

GUIDELINES FOR ACCEPTABLE USE OF DISTRICT TECHNOLOGY SYSTEM BY STUDENTS

A. Acceptable Use

All users of the District Technology system (“System”) must comply with the District Acceptable Use Guidelines, as amended from time to time. The “System” shall include all computer hardware and software owned or operated by the District, the District electronic mail, the District web site, and the District on-line services and bulletin board systems. “Use” of the System shall include use of or obtaining access to the System from any computer terminal or other electronic device whether or not owned or operated by the District, including students’ personal electronic devices which they have been authorized to bring to school under the provisions of Part I., below.

Students have no expectation of privacy in their use of the System. The District has the right to access, review, copy, delete, or disclose, as allowed by law, any message sent, received, or stored on the District’s electronic mail system or on a personal electronic device which the student has been authorized to bring to school and has used to obtain access to the District System. The District has the right to and does monitor use of the System by students, including students’ access of the Internet, as part of System maintenance and to determine whether the use is consistent with federal and state laws and District policies and guidelines.

B. Privileges

Access to the System is provided as a privilege by the District and may be revoked at any time. Inappropriate use may result in discipline, including loss of System use privileges. The System, including all information and documentation contained therein is the property of the District except as otherwise provided by law.

C. Prohibited Uses

The uses of the System listed below are prohibited and may result in discipline or other consequences as provided in Part J. of these Guidelines and in the District’s Student Discipline Policy and rules. The System shall **not** be used to:

1. Engage in activities which are not related to District educational purposes or which are contrary to the instructions from supervising District employees as to the System's use.
2. Access, retrieve, or view obscene, profane or indecent materials.
3. Access, retrieve, view or disseminate any material in violation of any federal or state laws or regulation or District policy or rules. This includes, but is not limited to, improper use of copyrighted material; improper use of the System to commit fraud or with the intent to commit fraud; improper use of passwords or access codes; or disclosing the full name, home address, or phone number of any student, District employee, or System user.
4. Transfer any software to or from the System without authorization from the System Administrator.
5. Engage in for-profit or non-school sponsored commercial activities, including advertising or sales.
6. Harass, threaten, intimidate, or demean an individual or group of individuals because of sex, color, race, religion, disability, national origin or sexual orientation.
7. Disrupt the educational process, including use that is reasonably foreseeable to result in a disruption, or interfere with the rights of others at any time, either during school days or after school hours.
8. Disrupt or interfere with the System, including to willfully circumvent or attempt to circumvent System security or filtering.
9. Gain unauthorized access to or vandalize the data or files of another user.
10. Gain unauthorized access to or vandalize the System or the technology system of any other individual or organization.
11. Forge or improperly alter electronic mail messages, use an account owned by another user, or disclose the user's individual password or that of another user.

12. Invade the privacy of any individual, including violating federal or state laws regarding limitations on the disclosure of student records.
13. Download, copy, print or otherwise store or possess any data which violates federal or state copyright laws or these Guidelines.
14. Send nuisance electronic mail or other online messages such as chain letters, pyramid schemes, or obscene, harassing or other unwelcome messages.
15. Send mass electronic mail to multiple users without prior authorization by the appropriate District Administrator.
16. Conceal or misrepresent the user's identity while using the System.
17. Post material on the District's web site without the authorization of the appropriate District administrator.

D. Discipline for off-site use of electronic technology which disrupts or can reasonably be expected to disrupt the school environment

The District may discipline a student whose personal web site or other off-site activity involving electronic technology causes, or can reasonably be expected to cause, a substantial disruption of the school environment, without regard to whether that activity or disruption involved use of the District Technology System.

E. Web sites

Unless otherwise allowed by law, District web sites shall not display information about or photographs or works of students without written parental permission. Any web site created by a student using the System must be part of a District-sponsored activity, or otherwise be authorized by the appropriate District administrator. All content, including links, of any web site created by a student using the System must receive prior approval by the classroom teacher or an appropriate District administrator. All contents of a web site created by a student using the System must conform with these Acceptable Use Guidelines.

F. Disclaimer

The District makes no warranties of any kind whether express or implied for the System. The District is not responsible for any damages incurred, including the loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions. Use of any information obtained via the System is at the user's own risk. The District is not responsible for the accuracy or quality of information obtained through the System. The District is not responsible for any user's intentional or unintentional access of material on the Internet which may be obscene, indecent, or of an inappropriate nature.

