

ACCEPTABLE USE POLICY

(Student Use of Technology Resources)

Overview:

The Board of Education believes that development of technology and information literacy skills should be an integral part of every student's educational experience. Part of the school district's responsibility in preparing students for the 21st century is to provide them with access to technology resources that support the development of these important skills. Access to technology provides students with the tools and resources they will use as adults and affords them opportunities to become prepared for both tomorrow's workplace and the demands of higher education. The Sargent School District's Technology Program is a unique, privileged opportunity for students to utilize district technology resources both at school and at home. With this educational opportunity also comes increased responsibility for the student. Fundamentally, all technology use must support the educational objectives of Sargent School District. The Board believes the educational benefits inherent in the use of these tools far outweigh the potential negative consequences of any misuse or unintended access to inappropriate materials. The Board acknowledges that while it is impossible to predict with certainty what information students might locate or come into contact with via the Internet and electronic communications, it desires to take all reasonable steps to protect students from accessing material that would be considered harmful. Student use of technology includes, but is not limited to, computers and related hardware and peripherals, software, internal or external computer networks, the Internet, and related electronic communication systems. Use of technology is a privilege, and each student shall take responsibility for any district computer they use and for exercising the appropriate safeguards in protecting the school district's computer network.

Blocking or Filtering Obscene, Pornographic and Harmful Information

Software that blocks or filters material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board, shall be installed on all district computers having Internet or electronic communications access. Students shall report access to material and information that is obscene, child pornography, harmful to minors or otherwise in violation of this policy to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

No Expectation of Privacy

District computers and computer systems are owned by the district and are intended for educational purposes at all times. Students shall have no expectation of privacy when using the Internet or electronic communications. The district reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of district computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through district computers and computer systems shall remain the property of the school district.

Unauthorized and Unacceptable Uses

Students shall use district computers and computer systems in a responsible, efficient, ethical and legal manner both on and off the school district campus. Because technology and ways of using technology are constantly evolving, every unacceptable use of district computers and computers systems cannot be specifically described within the scope of this policy. Therefore, examples of unacceptable uses include, but are not limited to, the following.

No student shall access, create, transmit, retransmit or forward material or information:

- that promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons
- that is not related to district education objectives
- that contains pornographic, obscene or other sexually oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons with regard to race, color, sex, religion, national origin, age, marital status, disability or handicap
- for personal profit, financial gain, advertising, commercial transaction or political purposes
- that plagiarizes the work of another
- that uses inappropriate or profane language likely to be offensive to others in the school community
- that is knowingly false or could be construed as intending to purposely damage another person's reputation
- in violation of any federal or state law, including but not limited to copyrighted material and material protected by trade secret
- that contains personal information about themselves or others, including information protected by confidentiality laws
- using another individual's Internet or electronic communications account without written permission from that individual
- that impersonates another or transmits through an anonymous remailer that accesses fee services without specific permission from the system administrator

No student shall write on, deface, or place stickers on school district technology resources.

Students who willfully destroy district technology resources shall be subject to disciplinary action.

Chat rooms are not to be accessed or used, and students are prohibited from using any form of instant messaging.

Attempting to disable installed Internet content filters is prohibited and will result in disciplinary action.

No installation of any software or additional components to district computers is permitted, without the express written approval of the school district's Technology Committee.

Illegal use of or transfer of any copyrighted material is prohibited.

Any alteration or modification of the original Sargent School District pre-set software image is prohibited, including changing a computer's name or system settings – or altering its operating system in any way.

Taking apart the computer for access to its internal components is prohibited.

Downloading any resources on to the computer without the approval and direction of a Sargent faculty member.

Appropriate and Acceptable Use

Students shall be responsible for ensuring that any computer assigned to them for use sustains the level of functionality in which it was checked out to them. The district will regularly collect computers and other technology resources for maintenance purposes.

While battery charging stations will be made available to students at school, these charging stations and the time available to use them will be limited. It is the responsibility of the student to charge his or her computer battery when it is used at home.

Technology resources are to be used for instructional purposes only.

File sharing must be approved and directed by the classroom teacher, and files shall be stored in each student's assigned network folder while working at school. Files developed off campus shall be stored on a district approved storage device.

Headphones may be used during the instructional day as long as the use does not interfere with the instructional program and is approved by the classroom teacher.

Any downloading must be approved and directed by the classroom teacher.

Any printing must be approved and directed by the classroom teacher.

