

## **COLUSA EDUCATORS WIDE AREA NETWORK (CEWAN) USE OF COMPUTERS, COMPUTER NETWORKS, AND INTERNET SERVICES POLICY**

The **COLUSA EDUCATORS WIDE AREA NETWORK (CEWAN)** a consortium of the Colusa County Office of Education (CCOE) with Colusa Unified School District, Maxwell Unified School District, Williams Unified School District and Pierce Joint Unified School District, (hereinafter collectively, excepting the CCOE, referred to as the School District(s)) provides computers and computer network and Internet services for the specific and limited purpose of achieving CEWAN's goals and accomplishing its educational and organizational purposes. Other uses are prohibited, except as authorized herein. CEWAN computers, computer networks and Internet services are not provided as a public, student, or employee forum. CEWAN's computers, computer networks and Internet services remain at all times the property of the CEWAN. CEWAN shall be the only approved provider of CEWAN Internet and e-mail services. Any exceptions must be approved by the County or School District Superintendent or her/his designee.

Anyone who violates any of the parts of this policy without specific authorization to do so may be subject to disciplinary actions and/or may be referred to legal authorities.

### **No Expectation of Privacy**

Use of CEWAN's computers, computer networks, and Internet services does not create any expectation of privacy and/or the individual School District for whom the work was produced. Work produced by any employee on a CEWAN computer shall be the property of CEWAN. CEWAN reserves the right to search any information accessed, sent, received, or stored in any format by any CEWAN computer user. Users are advised that information and communication deleted by the user may be restored and retrieved from the computer by the CEWAN or a legal authority. Parents/guardians shall have the right to examine their child's computer files, including electronic communications, if the information is accessible by CEWAN staff.

### **User Responsibilities**

CEWAN computers shall not be used to produce, distribute, access, use, or store information which by way of illustration and not limitation:

- Is prohibited by law, CEWAN, Colusa County Office of Education and or any School District's established rules;
- Is obscene, pornographic, sexually explicit, or harmful as defined in subdivision (a) of Penal Code Section 313;
- Would subject CEWAN or the individual School District to criminal, civil or administrative liability for its use, production, distribution, access or storage (e.g.,

is fraudulent, defamatory, racist, or denigrates persons based upon protected classifications, constitutes sexual harassment, etc.);

- Violates copyright laws;
- Is obtained by trespassing in private or confidential files;  
Trespassing is defined as the unauthorized access to confidential files or the unauthorized access, use, or distribution of, or allowing another person without valid authorization access to, confidential information contained in computer files.
- Causes delay, disruption or harm to systems, programs, networks or equipment (This includes streaming video and audio such as “internet radio stations” and “personal videos” from sites such as YouTube);
- Is otherwise prohibited in the workplace or on a school campus.

Student and / or individuals that are not employed by the CCOE or School Districts are prohibited to be on a computer that has access to the “CEWAN Administrative Network” for any reason. Any exception to this must be documented with a County or District Superintendent and be made known to the Colusa County Office of Education Technology Coordinator in advance.

No user may alter work, except their own, without permission from the author. Users assume personal responsibility and liability, both civil and criminal, for unauthorized use of CEWAN computers and computer services.

### **Students**

Use of CEWAN computers, computer networks and Internet services is a privilege which may be restricted or revoked at any time. CEWAN and school rules for behavior and communication shall apply to all use of CEWAN computers, computer networks, and Internet services. Anyone who uses a CEWAN computer or access to computer networks or the Internet agrees to comply with CEWAN policies and regulations, school rules, and rules of any computer network accessed. Students using CEWAN computers and equipment are expected to follow the directions of teachers and school staff. CEWAN computers may not be used for commercial purposes, including offering, providing or purchasing goods or services for personal use. Students who violate computer usage rules may lose their computer use privileges, and/or be subjected to discipline. If the computer usage is required in the student's course work, misuse may affect the student's academic grade, and/or if the misuse is sufficiently severe or persistent as determined by the teacher and the school administration, the misuse may affect the student's ability to complete the course.

