

	Arrowhead Regional Computing Consortium	Policy #: 507
	Policy Name: Arrowhead Regional Computing Consortium (ARCC) Acceptable Computer and Internet Use	Former Policy #: N/A Date(s) Revised: 10/14/2004 01/21/2010

Purpose:

The purpose of this policy is to set forth rules and guidelines for the use of and access to the ARCC computer system; and the acceptable and safe use of the Internet, including electronic communications.

General Statement:

In making decisions regarding access to the ARCC computer system, the Internet and electronic communications, ARCC considers its own stated mission, goals and objectives. Access to the ARCC computer system and to the Internet enables employees and members to research thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. ARCC expects that staff and members will blend thoughtful use of the ARCC computer system and the Internet to meet the needs of our member districts.

Limited Purpose:

ARCC provides employees and members with access to the ARCC computer system, which includes Internet access. The purpose of the system is more specific than providing general access to the Internet. Users are expected to use the ARCC computer system to further educational and personal goals consistent with the mission of ARCC and its member districts. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited purpose network.

Use of System is a Privilege

The use of the ARCC computer system and access to use of the Internet is a privilege, not a right. Depending upon the nature and degree of the violation and the number of previous violations, unacceptable use of the ARCC computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate ARCC policies, including suspension, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

Unacceptable Uses

The following uses of the ARCC computer system and Internet resources or accounts are considered unacceptable:

1. Users will not use the ARCC system to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - a. Pornographic, obscene or sexually explicit material.
 - b. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.
 - c. Materials that use language or images that are inappropriate in an education setting or disruptive to ARCC goals.
 - d. Information or materials that could cause damage or danger of disruption to ARCC members' educational process.
 - e. Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the ARCC computer system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the ARCC computer system to engage in any illegal act or violate any local, state or federal statute or law.
4. Users will not use the ARCC computer system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the ARCC system software, hardware or wiring or take any action to violate the ARCC security system, and will not use the ARCC computer system in such a way as to disrupt the use of the system by other users.
5. Users will not use the ARCC computer system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
6. Users will not use the ARCC computer system to post private information about another person or to post, transmit or distribute personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message. This paragraph does not prohibit the posting of employee contact information on ARCC's web pages or communications between employees and other individuals when such communications are made for ARCC-related purposes.

7. Users must keep all account information and passwords on file with the designated ARCC official. Users will not attempt to gain unauthorized access to the ARCC computer system or any other system through the ARCC computer system, attempt to log in through another person's account or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the ARCC computer system may not be encrypted without the permission of the appropriate authority.
8. Users will not use the ARCC computer system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any ARCC computer, and will not plagiarize works they find on the internet.
9. Users will not use the ARCC computer system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of ARCC. Users will not use the ARCC computer system to offer or provide goods or services or for product advertisement. Users will not use the ARCC system to purchase goods or services for personal use without authorization from the appropriate authority.

An individual who engages in the foregoing unacceptable uses of the Internet when off ARCC's premises also may be in violation of this policy as well as other ARCC policies. Examples of such violations include, but are not limited to, situations where ARCC's computer system is compromised or if an ARCC employee, member district, or member district's employee is negatively impacted. If ARCC receives a report of an unacceptable use originating from a non-ARCC computer or resource, ARCC may investigate such reports to the best of its ability. Employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of use or access privileges to the ARCC computer system and the Internet; payments for damages and repairs; and discipline under other appropriate ARCC policies, including suspension, exclusion or termination of employment

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate ARCC authority. In the case of an ARCC employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the network administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user may access otherwise unacceptable materials if necessary to complete a project if done with prior approval of the employee's immediate supervisor.

Filter

Pursuant to state and federal law, any entity seeking federal funding is required to restrict access to inappropriate materials on computers with Internet access. ARCC receives federal e-rate funding and is required to filter all computers with Internet access.

1. With respect to any of its computers with Internet access, ARCC will monitor the online activities and employ technology protection measures during use of all computers. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - a. Obscene.
 - b. Child pornography.
 - c. Harmful to minors.
2. The term “harmful to minors” means any picture, image, graphic image file or other visual depiction that:
 - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion.
 - b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of genitals.
 - c. Taken as a whole, lacks serious literary artistic, political, or scientific value as to minors.
3. An administrator, supervisor or other person authorized by the Executive Director may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Consistency with Other ARCC Policies

Use of the ARCC computer system and use of the Internet shall be consistent with other ARCC policies and the mission of ARCC and its member districts.

Limited Expectation of Privacy

1. By authorizing use of the ARCC computer system, ARCC does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files stored on the ARCC computer system.
2. Routine maintenance and monitoring of the ARCC system may lead to a discovery that a user has violated this policy, another ARCC policy or the law.
3. An individual investigation or search will be conducted if ARCC authorities have a reasonable suspicion that the search will uncover a violation of law or ARCC policy.

4. ARCC employees should be aware that ARCC retains the right at any time to investigate or review the contents of their files and e-mails. In addition, ARCC employees should be aware that data and other materials in files maintained on the ARCC computer system might be subject to review, disclosure or discovery under Minnesota Statutes, Chapter 13 (The Minnesota Government Data Practices Act).
5. ARCC will cooperate fully with local, state and federal authorities in any investigation concerning activities not in compliance with ARCC policies and/or local, state or federal law conducted through the ARCC computer system.

Limitation on ARCC Liability

Use of the ARCC computer system is at the user's own risk. The system is provided on an "as is, as available" basis. ARCC will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on ARCC diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. ARCC is not responsible for the accuracy or quality of any advice or information obtained through or stored on the ARCC computer system. ARCC will not be responsible for financial obligations arising through unauthorized use of the ARCC system or the Internet.

User Notification

1. All users shall be notified of the ARCC acceptable computer and Internet policy.
2. This notification shall include the following:
 - a. Notification that Internet use is subject to compliance with ARCC policies.
 - b. Disclaimers limiting ARCC liability relative to:
 - i. Information stored on ARCC diskettes, hard drives or servers.
 - ii. Information retrieved through ARCC computers, networks and on-line resources.
 - iii. Personal property used to access ARCC computers, networks or on-line resources.
 - iv. Unauthorized financial obligations resulting from the use of ARCC resources or accounts to access the Internet.
 - c. A description of the privacy rights and limitations of ARCC sponsored/managed Internet accounts.
 - d. Notification that, even though ARCC may use technical means to limit Internet access, these limits do not provide foolproof means for enforcing the provisions of this acceptable use policy.

- e. Notification that unauthorized or personal goods and services purchased over the Internet could potentially result in unwanted financial obligations and that any unauthorized financial obligation incurred by an employee through the use of the ARCC computer system or the Internet is the sole responsibility of that employee.
- f. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet is subject to compliance with the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA).
- g. Notification that, should the user violate ARCC acceptable use policy, the user's access privileges may be revoked, disciplinary action may be taken and or appropriate legal action may be taken.
- h. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.