Network Code of Conduct and Contract 2025-26 Grade_____

Parents: Please read this document over with your student before you both sign.

K-20 Network Acceptable Use Guidelines/Internet Safety Requirements

These procedures are written to support the Electronic Resources Policy of the board of directors and to promote positive and effective digital citizenship among students and staff. Digital citizenship represents more than technology literacy. Successful, technologically-fluent digital citizens live safely and civilly in an increasingly digital world. All of us need to recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student and staff behavior online are no different from face-to-face interactions. **Internet use is limited to those students whose parents have signed this contract.** Parents, please discuss each aspect of the agreement below with your son or daughter. If you have any questions about this contract's terminology, please feel free to contact the school (360-829-0121).

Network

The district network includes wired and wireless devices and peripheral equipment, files and storage, e-mail and Internet content (blogs, websites, collaboration software, etc.). The district reserves the right to prioritize the use of, and access to, the network.
All use of the network must support education and research and be consistent with the mission of the district.

Acceptable network use by district students and staff include:

A. Creation of files, digital projects, videos, web pages and podcasts using network resources in support of education and research;
B. With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
C. Staff use of the network for incidental personal use in accordance with all district policies and procedures.

Unacceptable network use by district students and staff includes but is not limited to:

A. Personal gain, commercial solicitation and compensation of any kind;
B. Actions that result in liability or cost incurred by the district;
C. Downloading, installing and use of games, audio files, video files, games or other applications (including shareware or freeware) without permission or approval from the technology director or superintendent;
D. Support for or opposition to ballot measures, candidates and any other political activity;
E. Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software and monitoring tools;
F. Unauthorized access to other district computers, networks and information systems **(include wireless passcodes);**
G. Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
H. Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacturing);
I. Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material, or to download files dangerous to the integrity of the network is prohibited. Transmission of material, information, or software in violation of any district policy or federal, state or local law or regulation is prohibited. **If a student accidentally views or downloads inappropriate material, they must notify a faculty or staff member immediately.**
J. Attaching unauthorized devices to the district network. Any such device will be confiscated and additional

disciplinary action may be taken.
The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by his/her own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the Internet.

Internet Safety

Personal Information and Inappropriate Content:
A. Students and staff should not reveal personal information on the internet.
B. Students and staff should not reveal personal information about another individual on any electronic medium without first obtaining permission;
C. No student pictures or names can be published on any public class, school or district website unless the appropriate permission has been obtained according to district policy.

Filtering and Monitoring

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes "other objectionable" material is a local decision.
A. Filtering software is not 100 percent effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his/her use of the network and Internet and avoid objectionable sites;
B. Any attempts to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited (e.g., proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content);
C. E-mail inconsistent with the educational and research mission of the district will be considered SPAM and blocked from entering district e-mail boxes;
D. The district will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to district devices;
E. Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district; and
F. Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively.

CIPA UPDATE/Internet Safety Instruction

All students will be educated about appropriate online behavior, including interacting with other individuals on our network, and cyberbullying awareness and response.

A. Age appropriate materials will be made available for use across grade levels.

B. Training on online safety issues and materials implementation will be made available for administration, staff

and families.

Copyright

Downloading, copying, duplicating and distributing software, music, sound files, videos, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes is permitted when such duplication and distribution falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

Ownership of Work

All work completed by employees as part of their employment will be considered property of the district. The District will own any and all rights to such work including any and all derivative works, unless there is a written agreement to the contrary.
All work completed by students as part of the regular instructional program is owned by the student as soon as it is created, unless such work is created while the student is acting as an employee of the school system or unless such work has been paid for under a written agreement with the school system. If under an agreement with the district, the work will be considered the property of the District. Staff members must obtain a student's permission prior to distributing his/her work to parties outside the school.

Network Security and Privacy

Network Security

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account for authorized district purposes. Students and staff are responsible for all activity on their account and must not share their account password.
The following procedures are designed to safeguard network user accounts:
A. Change passwords according to district policy;
B. Do not use another user's account;
C. Do not insert passwords into e-mail or other communications;
D. If you write down your user account password, keep it in a secure location;
E. Do not store passwords in a file without encryption;
F. Do not use the "remember password" feature of Internet browsers; and
G. Lock the screen or log off if leaving the computer.

