

## **Technology Acceptable Use Agreement for Students Code No. 603.12**

*Parents, guardians and students should have no expectation of privacy for any use of the computers, their contents, or district network. Administration and staff have the right to inspect the contents of the computers and server files on a regular basis.*

### **Internet Access**

The Internet can provide a vast collection of educational resources for students. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. Although students will be under staff supervision while on the Internet and precautions to restrict access to controversial materials have been taken, it is not possible on a global network to control all materials accessed. Consequently, some students might encounter information that may not be of educational value to them. However, the district believes that the valuable information and interaction available on this world-wide network far outweighs the possibility that users may produce material that is not consistent with the educational goals of the district.

The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. All uses of the Internet must be in support of education and /or research and be consistent with the educational purposes of the curriculum of this district. The building administrators will deem what is inappropriate use and their decision is final. Also, the building administrators may close a student account at any time as required. The administration, faculty, and staff of the district may also request the building administrator to deny, revoke, or suspend specific user accounts.

Students will be expected to abide by the following Internet guidelines:

- ❖ Students must have the proper Computer Use Pass filled out completely and signed by the teacher assigning the project in order to use the Internet. Students without the properly signed pass will be in violation of this agreement.
- ❖ The use of the Internet is a privilege. As a user of the Internet, students may be allowed access to other networks with their own sets of policies and procedures. Students are to abide by the policies and procedures of these other networks.
- ❖ Internet use must be in support of education and research consistent with the educative purposes of the curriculum of the school district.
- ❖ Students shall cite all quotes, references, and sources.
- ❖ Students shall respect all copyright and license agreements.
- ❖ Students will not download and/or install any files or programs from the Internet without permission of the teacher. This includes but is not limited to games, music, MP3 files, media, players, viewers, etc.
- ❖ Students shall not plagiarize another person's work by copying it, in whole or in part, and turning it in as one's own work. Copying text, graphics, musical scores, mathematics solutions, artistic layouts, or presentations, or any idea from another source without proper citation is also plagiarism. Plagiarism is a form of cheating and will be dealt with accordingly by faculty and administration.
- ❖ Students shall only remain on the system long enough to get needed information.
- ❖ Students shall not intentionally access restricted materials which might be available on the Internet. Material that is threatening, prejudicial, obscene, abusive, demeaning, racially offensive, profane, illegal, or promotes substance abuse is prohibited.
- ❖ Students may not access Internet services that have a cost involved. In the event that these services are accessed, the student will be responsible for payment of those costs.
- ❖ Anyone engaged in or supporting illegal activities will be reported to the appropriate local, state, and/or federal authorities.
- ❖ Students should not reveal any personal information about themselves or others. Personal information such as name, age, address, phone number, or other personal information should never be given out over the Internet unless under the direction of the teacher. Students should not sign up for any mail lists, subscription services, online games, chat rooms, or any site that asks for a name or other personal information.
- ❖ Students should never meet someone that contacted them over the Internet.

- ❖ Electronic mail is not guaranteed to be private. People who operate the system have access to mail. Student access for electronic mail shall only be through the supervising teacher's account and will adhere to the following guidelines:
  - Students should realize that others may be able to read or access any mail. Messages of a private nature should never be sent.
  - Students should be polite and use appropriate language when communicating.
  - Students should delete unwanted messages immediately.
  - Students should always sign messages with their own names and should never imply that they are someone else.
  - Students should always acknowledge receipt of documents or files that have been sent to them.
  - Students should not reveal personal information about themselves, such as addresses or phone numbers or the addresses and phone numbers of other students or staff.
  - Students should never allow anyone else to use their email accounts or passwords under any circumstances.

### **Computer & Other Technology Use**

Students will be expected to abide by the following:

- ❖ The use of the school district's copiers, computers, printers, scanners, cameras, software, and other technological equipment is a privilege. Misuse of school district resources will result in appropriate consequences. Misuse of resources would include but not be limited to doing non-school related work on school computers, wasting paper and ink, damaging equipment through carelessness, vandalism, or inappropriate use.
- ❖ Using another person's username or password, with or without their knowledge or permission, or trespassing in another person's folders, work, or files is not permitted. Students will respect others' files and will not copy, destroy, or use them. Whenever another person's username or password is used, both parties will be in violation of this agreement.
- ❖ Using a staff person's username and password, accessing or attempting to access a staff person's files, or using a staff person's name without their express consent for any reason in any format will be considered highly serious offenses and will be dealt with accordingly by the administration. Consequences for these actions will reflect the seriousness of the offense.
- ❖ Students will not try to hack the system or attempt any unauthorized access to the system.
- ❖ Only software that is purchased by the school district can be installed or used on district computers. Students will not attempt to install or download unauthorized software onto the system or onto any computer unless instructed to do so by the teacher. Students may not bring any student or commercially prepared software to school.
- ❖ Each student has been provided a storage area on the school district's server where school-related files and documents may be stored (saved). The system administrator reserves the right to limit the size of this storage area if necessary. All student files on the server will be deleted at the end of each school year. Student files that are saved to locations other than the area provided on the server will be routinely deleted as part of ongoing maintenance.
- ❖ Students should expect only limited privacy in the contents of personal files or record of web research activities. The school district reserves the right to monitor and inspect data stored or transmitted on the network server and to investigate unauthorized or improper use of school resources. If use is determined to be contrary to school policy or applicable laws, appropriate measures will be taken. These measures may include, but are not limited to, suspension of user privileges, deletion of files, appropriate disciplinary action, and cooperation with law enforcement agencies.
- ❖ Anyone engaged in or supporting illegal activities will be reported to the appropriate local, state, and/or federal authorities.
- ❖ Vandalism will result in cancellation of computer privileges. Vandalism may be defined as any attempt to damage equipment, to harm or destroy data of another user, or to interfere with another user, Internet, or other networks. This might include but is not limited to changing system settings, unplugging or changing hardware components, removing or loosening keyboard keys, removal of mouse ball or the mouse itself, and/or other destructive acts or acts that interfere with another person's ability to use the equipment.