## **Employees**

Some employees may be required to use a computer to fulfill their job responsibilities. Except for required uses, use of CEWAN computers, computer networks and Internet services is a privilege which may be restricted or revoked at any time. CEWAN rules for appropriate computer usage shall apply to all use of CEWAN computers, computer networks and Internet services. Anyone who uses a CEWAN computer or has access to computer networks or the Internet agrees to comply with CEWAN policies and regulations, division and/or department rules, and rules of any computer network accessed. CEWAN computers may not be used for personal commercial or communication purposes, including offering or providing goods or service and political advertisements. All purchases for school/CEWAN purposes shall be made in accordance with CEWAN rules and procedures. Misuse of CEWAN computer equipment and/or programs may result in discipline, up to and including dismissal.

## **Passwords**

Passwords may be assigned to individuals. Assigned passwords shall not be shared or used by anyone else except a student's teacher, an employee's supervisor, authorized computer maintenance and repair personnel, or other personnel designated by the county or district administrators.

## **CEWAN Secured Networks and Confidential Records**

Student and employee records on CEWAN computers are confidential. Anyone accessing these records agrees to keep all information in the records confidential and to use it only for legitimate CCOE or School District purposes. Access to student and employee records is governed by the CCOE Superintendent's Policies and School District Policies. Family Educational Rights and Privacy Act (FERPA) regulations shall also be followed. Students shall not have access to employee or student records. Anyone who accesses or changes student or employee records or CEWAN secured networks without specific authorization to do so may be subject to disciplinary actions and may be referred to legal authorities.

Any equipment connected to the CEWAN environment must meet CEWAN regulations and technical standards. No addition, removal and or modification of hardware or software is permitted without authorization from Technology Services.

## **CEWAN Limitations of Liability**

For some employees use of a computer may be required by CEWAN for job performance. For some students, use of a computer may be required by CEWAN as part of the educational program. In addition to required uses, CEWAN may provide employee and student access to computers, computer networks, and the Internet, but is not obligated to do so. The CEWAN accepts no responsibility or liability for access or lack of access to computers, computer networks, or Internet services. On any computer system there is a potential for loss of data, interruption of services

and inaccurate or unreliable information. The CEWAN makes no warranties for computer services or data, and is not liable for damage to or loss of work on CEWAN computers. The CEWAN will not be responsible for financial or other obligations arising from the unauthorized use of CEWAN computers, computer networks, or the Internet.

The Internet opens a world of valuable information to students. However, some information on the Internet may be considered inappropriate for or harmful to young people. The CEWAN may install software that limits access to inappropriate or harmful material; however, such software may not adequately protect students from accessing such material. Any installation or removal of blocking software is at the CEWAN's discretion and does not relieve the computer user of his/her personal responsibility not to access inappropriate or harmful materials. The CEWAN is not liable for student use of or access to the Internet that is in violation of the CEWAN's rules.

### **Classroom Use**

Information available on computers, computer networks and the Internet which is used in the classroom shall be in compliance with the Superintendent's policies and CEWAN procedures governing the selection of instructional materials. Teachers are expected to use classroom materials and give assignments that are age appropriate and relevant to the course objectives, preview information that will be presented to students, direct students in appropriate research activities, and help students learn to analyze the accuracy of information accessed. Staff will provide developmentally appropriate guidance to students as they use telecommunications and electronic information resources. Students will be informed by staff of their responsibilities as users of CEWAN computers, computers networks, and Internet services. Students will be held responsible for complying with all school rules including rules for use of CEWAN computers and computer services. School administrators and teachers will ensure that students using computers are appropriately supervised. However, schools cannot guarantee that each student will be directly supervised at all times.

### **Electronic Communication/E-Mail**

CEWAN computer users are expected to communicate in a professional manner, consistent with state laws, and CEWAN and school rules. Electronic communications should not be considered confidential, private or protected. CEWAN computer users should never reveal or respond to requests for personal information about themselves or others such as a home telephone number and address, personal habits, or confidential CEWAN information such as student records. Electronic communication resources are not provided as a public, student, or employee forum. Sending unnecessary messages to a large number of people (chain mail) is prohibited.

