STUDENT ACCEPTABLE USE GUIDELINES

General Guidelines

The following information is provided so that students, parents and staff are aware of responsibilities involved in the efficient, ethical and legal use of technology resources. Each student will be required to adhere to all District policies and to Internet Safety and Acceptable Use Guidelines in order to be granted access to District technology resources. Access to the District's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and compliance with such regulations and guidelines. Access to the District electronic communications systems, including the Internet, shall be made available to students for instructional and administrative purposes and in accordance with administrative regulations. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. Electronic mail transmissions and other use of the electronic communications system by students are not private and may be monitored at any time by designated District staff to ensure appropriate use.

Consent Requirements

Copyrighted software or data may not be placed on any system connected to the District's network without permission from the holder of the copyright. Only the copyright owner, or an individual the owner specifically authorizes, may upload copyrighted material to the system. No original work created by any District student will be posted on a Web page under the District's control unless the District has received written consent from the student (and the student's parent if the student is a minor) who created the work. No personally identifiable information about a District student will be posted on a Web page under the District's control unless the District has received written consent from the student's parent. An exception may be made for "directory information" as allowed by the Family Educational Rights and Privacy Act and District policy.

Filtering

All Internet access will be filtered for minors and adults on computers and mobile devices provided by the school. The categories of material considered inappropriate and to which access will be blocked will include, but not be limited to: nudity/pornography; images or descriptions of sexual acts; promotion of violence, illegal use of weapons, drug use, discrimination, or participation in hate groups; instructions for performing criminal acts (e.g., bomb making); and online gambling.

System Access

Access to the District's electronic communications system will be governed as follows:

1. Students in all grades will be granted access to the District's system as appropriate. Students may be assigned individual accounts.
2. Any system user identified as a security risk or as having violated District and/or campus computer use guidelines may be denied access to the District's system.
3. All users will be required to sign a user agreement annually.

Individual User Responsibilities

The following standards will apply to all users of the District's electronic information/communications systems:

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy or guidelines.
3. System users may not disable, or attempt to disable, a filtering device on the District's electronic communications system.
4. Communications may not be encrypted so as to avoid security review by system administrators.
5. System users may not use another person's system account without written permission from the campus or district administrator as appropriate.
6. Students may not distribute personal information about themselves or others by means of the electronic communications system unless instructed to do so by an administrator, counselor, librarian or teacher for instructional purposes. This includes, but is not limited to, personal addresses and telephone numbers.
7. Students should never make appointments to meet people whom they meet online and should report to a teacher or administrator if they receive any request for such a meeting.
8. Users may not use the network for financial or commercial gain, advertising or political lobbying.
9. System users must purge electronic mail in accordance with established retention guidelines.
10. System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
11. System users should avoid actions that are likely to increase the risk of introducing viruses to the system, such as opening e-mail messages from unknown senders and loading data from unprotected computers.
12. System users may not send or post messages that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
13. System users may not purposefully access materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
14. System users should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of that mail to assume they represent the District or school, whether or not that was the user's intention.
15. System users may not waste District resources related to the electronic communications system.
16. System users may not gain unauthorized access to resources or information.
17. Students who identify or know about a security problem are expected to convey the details to a teacher without revealing the information to other students.

Network Etiquette

System users are expected to observe the following network etiquette:

1. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
2. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
3. Pretending to be someone else when sending/receiving messages is prohibited.
4. Transmitting obscene messages or pictures is prohibited.
5. Be considerate when sending attachments with e-mail by considering whether a file may be too large to be accommodated by the recipient's system or may be in a format unreadable by the recipient.
6. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

E-Mail

1. E-mail should be used for educational purposes only.
2. E-mail transmissions, stored data, transmitted data, or any other use of the System by students, employees, or any other user shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
3. All e-mail and all e-mail content are property of the District.
4. E-mails may only be forwarded by a student only if such e-mail is forwarded to a person who would need the information contained in the e-mail for educational or administrative purposes that are consistent with the goals and mission of the District.
5. Never assume electronic mail is private. Messages relating to or in support of illegal activities must be reported to the authorities and the District will comply with state and federal laws, as well as court orders or subpoenas that will require disclosure.
6. Be brief and professional: Few people will bother to read a long message or need the information contained in the e-mail for educational or administrative purposes that are consistent with the goals and mission of the District.
7. Include your signature (name, position, affiliation, and Internet address) at the bottom of e-mail messages.
8. Send only to individuals and/or groups you know.

Vandalism

Any malicious attempt to harm or destroy District equipment or data or the data of another user of the District's system or of any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses. Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences.

Forgery Prohibited

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users, deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited.

Updated - June 15, 2016

Information Content

System users and parents of students with access to the District's system should be aware that, despite the District's use of technology protection measures as required by law, use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material. A student who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher. A student knowingly bringing prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

Termination of Account

Termination of a student's access for violation of District policies or regulations will be effective on the date the principal or District administrator receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

Disclaimer

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

Disclaimer of Liability

The District shall not be liable for the users' inappropriate use of the District's electronic communication resources or violations of copyright restrictions, mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet. The Superintendent or designee will oversee the District's electronic communication system(s). Oversight of the posting of official district, campus, or division/department materials on the District's electronic communication system(s) will be the responsibility of the Superintendent, principal, or division/department supervisor or designee. The District's system(s) will be used only for administrative and instructional purposes consistent with the District's mission and goals.

Updated - June 15, 2016

I understand that my use/my student(s)' use of the District's technology resources is not private and that the District will monitor my/my student(s)' activity. I have read these acceptable use guidelines and agree to abide by the provisions. I hereby release the District, its operators, and any of its affiliated institutions from any and all claims and damages of any nature arising from my use of or inability to use these resources, including without limitation, the type of damages identified in the District's policies and administrative regulations.

Student Signature: _____   **Date: _____**

Printed Name: _____   **ID#: _____**

Campus: _____   **Grade: _____**

Parent/Guardian Signature: _____   **Date: _____**

Printed Name: _____