

## GUIDELINES FOR THE ACCEPTABLE USE OF ELECTRONIC INFORMATION SERVICES

(THIS IS DIRECTLY FROM THE STUDENT HANDBOOK)

Acceptable use of Electronic Information Services (EIS) of the Ozark City Schools requires that the use of EIS resources be in support of education research and the educational goals of the school system. Electronic information services include, but are not limited to, network services such as the Internet, databases, electronic mail, voice mail, and any computer accessible source of information, whether from hard drives, tapes, compact discs, or other electronic sources. Individual EIS users are responsible for their EIS behavior and communications, including their access to EIS. Use of the EIS is a privilege that carries responsibility for the user. All EIS users must understand and exercise responsible use of EIS.

EIS provided by the school system is the property of the Board of Education. The school system may review files and communications and monitor system utilization sent, retrieved or stored via EIS, including electronic mail, or files stored on school system servers, will be private. The Board of Education and/or the Superintendent or designee may close accounts and review or delete files at any time.

All EIS users shall agree to strictly adhere to the following requirements:

- User shall use EIS for educational purposes only, and shall not access or attempt to access any materials that are inappropriate to the educational environment.
- User shall not use EIS to submit, publish, display, retrieve or transmit any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, disruptive, discriminatory, illegal material or any materials harmful to self or others.
- User shall not use EIS to harass, insult, or attack others.
- User shall honor school system policies and the Code of Conduct while using EIS and while choosing materials accessed through EIS.
- User shall use appropriate language while using EIS. Vulgarities are not permitted.
- User shall use only the EIS account and password assigned to user. User shall use EIS only for the purposes authorized for user's account. User shall not attempt to access information that is not authorized for user's access or account.
- User shall not use/reveal any home address or personal telephone numbers or other confidential information about students or employees.
- User shall abide by all copyright laws and regulations.
- User shall not use EIS for commercial purposes, product advertising or political lobbying.
- User shall not attempt to harm, modify, or destroy software or interface (hacking) with system security.
- User shall not introduce unauthorized software into the system.
- User shall not use EIS in any way that would disrupt the use of EIS by others.

- User shall not allow anyone else to access the system by user's account or password, unless user has authorization to allow such use by others. Users are ultimately responsible for all activity under their accounts.
- The user will not intentionally harm or destroy data and/or equipment.
- User will not intentionally waste network resources (i.e. "Chain letters", "spamming", etc.)
- User understands that many services and products are available for a fee and acknowledges the responsibility for any expense incurred.
- User will not violate WebPage guidelines.

## **VIOLATIONS**

Users who violate the provisions of the EIS Acceptable Use Policy may be denied access to EIS and be subject to disciplinary action. Denial of access may result in removal of a student from a class where EIS is necessary. Disciplinary action for student violations may range from an informal conference with the student and parent for minor policy violations, to transfer, suspension, or expulsion, and restitution for more serious violations. When applicable, law enforcement authorities may be notified. The Board of Education may pursue civil and/or criminal remedies against student violators and/or their parents as provided by law. The Ozark City Board of Education, the Superintendent and his/her designee reserves the right to establish additional rules and regulations as necessary for the efficient operation of Electronic Information Services.