Descriptor Code: ACDA

**ACCEPTABLE USE**

The Wing Public School believes Internet access plays an important role in the education of students; however, the Internet also contains content that is not appropriate for students and staff to access. In accordance with federal law, the District has taken reasonable precautions to restrict access to materials obscene, pornographic, and/or harmful to minors through the use of software designed to block sites containing inappropriate material. While the District has taken such preventive measures, it recognizes that it is not possible to fully guarantee that students and/or staff will never access objectionable materials.

**Education**

The District shall provide education to students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

**Monitoring Use**

Internet access is a privilege, not a right. Network storage areas shall be subject to the same scrutiny as school lockers for students. Staff shall have no reasonable expectation of privacy when using district computers and/or networks and shall use this technology solely for work-related purposes. Network administrators may view files and communications to maintain the integrity of the system and to ensure proper and responsible use of the system. Teachers and administrators will exercise supervision of student use.

**Prohibitions**

The Superintendent or designee may take disciplinary measures when any of the following actions occur:

1. Using obscene language;

2. Accessing or creating pornographic files or sites and/or other inappropriate material;

3. Harassing, insulting, threatening, alarming, or attacking others;

4. Damaging computers, computer systems, or computer networks;

5. Violating copyright, trademark, trade secret, or other intellectual property laws;

6. Using or participating in chat lines, chat rooms and social networking sites for personal and/or

 non-curricular purposes;

7. Using another’s password or representing oneself as another;

8. Trespassing into another’s folders, work, or files;

9. Intentionally wasting network resources including, but not limited to, emailing chain letters

 and/or broadcasting inappropriate messages;

10. Employing the network for political purposes as defined by state law, financial gain, and/or

 commercial purposes;

11. Revealing anyone’s personal information such as, but not limited to, an address or phone

 number without appropriate consent. Students are prohibited from revealing personal

 information about themselves and/or others without obtaining written consent in accordance

 with the Federal Education Rights and Privacy Act and receiving administrative approval;

12. Other activities or actions deemed inappropriate and not in the best interest of the District, its

 employees, and students.

**Violations**

Violation of this policy will, at a minimum, result in the following disciplinary consequences for students:

1. First offense (Level I)

 a. Loss of email and internet privileges for four weeks,

 b. Parents contacted.

2. Second offense (Level II)

 a. Loss of email and internet privileges for at least the remainder of the year.

 b. Parents contacted.

3. A student may be subject to Level II disciplinary action on his/her first offense if administration

 deems this necessary based on the severity of the offense.

Violations of this acceptable use policy or any applicable federal or state law, rule, or regulation may also result in disciplinary action up to and including expulsion for students or termination of employment for staff.

**Consent**

All students and staff must consent to this policy in writing prior to accessing district networks and/or computers.

End of Wing Public School District #28 Policy ACDA ………………………………………………………………… Adopted:

 1st Reading: 1-11-16

 2nd Reading: 2-8-16