**Computer Use**

The Rio Rancho Public Schools Board of Education considers a computer to be a valuable tool for education and encourages the use of computers and computer-related technology within the district. The district has the ability to enhance education through the use of computers as part of local area networks and the Internet. All district employees, students, and faculty have the responsibility to use this technology properly and in accordance with the following rules:

1. All uses of computers, networks, and the Internet must be in support of education and consistent with the purposes of the Rio Rancho Public Schools District.

2. Network accounts are to be used only by the authorized owner of the account. The sharing of passwords is absolutely prohibited.

3. Any violations of the use of computers, networks, or the Internet should be reported to the teacher or administrator in charge. Serious violations will be immediately reported to the Executive Director of the Information Technology Department and/or the Superintendent.

4. The teacher or administrator in charge must approve the use of personal data disks on school district computers.

5. Personal information about oneself or others should not be shared over the Internet.

6. Use of any network to search, access, or process inappropriate materials or to download files dangerous to the integrity of any 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. Violations of this provision will result in immediate cancellation of system use privileges and additional district disciplinary actions.

7. Network users identifying a security problem, including possible viruses, on any school district system must immediately notify the teacher or administrator in charge who will then notify the Information Technology Department. Affected computer systems should be safeguarded and not used in any manner until district technical staff have corrected the problem and authorized the use of the systems.

8. Copyrighted materials must be used in accordance with district policy and applicable law.
9. Vandalism will result in cancellation of system use privileges. Vandalism is defined as a malicious attempt to harm or destroy district equipment or materials, that of another user or of the district system or the Internet system.