

Student and Staff Technology Acceptable Use Policy

Introduction

Regional School District #14 is pleased to offer to the staff and students access to the district computer network, electronic mail and the Internet for educational purposes. To gain access to the district's computer network, e-mail and the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form to the LIBRARY MEDIA SPECIALIST. Students 18 and over may sign their own forms. All staff members must sign this form and return it to the schools main office.

Resource sharing and communication for both students and teachers have increased with access to telecommunications and to the Internet. It is imperative that members of the school community conduct themselves in a responsible manner consistent with federal and state law while utilizing the district's computers and network.

Access to the district's network, e-mail and the Internet will enable students and staff members to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Region 14 Public Schools support and respect each family's right to decide whether or not to apply for access.

What are "Computer Resources?"

When used in this policy, the term "computer resources" refers to the school's entire computer network. This includes, the school's computer system, file servers, application servers, communication servers, mail servers, fax servers, web servers, work stations, stand alone computers, laptops, software, data files, and all internal and external computer and communications networks that may be accessed directly or indirectly from the school's computer network.

Who is a "User?"

When used in this policy, the word "users" refers to all students, employees, Board of Education members, independent contractors, consultants, temporary workers, and other persons or entities who use or come into contact with the district's computer resources.

Ownership of the Computer Resources

The computer resources are the property of the district. Access to the computer resources is provided solely for the purpose of carrying out the educational and operational needs of the district. All use of the computer resources must be supportive of the educational objectives and must be consistent with academic expectations. Use of computer resources is a privilege that may be revoked at any time.

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No Expectation of Privacy

Users should never consider electronic communication to be either private or secure. E-mail can be stored indefinitely on any number of computers. Copies of your messages may be forwarded to others either electronically or on paper. In addition, e-mail sent to non-existent or incorrect user names may be delivered to persons that you never intended.

The district has the right, but not the duty, to monitor any and all aspects of its computer system. Users consent to allowing the district to assess and review all materials users create, store, or received on the computer system, Internet or any other component of the computer network.

Users understand that the district may use human or automated means to monitor use of the computer resources. Such monitoring may include, but is not limited to, monitoring sites visited by users on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users.

Use of passwords to gain access to the computer system or to encode particular files or messages does not imply that users have an expectation of privacy in such access or materials. The district has global passwords that permit it to access all material stored on the computer system, regardless of whether that material has been encoded with a particular user's password.

Quality of Communications

Users should make each electronic communication truthful and accurate. You should use the same care in drafting e-mail and other electronic documents as you would for any other written communication. Please keep in mind that anything created or stored in the computer system may, and likely will, be reviewed by others.

Information published or otherwise distributed electronically is subject to the same policies and procedures regarding the distribution of school system information, including, but not limited to, policies regarding public requests for information and distribution of information to the public.

Security

Users are responsible for safeguarding their passwords for access to the computer system. Individual passwords should not be printed, stored on-line, or given to others. Users are responsible for all transactions made using their passwords. No user may access the computer system with another user's password or account.

Users may not use the computer system to "snoop" or pry into the affairs of other users by unnecessarily reviewing their files and e-mail. A user's ability to connect to another computer system does not imply a right to connect to those systems unless authorized to do so.

Each user is responsible for ensuring that use of outside computers and networks such as the Internet, does not compromise the security of the district's computer resources. This duty includes taking reasonable precautions to prevent intruders from accessing the district's network without authorization.

Viruses can cause substantial damage to computer systems. Each user is responsible for taking reasonable precautions to ensure he or she does not introduce viruses into the district's network. All material not belonging to the district must be scanned for viruses by the district technology staff prior to being placed on the district's computer system. Users should understand that their home computers and laptops might contain viruses. All disks, cds, and flash drives transferred from these computers to the district's network must be scanned for viruses.

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Offensive Material

The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocent search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk. The district is not responsible for material viewed or downloaded by users from the Internet.

Prohibited Activities

Users may not send material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate. It does not matter how such material is sent, whether it is by e-mail or other form of electronic communication, such as bulletin board systems, news groups, or chat groups. Further, such material may not be displayed on or stored in the district's computers. Users encountering or receiving such material should immediately report the incident to the administration.

Users must not alter the "from" line or other attribution-of-origin information in e-mail, messages, or postings. Anonymous electronic communications are forbidden. Users must identify themselves honestly and accurately when participating in chat groups, making postings to news groups, sending e-mail, or otherwise communication on-line.

Without prior written authorization from the administration, users may not do any of the following to the district computers or networks:

- ⇒ Copy software from their home computers;
- ⇒ Provide copies of software to any independent contractors or clients of the district or to a third person;
- ⇒ Install software on any of the district's work stations or servers;
- ⇒ Download any software from the Internet or other on-line service to any of the district's work stations or servers;
- ⇒ Modify, revise, transform, recast, adapt any software; or reverse engineer, disassemble or decompile any software.

Users who become aware of any such misuse of software or violation of copyright law should immediately report the incident to the administration. Unless expressly authorized by the administration, sending, transmitting, or otherwise disseminating proprietary data or other confidential information is strictly prohibited. Users may not send unsolicited e-mail to persons with whom they do not have a prior relationship with the express permission of the administration.

Copyright

In their use of computer resources, users must comply with all software licenses; copyrights; and all other state, federal, and international laws governing intellectual property and on-line activities. The ability to read, alter, or copy a file belonging to another user does not imply permission to read, alter, or copy that file. Users may not alter or copy a file belonging to another user without first obtaining permission from the owner of the file.

