

Federal Way Public School's Acceptable Use for Electronic Information Guidelines

The following rules and procedures constitute the Acceptable Use Guidelines for use of the Internet Academy's electronic information systems. Each user of the system must agree electronically to abide by these rules in order to receive access to the e-mail system.

System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users shall not share their account identification 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.

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.

Use of the system must 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, and does not intend to create a First Amendment forum for free-expression purposes.

Any use of the system must conform to state and federal law, network provider policies and licenses, and District policy. Use of the system for personal profit or commercial solicitation is prohibited. Use of the system for charitable purposes must be approved in advance by the superintendent or designee.

The system constitutes public facilities and may not be used to support or oppose political candidates, initiatives, or ballot measures, or for unauthorized lobbying activities.

No use of the system shall serve to disrupt the operation of the system by others. Internal wide distribution of email not authorized by the Communication Department shall be treated as unwarranted and removed from the system. System components including hardware or software shall not be destroyed, modified or abused in any way.

Malicious use of the system to develop programs or institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited.

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. Use of the system to access, store or distribute obscene or pornographic material is prohibited.

Student subscriptions to mailing lists, bulletin boards, and commercial on-line services and other information services must be pre-approved by a supervising teacher.

Personal information such as addresses and telephone numbers shall remain confidential when communicating on the system. Students should never reveal such information without permission from a teacher, other Internet Academy personnel or a parent/guardian.

Students shall never make appointments to meet people in person that they have contacted on the system without Internet Academy and parent permission. Students shall notify a teacher, other Internet Academy personnel, or a parent/guardian whenever they come across information or messages that are dangerous, illegal, inappropriate or make them feel uncomfortable.

Use of personal equipment must adhere to all district policies and guidelines. Information Technology Services must authorize non-district computers before connecting to the district's network system. This computer must contain effective anti-virus software that complies with district standards. The district will not be responsible for any loss of or damage to such equipment.