Computer Security, and Personal Responsibility and Integrity:

Users of Sargent School District technology resources must recognize that the work of all users is valuable. Every user must respect the privacy of others. Users shall not intentionally access the data of others, and shall not obtain copies of or modify files, other data, or passwords belonging to other users, or misrepresent or assume the identity of other users. Violations of these regulations, or any other attempts to crack computer or network security, or transmit malicious files such as viruses, may result in disciplinary action or possible legal action. To protect users, software will be installed on Sargent School

District computers to provide Internet content filtering and/or blocking of inappropriate material. Any attempt to disable the installed Internet content filter is prohibited and will result in disciplinary action.

Security

Security on district computer systems is a high priority. Students who identify a security problem while using the Internet or electronic communications must immediately notify a system administrator. Students should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited.

Students shall not:

- use another person's password or any other identifier
- gain or attempt to gain unauthorized access to district computers or computers systems
- attempt to read, alter, delete or copy electronic communications of other system users

Any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet and electronic communications.

Safety

Students shall not reveal personal information, such as home address or phone number, while using the Internet or electronic communications. Without first obtaining permission of the supervising staff member, students shall not use their last name or any other information that might allow another person to locate him or her. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

Vandalism

Vandalism will result in cancellation of privileges and will result in school disciplinary action and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse or disrupt operation of any network within the school district or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or district-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

Unauthorized software

Students are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate documentation of payment of any fees owed to the software owner.

Assigning student projects and monitoring student use

The district will make every effort to see that the Internet and electronic communications are used responsibly by students. Administrators, teachers and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communications, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Students shall have specifically defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications.

Opportunities shall be made available on a regular basis for parents to observe student use of the Internet and electronic communications in schools. All students shall be supervised by staff while using the Internet or electronic communications.

Student use is a privilege

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet and electronic communications is a privilege, not a right. Failure to follow the use procedures contained in this policy will result in the loss of the privilege to use these tools and may result in school disciplinary action and/or legal action. The school district may deny, revoke or suspend access to district technology or close accounts at any time.

Students and parents/guardians shall be required to sign the district's Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issued or access shall be allowed.

School district makes no warranties

The school district makes no warranties of any kind, whether expressed or implied, related to the use of district computers and computer systems, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quality of information received. The School District shall not be responsible for any damages, losses or costs a student suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the student's own risk.

Cell Phones, Handheld Devices, and Digital Cameras

Students that have cell phones with digital camera features shall not share any digital photos of students or staff with anyone unless written permission is obtained by the person being photographed, or in the case of a student who is a minor, the student's parent's or legal guardian's written permission. Cell phone and handheld device usage by students during the school day is restricted to that which has been approved by district policy and personnel.

Technology Fees and Assumption of Responsibility

District administration will make annual recommendations to the Board of Education for the setting of student technology fees. These fees shall include an annual use and maintenance fee, repair fees, and replacement cost fees. Annual use and maintenance fees for households with multiple students enrolled within the Sargent School District will be set at one-half the annual established fee for every child after the oldest enrolled. Students utilizing technology resources off of the school campus shall be required to provide the district with proof of insurance that will cover loss or damages, or will be required to purchase a district-approved insurance plan. Students and parents may elect not to use district technology resources off campus.

Technology resources returned for repair and/or damage will be inspected by the technician for damage due to defective product, neglect or misuse. Repair fees will only be applied to any part or software that is broken, damaged or tampered with due to neglect or misuse. If the damage is determined to be intentional or deliberate, the student will be responsible for the cost of repair. Parents or guardians will be notified regarding the damage. Anytime a student submits a technology resource for repair due to damage, the technicians will send home a "parent notification form" for parents to sign. Resources will not be returned to students for their use if this form is not signed.

If a technology resource is lost or stolen, the student is responsible for cost of the replacement value on the date of the loss. In the case of theft, a police report must be filed. If the resource is lost because of a negligent or deliberate action, the student is responsible for the entire replacement cost. Neglect includes but is not limited to loss or theft due to resource being left unattended, inappropriate play, and improper care. The maximum liability amount will not exceed the actual cost of the purchased unit.

Adopted: 11/25/02

Revised: 10/23/06, 8/31/07

LEGAL REFS.: 47 U.S.C. 254(h) (*Children's Internet Protection Act of 2000*)
47 U.S.C. 231 (*Child Online Protection Act of 1998*)
20 U.S.C. 6801 *et seq.* (*Elementary and Secondary Education Act*)