

**BOARD PROCEDURE 2314F**  
**Grand Coulee Dam School District 301J**  
**110 Stevens Ave.**  
**Coulee Dam, WA 99116**  
**Phone (509) 633-2143**

**Acceptable Use Terms and Conditions For Staff, Students and Volunteers**

In order to allow you to use the Grand Coulee Dam District Technology System including computer equipment, videoconferencing/teleconferencing equipment, software, network(s), and Internet access, the following Acceptable Use Terms and Conditions have been established:

1. The user agrees not to use any part of the District System to harm or disrupt other people, their work, any network, hardware, software, or data.
2. The user will not send, install, or create a computer virus or use the District System in a way that violates District Policy.
3. The user will keep their password confidential and will not reveal others' addresses, phone numbers, or passwords.
4. The user understands and agrees that their electronic mail (e-mail) and/or data on any district computer or media is not private and that the District has access to all mail and other data, including internet logs, and these may be reviewed by the District at any time.
5. The user may not use the District System for financial gain or to support or oppose political candidates, groups, or ballot measures.
6. The user will not access, submit, publish, display, and/or install on or through the District System any defamatory, harassing, obscene, sexually explicit, threatening, or illegal material or other material that is disruptive to the educational environment.
7. Users are prohibited from accessing any free mail systems (Hotmail, Yahoo Free Mail, etc).
8. The user is aware that some sites accessible through the District System may contain defamatory, inaccurate, abusive, obscene, sexually oriented, threatening, offensive, or illegal material and the user understands that the Grand Coulee Dam School District does not condone the use of such materials. Users should be aware that the filtering software used by the district is not infallible and that users may be able to access inappropriate materials.
9. The user will not use the District System to encourage use of alcohol/controlled substances or violence against others or access sites that do so.
10. The user will treat the files of others as private and will not access anyone's folders, work, or files without that person's permission or that of the Superintendent or designee.