Acceptable Network Use Teaching Guide
Oregon City School District
May, 1999

Guidelines

1. Acceptable uses of the network are activities which support learning and teaching. Students and staff have the right to access the Internet to facilitate personal educational growth in technology, information gathering skills and communication skills.

2. Assume that information passed over the network is like a postcard in the mail and is not private.

3. The person in whose name an account is issued is responsible at all times for its proper use. Users have the responsibility for all material sent, accessed or received under his or her user account.

4. Use appropriate language and graphics when communicating information. Do not use profanity, obscenity, or inappropriate language or graphics.

5. Respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright.

6. Users will not plagiarize works that they find on the Internet or network. Plagiarism is taking the ideas or writings of others and presenting them as if they were the users.

7. Do not use the network for financial gain or for any commercial or illegal activity. The network is a public resource and is not to be used for personal profit.

8. Respect others. Do not send, access or display offensive messages or materials, including prejudicial or discriminatory material (such as one's race, religion sex, culture, and national origin). If both the teacher and the parent approve, exceptions may be made if the purpose of such access is to conduct research.

9. Do not send, access or display harassing or attacking material.

10. Use only your password, accounts, folders, etc. unless you have permission from other users to access their information.

11. We are all sharing the same network, printers, and computers. Use the resources efficiently so that the network functions as effectively as possible. Avoid sending large or numerous files, printing unnecessary documents, making broad, vague, and numerous searches. etc. Check e-mail frequently and delete unwanted messages promptly. Do not engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.

12. Respect your privacy and the privacy of others. Do not post personal information about yourself, including address, telephone, home address, work address, etc. The school address and e-mail address may be used when it is necessary to receive information. Also, do not post personal information about other people without their permission. For example, student web pages may not list student or staff names, addresses, phone numbers, etc. unless permission is granted.

13. Do not access or post information that, if acted upon, would cause damage or disruptions.

14. Our network must remain a safe and positive environment for learning. If you suspect any attempt to improperly meet or make contact with you, or receive any message that is inappropriate, report such actions to your teacher or other school employee. The District will monitor network activity, when necessary, to protect the integrity of the network and the security of students and staff.