

Olympia School District

OSDNet Acceptable Use Procedures

Successful operation of the network requires that all users conduct themselves in a responsible, lawful, ethical and polite manner while using the network. The user is ultimately responsible for his/her actions while accessing network services. These guidelines do not attempt to articulate all required or proscribed behavior by its users.

Guidelines

Network Use

1. Use of the system will primarily be in support of education and research and consistent with the mission of the district. The District reserves the right to prioritize use and access to the system.
2. Any personal use of OSDNet resources shall be at no cost to the District, shall not interfere with the performance of official duties, must be brief in duration, and must not disrupt the conduct of District business.
3. Use of the system must be in conformity to state and federal law, network provider policies and licenses, and district policies.
4. Malicious use of the system to harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited.
5. Users are responsible for the appropriateness and content of material they transmit or publish on the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.
6. Use of the system to access, store or distribute obscene or pornographic material is prohibited.
7. Use of the system for commercial purposes is prohibited. Use of the system for charitable purposes must be approved in advance by the superintendent or designee.
8. The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
9. No use of the system shall serve to disrupt the operation of the system by others or compromise the security or integrity of district information or software; system components including hardware or software shall not be destroyed, modified or abused in any way.

Security

10. System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users must not share their account access or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
11. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
12. Communications may not be encrypted so as to avoid security review.
13. Users should change passwords regularly and avoid easily guessed passwords.

Personal Security

14. Personal Information such as addresses and telephone numbers should remain confidential when communicating on the system. Students should never reveal such information without permission from their teacher or other adult. No user may disclose, use, or disseminate personal identification information regarding minors without authorization.
15. Students should never make appointments to meet people in person that they have contacted on the system without district and parent permission.
16. Students should notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable on the web or when using electronic mail, chat rooms, and other forms of direct electronic communications (i.e. instant message services).

Copyright

17. The unauthorized installation, use, storage or distribution of copyrighted software or materials on district computers is prohibited. All users of OSDNet shall comply with current copyright laws and Olympia School District copyright policy 2025.

Filtering and Monitoring

18. Filtering services are in use for all computers with access to the Internet for all users. These services will block or filter access to visual depictions that are obscene, child pornography, or harmful to minors.
19. Educational staff will, to the best of their ability, monitor minors' use of the Internet in school, and will take reasonable measure to prevent access by minors to inappropriate material on the Internet and World Wide Web, and restrict their access to materials harmful to minors.

General Use

20. Use of educational, computer-based games must be approved by a supervising teacher and must be in support District learning goals. All other computer-based games are prohibited.
21. Diligent effort must be made to conserve system resources. For example, users should frequently delete E-mail and unused files.
22. No person shall have access to the system without having received appropriate training. A signed Olympia School District Network User Agreement and Access Release Form must be on file with the district. Students under the age of 18 must have the approval of a parent or guardian.
23. Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with district policy and procedure.

From time to time, the district will make a determination on whether specific uses of the system are consistent with the regulations stated above. Under prescribed circumstances non-student or staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and goals of the district. For security and administrative purposes the district reserves the rights for authorized personnel to review system use and file content. The district reserves the right to remove a user account on the system to prevent further unauthorized activity. Violation of any of the conditions of use may be cause for disciplinary action.

District Rights

Olympia School District reserves the right to:

1. Monitor all activity of OSDNet.
2. Determine whether specific uses of the network are consistent with these acceptable use guidelines.
3. Log network use and monitor storage disk space utilization by users.
4. Deem what is appropriate use.
5. Remove a user's access to the network at any time it is determined that the user is engaged in unauthorized activity or violating this acceptable use policy.
6. Cooperate fully with any investigation concerning or relating to any OSDNet activity.
7. The district reserves the rights to prioritize use and access to the system.

District Responsibilities/Limitations

1. The district will take prudent steps to develop, implement and maintain security procedures to insure the integrity of individual and district files. The district will not guarantee that information on any computer system will be inaccessible by other users.
2. The district will attempt to provide error free and dependable access to technology resources associated with OSDNet. The district will not be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.
3. The district will not deny or remove a user's right to use OSDNet resources without just cause.

User's right to appeal

A user of OSDNet services who has violated their OSDNet User Agreement and has been subjected to disciplinary action may appeal their case to: (1) the building's administrator, (2) the OSD Technology Coordinator, (3) the OSD School Board