Student Data is Confidential

District staff must maintain the confidentiality of student data in accordance with the Family Educational Rights and Privacy Act (FERPA).

No Expectation of Privacy

The district provides the network system, e-mail and Internet access as a tool for education and research in support of the district's mission. The district reserves the right to monitor, inspect, copy, review and store without prior notice information about the content and usage of:
A. The network;

B. User files and disk space utilization;
C. User applications and bandwidth utilization;
D. User document files, folders and electronic communications;
E. E-mail;
F. Internet access; and
G. Any and all information transmitted or received in connection with network and e-mail use.

No student or staff user should have any expectation of privacy when using the district's network. The district reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.

Archive and Backup

Backup is made of all district e-mail correspondence for purposes of public disclosure and disaster recovery. Barring power outage or intermittent technical issues, staff and student files are backed up on district servers regularly. Refer to the district retention policy for specific records retention requirements.

Disciplinary Action

All users of the district's electronic resources are required to comply with the district's policy and procedures (and agree to abide by the provisions set forth in the district's user agreement). Violation of any of the conditions of use explained in the (*district's user agreement*), Electronic Resources policy or in these procedures could be cause for disciplinary action, including suspension or expulsion from school and suspension or revocation of network and computer access privileges.

Instructional Use

There will be times that classroom teachers record their class lessons to promote learning. The recordings would be used with teachers during professional development time in analyzing their teaching strategies so that they can better their own instruction. All recordings will be used with the sole purpose of professional development of teachers and the instruction of students.

1:1 Technology

Students in first through eighth grade are assigned a chromebook for use in the classroom. It is our expectation that students will keep their device secure and in good working order. This means:

- No marking, defacing, breaking headphone jacks inside, slamming the screen, putting any objects into any part of the chromebook or placing stickers on the chromebook
- No attempting to override, bypass or otherwise change the security settings, Internet filtering, network settings, or other device settings. All student 1:1 computing devices are configured so that Internet content and communications are filtered both at school and when on any other network.
- Students should only use their own account and not use anyone else's whether a password is given to them or is stolen.
- Do not download or install any unauthorized programs, files, or games from the Internet or other sources onto any district-owned technology. This includes the intentional introduction of computer viruses and other malicious software.
- Do not eat or drink next to your device.
- Do not tamper with computer hardware or software, attempt unauthorized entry into commutes,

and/or vandalize or destroy the computer or computer files. Intentional or negligent damage to computers or software may result in criminal charges.

- Do not attempt to locate, view, share, or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent, or vulgar content in all forms, including images, sounds, music, language, video or other materials.

Please note that while district 1:1 devices are actively filtered and managed to restrict access to inappropriate or non-educational content, the district cannot guarantee that students will not intentionally or unintentionally access content that may be deemed unacceptable.

By signing below, you agree to abide by the conditions listed above and assume responsibility for the care and proper use of Carbonado School issued technology. You understand that should you fail to honor all the terms of this agreement, access to 1:1 technology, the Internet, and other digital content or services may be denied in the future. Furthermore, students may be subject to disciplinary action outlined in the student handbook. **A fine of $400 will be imposed for any chromebook needing replaced because of a student's actions.**

My child _____and myself have read and agree in its entirety the Network Code of Conduct and Contract for the School year 2025-26:

_____ _____

Date Parent Signature

_____ _____

Date Student Signature

There are two clauses to this agreement that each needs to be addressed.

1. As a EK-8th student, my child can have their picture on the web, including the Carbonado School website, Facebook page and Twitter (names will **NOT** be used without permission)

_____ Yes, they may have their picture on the web.
_____ No, they may not have their picture on the web.

2. At certain times the media or newspaper may come and report on news happenings at Carbonado School. In doing so your child may be photographed, videotaped or interviewed. Please check the following:

_____ Yes, I give permission to be photographed, videotaped or interviewed.
_____ No, they may not be photographed, videotaped or interviewed.

_____ _____

Date Parent Signature