



Muscatine Community School District Network and Electronic Mail Guidelines

The purpose of this document is to provide users, schools and departments with a set of guidelines for use of the District's Internet and network services. Deviations from these guidelines must be approved in advance by the Technology Supervisor.

All MCSD staff must sign an Network and Electronic Mail Agreement form before they are assigned an e-mail account or are allowed access to the Internet through the District's network. A signed agreement will remain in force from year to year without requiring renewal.

A student must have on file a signed Network and Internet Usage Agreement form before they are allowed to access the Internet through the District's network. The agreement will remain in effect while the student is enrolled in the Muscatine Community School District and abides by the terms and conditions of the agreement.

Web Presence

Purpose

The purpose of the Muscatine Community School District's web site is to provide a source of information and serves as a tool for public relations. People come to our web site to find information about our district or about an individual school. If we can provide something beyond that, so much the better. We should not allow our site design to impede that process. Keep it simple.

Site Responsibility

Each school will have a base web site established by the Technology Department. Each building/school administrator shall designate a person(s) responsible for updating and maintaining that site. The building/school administrator shall then notify the District Technology Supervisor who that individual will be. The designated individual shall provide updates to the Web Master of the Technology Department via e-mail, zip disk or a mutually arranged method.

Student Privacy Guidelines

- ❖ No one will publish students' full names, except as noted below, students' phone numbers, street addresses or box number, or names of other family members nor include information which may indicate the physical location of a student at any given time. These security measures are for the students' protection and an effort to protect the student from unwanted contacts.
- ❖ Student pictures (individual or groups) can only be published with written parental permission (see Release Form for Using Student's Picture).

- ❖ Group pictures that include students whose parents did not give permission must have those students' faces blurred out or removed.
- ❖ Only a student's first name can be published without written parental permission.
- ❖ No name can be associated with a picture without written parental permission.
- ❖ Complete student names can only be used with parental permission explicitly stating that their child's name can be used with the specific purpose (see Release Form for Using Student's Full Name).
- ❖ The individual designated to be in charge of the building/school's web site will be responsible for maintaining the signed parental permission forms for their web site.
- ❖ Some schools have incorporated the Student Internet Usage Agreement Form into their emergency cards that are signed at registration. Giving permission on the emergency card is as binding as signing the form.

Adult/Staff Privacy

- ❖ As an employee of the Muscatine Community School District you automatically grant the right to have your District e-mail address, full name and/or likeness published on the District Web Site.
- ❖ Non District employees must have a signed release form giving their permission to have their e-mail address, full name and/or likeness published on the District Web Site.

Content Guidelines

- ❖ The Muscatine Community School District cannot be responsible for the content of pages posted on servers other than its own. Any links to external sites should be checked regularly by the individual designated to be in charge of the building/school's web site to insure that they do not violate the Muscatine Community School District's Acceptable Use Policies.
- ❖ Links to external sites will have to be approved by the Technology Supervisor.
- ❖ Approved links to external sites will then become the responsibility of the individual designated to be in charge of the building/school's web site.
- ❖ The District Technology Supervisor/District Web Master will provide the necessary Legal Disclaimer to be displayed any time a link to an external web site is followed via a popup window. This will clearly communicate to the viewer that they are leaving the domain of the Muscatine Community School District.
- ❖ The use of copyrighted material on a district web site is strictly prohibited.
- ❖ If you get permission from an original author or owner of the material you wish to use, please have a page dedicated to providing credit.
- ❖ While the content at a school or building may actually be developed by many individuals, it is recommended that all updates be handled by the individual designated responsible for the building/school's web site.

E-mail Usage

Student Usage

- ❖ The Muscatine Community School District does not provide students with e-mail accounts. However, they can use any of the many free web-based e-mail service providers on their own time. For example, the high school allows students to check their e-mail before or after school. Access to these free web-based e-mail service providers is restricted, as is any web site, by the Student Network and Internet Usage Agreement.

Faculty/Staff Usage

- ❖ All full-time and part-time employees of the Muscatine Community School District are assigned a district provided e-mail address/account. Temporary workers such as substitute teachers will not be provided district e-mail account. In the instance of Long-term substitute teachers, an exception can be made at the building's discretion.
- ❖ A signed Network and Electronic Mail agreement must be on file before a District provided e-mail address/account will be created.
- ❖ Muscatine Community School District employees are limited to one e-mail address/account.
- ❖ Sending or forwarding e-mail messages to a large number of recipients (unless you are absolutely sure EVERYONE should receive it) is considered by the Internet world as SPAM and extremely looked down upon.
- ❖ Do not forward any e-mail message purporting to be a virus warning or any kind of Internet chain letter. Instead forward them to the District Help Desk for further inspection.
- ❖ If you do need to send an e-mail message to more than 10 recipients use the BCC (Blind Carbon Copy) field to list the recipients. Then leave the To: field blank (if your e-mail client supports this). This will result in a suppressed list of recipients making it much easier for the recipient to read the message without having to scroll through a long list of names first.
- ❖ Avoid using All-Capital letters in the body of your e-mail message. Words in all-caps are the electronic equivalent of shouting.
- ❖ As per the Network and Electronic Mail agreement, e-mail messages should not contain profanity, obscenity, or otherwise objectionable material.
- ❖ As per the Network and Electronic Mail agreement District provided e-mail addresses/accounts should not be used for commercial gain, religious/political advocacy or private business enterprises.
- ❖ Check your spelling—both in the body of the message and in the e-mail addresses you are sending to. Typos in addresses are the most common reason e-mail messages are undeliverable.
- ❖ E-mail messages coming into the Muscatine Community School District or out of the District are limited to 10 MB in size.

- ❖ The Muscatine Community School District provides a mechanism that scans all incoming and outgoing e-mail for viruses. Part of this process strips off all attachments that end with .EXE.

Internet Filtering

X-STOP Services and Procedures

- ❖ The X-Stop system is a centralized filter residing at the AEA9 Technology Center in Bettendorf, Iowa. As such it requires no installation or maintenance at the school or individual computer level. If a filtered site is accessed, the user will be redirected to a black screen with red lettering indicating the site is blocked. If a user feels that a site has been incorrectly blocked, they should send an e-mail to the District Help Desk containing the URL of the site in question, why it needs to be accessed as well as any educational value it might have. Keep in mind that some servers on the Internet host hundreds if not thousands of web sites. Some of those web sites hosted on the same server may contain inappropriate material thus causing them to be blocked by the X-Stop system. In those cases it may be impossible to unblock a specific site.

Copyright Guidelines

It is the intent of the Muscatine Community School District to adhere to the provisions of copyright laws in all areas including the Internet. Illegal copies of copyrighted material may not be made or used on District Equipment.

The following guidelines give general information about what is a copyright violation

- ❖ Under current US law, all creative efforts are copyrighted the moment they are first put on paper, input into a computer, or recorded in any tangible form. While registration or stating that an item is copyrighted could increase the penalties to an infringer and the monetary return to the copyright holder in a civil suit, a copyright notice is not required.
- ❖ Copyright is violated whether a fee is charged or not.
- ❖ Postings to the Internet are not automatically in the public domain, and don't grant permission to do further copying.
- ❖ Copyright is not lost simply because it is not defended.
- ❖ Copyright exists in civil law and criminal law. Criminal fines start at \$10,000 per violation.
- ❖ Every attempt should be made to get permission from the copyright holder prior to republishing any material.
- ❖ "Copyrighted material must not be placed on the network without the author's permission." *Board Policy 601.15 paragraph 5*