. INTERNET ACCESS

All students with a signed Acceptable Use Agreement on file and all appropriate staff members will have access to the Internet.

#### B. NEWSGROUP ACCESS

Student access to newsgroups is prohibited on the telecommunications network. Individual staff members may request that the District Network Administrator make specific newsgroups available to them for their professional use.

#### C. E-mail ACCESS

Staff members will be assigned an e-mail address to be used for professional communications.

Students will not be assigned individual e-mail addresses.

Classroom teachers may request a second e-mail address to be used by students under teacher direction.

#### D. LISTSERVE ACCESS

Listserve access will be available to staff. However, users must realize that the number of messages received from listserves require extensive system processing. Messages must be deleted frequently. Staff is expected to suspend or cancel listserves if they plan to be away for more than 5 days.

Upon approval of the District Network Administrator, local listserve servers may be added to the telecommunications network hub.

#### E. COMMERCIAL ON-LINE SERVICE ACCESS

Staff subscribers to America-Online, Prodigy, Compu-Serve, etc., may access those services through the district telecommunications network.

All policies and procedures of those services must be followed. Any costs for these services is the responsibility of the individual subscriber.

Student subscribers to commercial services may not access them through the district telecommunications network.

#### F. OTHER ACCESS

Access to bulletin board and individual chatroom services through the telecommunications network is prohibited.

Local bulletin board services may be established with the approval of the site administrator and the District Network Administrator.

### VIII. DIAL-IN REMOTE ACCESS

The telecommunications network provides dial-in remote access to the system communications server. Staff may use this service to access site networks and/or the Internet from their homes or other sites outside the schools. Staff may request a dial-in remote access account from the District Network Administrator. This account is restricted to use by the staff member only, and all district regulations must be followed when using this service.

### IX. WORLD WIDE WEB (WWW) HOME PAGES

The Pleasanton Unified School District Internet address,

<http://www.pleasanton.k12.ca.us> may be used by users of the WWW to access the district home page.

The district will maintain the initial home page and subsequent pages including each site home page. The individual sites will maintain all subsequent pages.

Design of district and school home pages will follow a similar format. Sites are expected to observe guidelines when developing any pages following the site home page. These include, but are not limited to, the following:

1. Limit graphics except where the visual contributes meaning.
2. Menu pages should help visitors move quickly to what they need. Data should be located deeper into the site.
3. Provide navigational tools in a consistent fashion. Each page should contain a "return to main page" button. If the pages are fairly deep into the site, it should contain a button to return to the menu page. Buttons should be located at the same place on each page.
4. Maintain consistent formats and avoid a hodge podge of random designs.
5. Include appropriate copyright notice on every page.
6. Include mail and e-mail addresses, as well as contact names on major menu pages.
7. Do not post identifying information or photographs of individual students.
8. Observe all site policies regarding approvals for published materials.
9. Homepages for individuals are not allowed.

## X. TELECOMMUNICATIONS NETWORK INSTRUCTION

### A. GOALS AND EXPECTATIONS

1. Understand purposes of the telecommunications network.
2. Understand the terms network, telecommunications network, Internet, and e-mail.
3. Understand appropriate and inappropriate uses of the telecommunications network, and the regulations as cited in this

document.

4. Learn the basic procedures and skills to log into the telecommunications network.
5. Learn how to use Internet search tools to locate and research curriculum-related resources.
6. Learn to utilize e-mail for individual, and/or group use.

#### B. Instruction of Staff

Sites will schedule an orientation program for staff instruction with the appropriate district trainer. Meetings will be scheduled at a site facility. Further instructional meetings for staff will be scheduled at the Media Center computer lab. It is expected that staff who wish to use the telecommunications network as individuals or with their classes will attend these instructional meetings. Copies of this policy and regulations will be distributed to all attendees, and e-mail addresses will be assigned.

Staff members new to the district will receive training as a part of their orientation program.

#### C. Instruction of Students

Instruction of students will be conducted by certificated staff that is appropriate to the age level of the students and curricular needs.

### XI. GUIDELINES FOR NETWORK USAGE

#### A. Appropriate Uses

1. The use of the telecommunications network for telecommunications and/or access to the Internet must be in support of teacher-directed and teacher-approved activities consistent with the adopted curriculum and educational goals of the district.
2. The use of other organizations' networks or computer resources must comply with rules appropriate to that network.