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District Internet and E-Mail Rules

Students and staff members are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules behavior and communications always apply when working with the district's computers and network.

The network is provided to conduct research and communicate with others for educational purposes. Access to network services is given to students and staff members who agree to act in a considerate and responsible manner. Parent permission is required for students under 18 years of age. Access is a privilege - not a right. Access entails responsibility. No student will be allowed on the network without signed consent. Staff members need to read and sign the Acceptable Use Policy at the beginning of each school year

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed.

Network storage areas, like school lockers and classrooms, are the property of the school district. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private. Because the network is publicly funded, all information is subject to the Freedom of Information Act and should not be deemed private.

With this educational opportunity comes responsibility. The district will take steps, such as using filtering programs (software designed to restrict access), access controls, and monitoring by teachers, to restrict access to controversial material. On a global information network, such as the Internet, however, it is impossible to restrict access to all potential inappropriate materials.

It is the responsibility of students, parents and staff to understand and abide by the Board of Education's Technology Acceptable Use Policy to ensure that access to those resources provided by the district is not abused. As outlined in Board policy and procedures on student rights and responsibilities, copies of that are available in school offices, the following are not permitted:

- ⇒ Sending or displaying offensive messages or pictures
- ⇒ Using obscene language
- ⇒ Harassing insulting or attacking others
- ⇒ Revealing personal information i.e. address, school, phone number
- ⇒ Damaging computers, computer systems or computer networks
- ⇒ Violating copyright laws
- ⇒ Plagiarism
- ⇒ Establishing any official representation of the school or district without obtaining prior approval of school administration
- ⇒ Using another's password
- ⇒ Trespassing in another's folders, work or files
- ⇒ Intentionally wasting limited resources i.e. inappropriate downloads, spamming, chain letters, etc.
- ⇒ Using chat rooms without expressed permission of a faculty member
- ⇒ Employing the network for commercial purposes

Violations may result in a loss of access as well as other disciplinary or legal action.

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Student User Agreement and Parent Permission Form

Part 1. The students only need to sign this agreement once for each school they attend. Before signing this form, please read and review all of the information. Return this page with both the student’s signature and parent/guardian signature to your schools Library Media Center Specialist. Keep pages 1-4 for your reference when you are utilizing the available technology resources within the Regional School District #14.

Part 2. I have read and agree to comply with the terms of this policy governing the use of the Regional School District #14 computer resources. I understand that a violation of this policy may result in a loss of access as well as other disciplinary or legal action. I understand that this is the BOE Policy #5131.10 that was adopted on May 22, 2001. As a user of Region 14 Public Schools computer network, I hereby agree to comply with the stated rules - communicating over the network in a responsible fashion while honoring all relevant laws, Board of Education policies, regulations, and restrictions.

Student Signature: _____ Date: _____

Printed Student Name: _____

Part 3. As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations.

Parent Signature _____ Date _____

Printed Parent Name _____

Part 4. Please check the current grade.

<p>BES</p> <p>_____ Kindergarten</p> <p>_____ 1st Grade</p> <p>_____ 2nd Grade</p>	<p>WMS</p> <p>_____ 6th Grade</p> <p>_____ 7th Grade</p> <p>_____ 8th Grade</p>
<p>MES</p> <p>_____ 3rd Grade</p> <p>_____ 4th Grade</p> <p>_____ 5th Grade</p>	<p>NHS</p> <p>_____ 9th Grade</p> <p>_____ 10th Grade</p> <p>_____ 11th Grade</p> <p>_____ 12th Grade</p> <p>_____ STEP</p>

Please return this page to your school’s Library Media Center Specialist. Thank you.

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Attention All Staff Members:

At the beginning of each school year, you need to read, review and fill out the Technology Acceptable Use Policy to access the Regional School District #14 technology resources. Please return this page with your signature to your schools Library Media Center Specialist. Keep pages 1-4 for your reference during the school year when you are utilizing the available technology resources.

<p>Building:</p> <p>Please check the one that applies to you.</p> <p><input type="checkbox"/> BES</p> <p><input type="checkbox"/> MES</p> <p><input type="checkbox"/> WMS</p> <p><input type="checkbox"/> NHS</p> <p><input type="checkbox"/> STEP</p> <p><input type="checkbox"/> Central Office</p> <p style="text-align: center;">If you work in multiple buildings, you will need to turn a signed AUP to <u>each</u> LMC for security purposes.</p>	<p>Staff:</p> <p>Please check the one that applies to you and your building.</p> <p><input type="checkbox"/> Administrator</p> <p><input type="checkbox"/> Board of Education Member</p> <p><input type="checkbox"/> Buildings and Grounds</p> <p><input type="checkbox"/> Custodian</p> <p><input type="checkbox"/> Food Service</p> <p><input type="checkbox"/> Paraprofessional</p> <p><input type="checkbox"/> Secretary</p> <p><input type="checkbox"/> Teacher</p> <p><input type="checkbox"/> Technology Staff</p> <p><input type="checkbox"/> Other, please specify _____</p>
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Acknowledgement

I have read and agree to comply with the terms of this policy governing the use of the Regional School District #14 computer resources. I understand that a violation of this policy may result in disciplinary action, including possible termination, as well as civil or criminal liability. I understand that this is the BOE Policy #4118.4 that was adopted on April 13, 1988 and revised May 22, 2001.

(Signature)

(Printed Name)

Date: _____ School Year: _____