

# Northwest Regional Education Service District Regulation

Code: **EDE-AR**  
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## Acceptable Use of Electronic and Network Services

### Overview

Users of NWRESD's electronic and network resources have a responsibility to not abuse these resources and to respect the rights of others. The **Acceptable Use of Electronic and Network Services** administrative rules provide guidelines for the appropriate and inappropriate use of information technologies.

The purpose of the **Acceptable Use of Electronic and Network Services** policy is to ensure an information infrastructure that promotes the basic missions of the NWRESD in the furtherance of education and research by students and staff. Computers and networks are powerful enabling technologies for accessing and distributing information and knowledge developed at the NWRESD and elsewhere. As such, they are strategic technologies for the current and future needs of the NWRESD. Because these technologies give individuals the ability to access and copy information from remote sources, users must be mindful of the rights of others to their privacy, intellectual property and other rights. These administrative rules codify what is considered appropriate usage of computers and networks with respect to the rights of others. With the privileges to use the information resources of the NWRESD come specific responsibilities outlined in these administrative rules.

### Summary

Users of NWRESD information resources are expected to comply with software copyrights and licenses, recognize the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users. These administrative rules cover appropriate use of computers, networks, and information contained therein.

### Scope and Applicability

**Applicability** - This document is applicable to all NWRESD students and staff and to others granted use of NWRESD information resources and refers to all NWRESD information resources whether individually controlled or shared, stand-alone or networked. It applies to all computer and computer communication facilities owned, leased, operated, or contracted by the NWRESD. This includes word processing equipment, video systems, facsimile machines, telephones, personal computers, workstations, mainframes, minicomputers, and associated peripherals and software, regardless of whether used for administration, research, teaching or other purposes.

**Legal Process** - The NWRESD does not exist in isolation from other communities and jurisdictions and their laws. Under some circumstances, as a result of investigations, subpoena or lawsuits, the NWRESD

may be required by law to provide electronic or other records or other information related to those records or relating to use of information resources.

## Rules

A user of NWRESD information resources who is found to have purposely or recklessly violated any of the following rules will be subject to disciplinary action up to and including discharge, dismissal, expulsion, and/or legal action. Violations of applicable Teacher Standards and Practices Commission (TSPC) Standards for Competent and ethical Performance of Oregon Educators will be reported to TSPC as provided by OAR 584-020-0041.

1. Copyrights and Licenses - Computer users are expected to comply with copyrights and licenses to software and other on-line information.
  - a. Copying - All software protected by copyright must not be copied except as specifically stipulated by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into, from or by any NWRESD student, staff or system, except pursuant to a valid license or as otherwise permitted by copyright law.
  - b. Number of Simultaneous Users - The number and distribution of copies must be handled in such a way that the number of simultaneous users in a department does not exceed the number of original copies purchased by that department, unless otherwise stipulated in the purchase contract.
  - c. Copyrights - In addition to software, all other copyrighted information (text, images, icons, programs, etc.) retrieved from computer or network resources must be used in conformance with applicable copyright and other law. Copied material must be properly attributed. Plagiarism of computer information is subject to the same sanctions as apply to plagiarism in any other media.
2. Integrity of Information Resources - Computer users must recognize the integrity of computer-based information resources.
  - a. Modification or Removal of Equipment - Computer users must not attempt to modify or remove computer equipment, software or peripherals that are owned by others without proper authorization.
  - b. Encroaching on Others' Access and Use - Computer users must not encroach on others' access and use of the NWRESD's computers. This includes but is not limited to: the sending of chain-letters or excessive messages; printing excess copies of documents, files, data or programs; running grossly inefficient programs when efficient alternatives are known by the user to be available; unauthorized modification of system facilities, operating systems or disk partitions; attempting to crash or tie up a NWRESD computer or network; and damaging or vandalizing NWRESD computing facilities, equipment, software or computer files.