#### B. Inappropriate Uses

1. Transmission of or access to materials which are in violation of federal or state law.
2. Transmissions to promote unethical practices or any activity prohibited by law or district policy.

3. Other prohibited uses of the telecommunications network include:
  - a. downloading copyrighted material without permission.
  - b. using the network to transmit 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.
  - c. using the network for commercial advertising.
  - d. using the network for political lobbying.
  - e. using the network in someone else's name.
  - f. using the network to provide personal information about yourself or anyone else (name, age, sex, phone number, address).
  - g. using the network to encourage others in the use of drugs, alcohol, tobacco.

#### C. Network Etiquette

Users of the telecommunications network are expected to abide by the generally accepted rules of network etiquette (Netiquette). These include, but are not limited to, the following:

1. Use the telecommunications network as specified in this policy and regulations.
2. Be professional and careful about what you say about others.
3. Keep messages short and to the point.
4. Be polite. Use appropriate language.
5. Do not use the network in such a way that you would disrupt the use of the network by other users.

#### D. NETWORK SAFETY

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The Internet, a global "network of networks" is not governed by any entity. This leaves no limits or checks on the kinds of information that is maintained by and accessible to Internet users. The district will make every effort to block those Internet sites that contain information inappropriate to the educational setting.

Individual student users of the telecommunications network must observe guidelines of network safety. These include, but are not limited to, the following:

1. Do not assume that e-mail messages are private.
2. Do not post personal information (e.g., home street address, phone number, age) to someone unknown.
3. Do not use last name on any message.
4. Do not respond to anyone with an unfamiliar screen name.
5. Do not respond to messages that are harassing, demeaning, or belligerent. Immediately report such messages to the classroom teacher or network supervisor.
6. Do not arrange any face-to-face meeting with an unknown network user.

#### E. NETWORK CAPACITY

Users must be aware of the finite capacity of the telecommunications network and must cooperate with all users to conserve resources and assure equitable access for all.

## XII. ACCEPTABLE USE AGREEMENTS

A Student Acceptable Use Agreement must be signed by every student and his/her parent/guardian before access to the telecommunications network will be allowed. (Appendix 1)

A parent letter with Telecommunications Network Guidelines and Student Acceptable Use Agreement (Appendix 1) will be sent to each parent in the parent packet which is mailed to each parent in August or sent home during the first days of school.

Parents of new students will be given the letter and agreement at time of registration.

Acceptable Use Agreements must be signed yearly.

Sites will keep all signed Acceptable Use Agreements on file in the central office.

Sites will notify staff of those students that do not have a signed agreement on file, either because the student and/or the parent/guardian refused to sign the agreement or because the agreement was not returned.

Elementary sites will notify appropriate staff by memo.

Secondary sites will punch the student body card and notify appropriate staff by memo.

Sites brought on-line during the year will devise a plan to notify parents and issue Acceptable Use Agreements.

Staff (certificated and classified) will be furnished a copy of these regulations yearly.

### XIII. TERMS AND CONDITIONS

#### A. Privileges

The use of the district's telecommunications network, with access to the Internet, is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges.

#### B. Services

The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages, non-deliveries, mis-deliveries, or service interruptions caused by the system or user errors or admissions. Use of any information obtained via the telecommunications network is at the user's own risk. The district specifically disclaims any responsibility for the accuracy of the information obtained through its services.

#### C. Security

Security on any computer system is a high priority because there are so many users. Users shall report any security problem or misuse of the network to the proper authority. Any user identified as a security risk will be denied access to the telecommunication network.

#### D. Vandalism

Vandalism is defined as any malicious attempt to harm or destroy data of another user or any of the agencies or networks that are connected to the District telecommunications network. Vandalism includes uploading, downloading, or creating computer viruses and/or any malicious attempt to harm or destroy district equipment, materials, or data. Any vandalism will result in the loss of computer services, disciplinary action, and/or legal referral.

XIV. SANCTIONS

- A. Violations of the Acceptable Use Agreement or any portion of these regulations may result in the users loss of access.
- B. Disciplinary action will be determined at the site level and will be consistent with adopted site and district disciplinary policies.
- C. When applicable, law enforcement agencies may be involved.

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PLEASANTON UNIFIED SCHOOL DISTRICT

PLEASANTON, CALIFORNIA