

## ELECTRONIC COMMUNICATION

### Administrative Procedures for Implementation

#### Policy Enforcement

The district will provide each user with copies of the Electronic Communication policy and procedures.

Access will be granted to students with a signed parental access agreement and permission of the building administrator. Principals or their designee will be responsible for reviewing this policy with students.

Principals and Information Technology administration and staff will be responsible for disseminating and enforcing policies and procedures in the buildings under their control.

Principals or their designee will ensure that all users complete and sign an agreement to abide by policies and procedures regarding use of the district network. All such agreements are to be maintained at the building level.

Student access to the internet will be filtered by a web filtering program to restrict access to internet sites that violate acceptable use policy.

#### Passwords

User accounts will be recorded and kept on file at the building level.

Passwords are confidential. All passwords shall be protected by the user and not shared nor displayed.

Individual users shall, at all times, be responsible for the proper use of accounts issued in their name.

System users shall not use another user's account.

#### Copyright

Copyrighted software or data shall not be placed on the district network servers without permission from the Information Technology administration and building technology staff.

System users may redistribute copyrighted material only with the written permission of the copyright holder or designee. Such permission must be specified in the document or in accordance with applicable copyright laws, district policy, and administrative procedures.

#### Training

The district will provide training to users in the proper use of the system/network.

Principals or their designee will ensure that training is provided to users on appropriate use of electronic resources.