## **Employee E-Mail**

CEWAN employees may be provided with e-mail accounts for work related communication. In using e-mail, employees are expected to follow the same guidelines that govern employee use of other CEWAN resources, such as CEWAN telephones. Work-related e-mail may be sent to a group of CEWAN users, such as central office or elementary secretaries. The sender should select an appropriate group. A message should not be sent to everyone unless the message applies to everyone. E-mail is not provided as a public forum and should not be used to broadcast personal opinion or personal information.

Participation in Multiple User Dimensions (news groups, chat rooms, etc.) may be permitted only for work related communication. Electronic communication users shall immediately notify their supervisor if they receive a message they believe is inappropriate.

## **Student E-Mail**

Students may be provided with e-mail accounts for instructional purposes. Students may not use e-mail services other than the provided service to send or receive communication on CEWAN computers. Participation in Multiple User Dimensions (news groups, chat rooms, etc.) may be permitted only for communication approved by teachers for specific instructional purposes. Students may not agree to meet someone they have communicated with through electronic communication unless it involves the approval and participation of their parent/guardian. No individual student e-mail accounts will be established. Individual students and student's teams may have e-mail communication opportunities through a shared classroom account. Requests for classroom accounts must be approved by the principal of the school. Electronic communication users shall immediately notify their teacher or principal if they receive a message they believe is inappropriate.

## **Internet Regulations**

Any CEWAN information published on the Internet and any information published on the CEWAN's Internet site must be in accordance with CEWAN, CCOE and School District policies and regulations on student records and adhere to the following:

### 1. General

CEWAN electronic services remain at all times the property of the CEWAN.

### 2. Purpose

The CEWAN provides Internet publication opportunities for the specific and limited purpose of achieving the CEWAN's goals and accomplishing its educational purposes. The purpose of any CEWAN Internet publication shall be for public information about CEWAN, a school, or instructional activities.

### 3. Use

CEWAN shall be the only approved provider of Internet services. Any exceptions must be approved by the Superintendent or her/his designee. Use of CEWAN Internet services is restricted to CEWAN departments, schools, and other CEWAN purposes. Any school or office publishing approved Internet information shall also be responsible for updating that information. CEWAN's Internet services are not provided as a public, student, or employee forum. Internet pages for schools, classrooms, and departments/offices are appropriate. Internet pages for individuals and organizations are not permitted. Any exceptions must be approved by the Superintendent other/his designee.

### 4. CEWAN Review

Prior to publishing, all Internet information must be approved by the division's assistant superintendent or her/his designees. CEWAN reserves the right to monitor all information on its servers and to change or delete information at any time.

### 5. Student Information

Student information is private and protected, and the release of any personally identifiable student information, including photographs and student work, must be in accordance with CEWAN, CCOE and School District Policies and regulations on student records and Internet publications. No information may be released about a student if the student's parent/guardian has made a written request to the administrator not to have information released. Students may be identified by initials, but not by name in information published on the internet. No photographs of individual students will be published. Group photographs of students may be published provided students are not personally identified except by initials, and provided no parent has objected.

### 6. Copyright Clearance

CEWAN policies and existing laws on copyright shall govern materials accessed through computer networks and the Internet. To republish text or graphics on the Internet, the Assistant Superintendent or her/his designee must have written permission from the owner to use any copyright protected work. In addition, there must be a notice crediting the original producer and noting how and when written permission was granted. Or, printed evidence must be provided to document the material's public domain status.

## **Donated Computers**

CEWAN can accept donated computer and or networking equipment from the public as long as it meets the technical standards set by CEWAN. All donations that are accepted are then the official property of the County or District and will become part of the computer inventory. CEWAN has the choice to refuse to accept the equipment being offered. Accepted equipment will be provided to programs or

classrooms that the Technology Department and / or Superintendent feels will get the best use out of the equipment and not the individual or party donating the equipment.