- c. **Unauthorized or Destructive Programs** - Computer users must not intentionally develop or use programs which disrupt other computer users or which access private or restricted portions of the system and/or damage the software or hardware components of the system. Computer users must ensure that they do not use programs or utilities which interfere with other computer users or which modify normally protected or restricted portions of the system or user accounts. Computer users must not use network links for any use other than permitted in network guidelines. The use of any unauthorized or destructive program may result in legal civil action for damages or other punitive action by any injured party, including the NWRESD, as well as criminal action.
3. **Unauthorized Access** - Computer users must refrain from seeking to gain unauthorized access to information resources or enabling unauthorized access.
    - a. **Abuse of Computing Privileges** - Users of NWRESD information resources must not access computers, computer software, computer data or information, or networks without proper authorization, or intentionally enable others to do so, regardless of whether the computer, software, data, information or network in question is owned by the NWRESD. For example, abuse of the networks to which the NWRESD belongs or the computers at other sites connected to those networks will be treated as an abuse of NWRESD computing privileges.
    - b. **Reporting Problems** - Any defects discovered in system accounting or system security must be reported to the appropriate system administrator so that steps can be taken to investigate and solve the problem.
    - c. **Password Protection** - A computer user who has been authorized to use a password-protected account may be subject to both civil and criminal liability if the user discloses the password or otherwise makes the account available to others without permission of the system administrator.
  4. **Usage** - Computer users must respect the rights of other computer users. Most NWRESD systems provide mechanisms for the protection of private information from examination by others. Attempts to circumvent these mechanisms in order to gain unauthorized access to the system or to another person's information are a violation of NWRESD policy and may violate applicable law. Authorized system administrators may access computer users' files at any time for maintenance purposes. System administrators will report suspected unlawful or improper activities to the proper authorities.
    - a. **Unlawful Messages** - Use of electronic communication facilities (such as mail or talk, or systems with similar functions) to send fraudulent, harassing, obscene, threatening or other messages that are a violation of applicable federal, state or other law or NWRESD policy is prohibited.
    - b. **Mailing Lists** - Users must take into account the purpose and charters of computer mailing lists (including local or network news groups and bulletin-boards). The user of an electronic mailing list is responsible for determining the purpose of the list before sending messages to or

receiving messages from the list. Subscribers to an electronic mailing list will be viewed as having solicited any material delivered by the list as long as that material is consistent with the list's purpose. Persons sending to a mailing list any materials which are not consistent with the list's purpose will be viewed as having sent unsolicited material.

- c. Advertisements - In general, the NWRESD's electronic communication facilities should not be used to transmit commercial or personal advertisements, solicitations or promotions (see Commercial Use, below). Some public bulletin boards have been designated for selling items by members of the NWRESD community, and may be used appropriately, according to the stated purpose of the list(s).
  - d. Information Belonging to Others - Users must not intentionally seek or provide information on, obtain copies of, or modify data files, programs or passwords belonging to other users, without the permission of those other users.
5. Political, Personal and Commercial Use - The NWRESD is a non-profit, tax-exempt organization and, as such, is subject to specific federal, state and local laws regarding sources of income, political activities, use of property and similar matters. It also is a contractor with government and other entities and thus must assure proper use of property under its control and allocation of overhead and similar costs.
- a. Political Use - NWRESD information resources must not be used for partisan political activities where prohibited by federal, state or other applicable laws, and may be used for other political activities only when in compliance with federal, state and other laws and in compliance with applicable NWRESD policies.
  - b. Personal Use - NWRESD information resources shall not be used for personal activities not related to appropriate NWRESD functions, except in a purely incidental manner.
  - c. Commercial Use - NWRESD information resources shall not be used for commercial purposes, except as permitted under other written policies of the NWRESD or with the written approval of the Superintendent. Any such commercial use shall be properly related to NWRESD activities, take into account proper cost allocations for government and other overhead determinations and provide for appropriate reimbursement to the NWRESD for taxes and other costs the NWRESD may incur by reason of the commercial use. Users also are reminded that the "k12.or.us" domain on the Internet has rules restricting or prohibiting commercial use, and thus activities not appropriately within the "k12.or.us" domain and which otherwise are permissible within the NWRESD computing resources should use one or more other domains, as appropriate.