

Acceptable Use Policy for USD 411 Electronic Resources and Information Systems

Introduction:

Goessel USD 411 provides access to technology in school to allow students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship.

This Acceptable Use Policy outlines the expected behaviors to follow when using school technology or networks. This policy applies to all USD 411 employees and students using school computers or equipment or accessing district owned or managed network resources including e-mail, websites and servers. Illegal or improper use will result in disciplinary action.

To ensure that all District users understand their responsibilities, the following guidelines have been established for using our information systems and electronic resources

Examples of Acceptable Uses of District Electronic Resources and Information Systems:

- Use school technologies for learning and other school activities.
- Follow the same rules for respectful, responsible behavior online that are expected offline.
- Exercise care in the use of resources and alert school staff if a problem occurs.
- Alert a teacher or administrator if threatening, inappropriate, or harmful content including images and messages are viewed.
- Safeguard personal information and use caution to protect the safety of all students and staff.
- Help to protect the security of school resources.
- Work to enhance USD 411's public image and use our electronic resources and information systems in a responsible and productive manner that reflects well on you as an individual and our schools as a whole.

Examples of Unacceptable Uses of District Electronic Resources and Information Systems:

- Transmitting, retrieving or storing material or communication that is derogatory, discriminatory, harassing, profane, or obscene. This includes any negative statements about an individual's race, age, gender, disability, religion, national origin or physical attributes.
- "Cyberbullying" which means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.
- Damaging or modifying computers, computer systems or computer networks: downloading, installing or running games or other applications including shareware or freeware without permission to do so from a supervisor or network administrator.
- Sharing personal information, such as phone number, address, birth date, grades, financial information, or password information without permission from teacher and parent or guardian.
- Use of the school network for, commercial, or political purposes, financial gain or fraud.
- Storage, retrieval, transmission or viewing of personal files unrelated to school work.
- The Administrator(s) shall be the final authority on what is considered abusive, profane or offensive. Electronic media may not be used for any other purpose that is illegal or against USD 411 policy or contrary to our schools' and students' best interests.

Communications:

Each user is responsible for the content of all text, audio, picture, video or other communication that they place or send using USD 411 electronic resources and information systems. In no way shall any user attempt to disguise or misrepresent their identity. All communications sent via USD 411 electronic resources and/or information systems should comply with all USD 411 policies.

Copyright Issues:

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Security:

The district routinely monitors usage patterns in its electronic resources. For the purposes of this policy, "electronic resources" includes district provided Internet access, email addresses, computer equipment, electronic devices, information systems, and file storage equipment. All messages and files created, sent, or retrieved over the district's network or using district computer equipment or electronic devices are subject to search at any time. Email accounts; software, applications, and files stored on District computers or electronic devices are considered the property of the District. USD 411 reserves the right to access and monitor the content of all messages maintained in district email accounts; to view websites visited; and to access files accessed, viewed, sent, or received using district electronic resources at any time for any reason. Users should not assume electronic communications or files stored on district electronic resources are private unless otherwise provided by law or school policy.

Mobile Devices:

USD 411 may provide users with mobile computers or other devices to promote learning or work beyond the school. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to administration and IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored.

Internet Publishing:

USD 411 may publish student work and/or student photographs, names, and grade levels on the school district website and social media accounts. Personal information such as mailing addresses and telephone numbers of any student will not be posted on the district web site. **You must notify USD 411 in writing if you do not want your student's work or photograph used on the internet.**

Photographs and Video Media:

USD 411 may from time to time photograph or make video media of staff, students or student work for specific purposes. Personal information such as mailing addresses and telephone numbers of any student will not be printed or broadcast. USD 411 will retain all rights to reproduce, copy, exhibit, publish, sell or distribute the photographs or video productions for evaluation, educational activities and public awareness purposes. **You must notify USD 411 in writing if you do not want your student's work or image used on the internet.**

Violations:

Any user who abuses the privilege of using USD 411 electronic resources and/or information systems may be subject to disciplinary action including suspension of network, technology, or computer privileges, restitution, suspension and/or dismissal. If necessary, the District also reserves the right to advise appropriate legal officials of any known violations of the law.

USD 411 will not be responsible for damage or harm to persons, files, data, or hardware.

While USD 411 employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

USD 411 will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

User Agreement:

I have read, understand and agree to abide by the *Acceptable Use Policy for USD 411 Electronic Resources and Information Systems*. I understand that access to the network and use of electronic resources are for educational and instructional purposes.

I have received a copy of the *Acceptable Use Policy for USD 411 Electronic Resources and Information Systems*.

As a user of USD 411 electronic resources and information systems, I understand that this *Acceptable Use Policy* applies to me. I have read and agree to follow all policies and procedures that are set forth. I further agree to abide by the standards set in the document for the duration of my enrollment or employment with USD 411.

I am aware that violations of this *Acceptable Use Policy* may subject me to disciplinary action, up to and including suspension/dismissal and/or restitution.

I understand that this document can be amended at any time, and will be available for review in print and electronically on the District website. I understand that its modification will in no way exempt me from my responsibility in abiding by its standards, policies and intent.

User's Name (please print) _____ Year of Graduation _____

User Signature _____ Date: _____

Parent/Guardian Signature _____ Date: _____