G. Security and User Reporting Duties

Security in the System is a high priority and must be a priority for all users. Students are prohibited from sharing their log-in IDs or passwords with any other individual. Any attempt to log in as another user will result in discipline. A user who becomes aware of any security risk or misuse of the System must immediately notify a teacher, administrator or other staff member.

H. Vandalism

Vandalism or attempted vandalism to the System is prohibited and will result in discipline as set forth in Part J. of these Guidelines, and in potential legal action. Vandalism includes, but is not limited to, downloading, uploading, or creating computer viruses.

I. Students' Use of Personal Electronic Devices for Educational Purposes at School

The district permits students to use their personal electronic devices for educational purposes in compliance with Parts A-H and J of these "Guidelines for Acceptable Use of District Technology System By Students," provided they agree to the following provisions.

1. District Not Responsible for Loss of or Damage to Personal Electronic Devices

The District does not carry insurance coverage for loss of or damage to personal electronic devices or other personal property which students bring to school, and shall not be responsible for any loss of or damage to such property. Students who bring their personal electronic devices to school, or parents or guardians who permit them to do so, assume total responsibility to keep the devices secure, and agree to take reasonable steps to protect them against damage, theft or other loss.

2. Student Protection of Personal Property

When not in use, a student's personal electronic device should be locked in the student's locker. Students who bring personal electronic devices to school should not permit them to be used or borrowed by other students, and should not leave their personal electronic devices unattended for any period of time. An electronic device which is left unattended may be picked up by school staff and turned in to the building office.

3. Limitations on Students' Use of Personal Electronic Devices During School

Students who use personal electronic devices to access the Internet while at school may do so only by means of the District's wireless network.

Personal electronic devices may be used during school hours only for instructional activities related to classroom or lab assignments.

Students' use of personal electronic devices at school is at the discretion of school staff. Before using approved personal electronic devices during a class, students must obtain permission from the teacher. To avoid distracting other students, the audio capability of any personal electronic device should be muted, unless the teacher grants specific permission to activate that feature. Students must turn off personal electronic devices and put them away, when a staff member asks them to do so.

Students may use their personal electronic devices before school, during recess or at lunch, and after school only in adult-supervised areas. Any supervising staff member has the right to inspect any material being viewed on a student's personal electronic device. If a staff member observes a student using his or her personal electronic device for games or other non-instructional activities during these times, and asks the student to stop that use, the student must comply.

J. Consequences for Violations

A student who engages in any of the prohibited acts listed above, or fails to comply with the conditions and limitations set out in the Acceptable Use Guidelines, shall be subject to discipline, which may include: (1) suspension or revocation of System privileges, (2) other discipline including suspension or expulsion from school, (3) confiscation of his or her personal electronic device, if the device was used in committing the misconduct, until the student's parent or guardian parent retrieves it, referral to law enforcement authorities or other legal action in appropriate cases, and (4) other disciplinary action as deemed appropriate by the school principal or designee. Misuse of the System by a student may

be considered gross misconduct as that term is defined by the District Student Discipline Policy and rules, and a student may be subject to discipline pursuant to the Student Discipline Policy and rules. A student who believes that his/her System use privileges have been wrongfully limited may request a meeting with the building principal to review the limitation. The decision of the building principal shall be final.

**AUTHORIZATION FOR ACCESS TO
DISTRICT TECHNOLOGY SYSTEM BY STUDENTS**

This form must be read and signed by each student (and if under age 18 by his/her parent/guardian) as a condition of using the District Technology System.

By signing this Authorization, I acknowledge that I have received a copy of the “Guidelines for Acceptable Use of District Technology System By Students”, and that I have read, understand, and agree to follow the Guidelines.

I acknowledge that access to the District Technology System is provided as a privilege by the District and that inappropriate use may result in discipline, as may off-site use of electronic technology which disrupts or can reasonably be expected to disrupt the school environment.

I ACKNOWLEDGE THAT I HAVE NO EXPECTATION OF PRIVACY IN MY USE OF THE DISTRICT TECHNOLOGY SYSTEM, AND THAT THE DISTRICT HAS THE RIGHT TO AND DOES MONITOR USE OF THE SYSTEM.

Student Name: (PLEASE PRINT) _____

Student Signature: _____

Date:

Parent/Guardian Name: (PLEASE PRINT)

Parent/Guardian Signature:

Date: