

## **Code No: 605.6R1 TECHNOLOGY: ACCEPTABLE USE REGULATION and INTERNET SAFETY POLICY**

### **I. Hacking and Vandalism**

- A. Users will not attempt to gain unauthorized access to the District network. This includes attempting to log in through another user's account to access or browse another user's files.
- B. Users will not make any attempts, deliberate or otherwise to vandalize, damage, or disable the property of others or to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means.

### **II. Criminal Activity**

Users will not use the District system in a manner that violates any local, state, or federal law or any other illegal act, including but not limited to using the system for drug sales, purchasing alcohol, gang activity, or threatening bodily harm.

### **III. Privacy**

- A. District administrators and technology coordinators are expected to treat the contents of electronic files as private and confidential. Any inspection of electronic files, and any action based upon such inspection, will be governed by all applicable federal and state laws and District policy.
- B. Users should not expect that files stored on school-based computers will always be private. Administrators and faculty may review files, messages, Internet access paths, etc. to maintain system and network integrity.

### **IV. Responsibility for Internet Appropriate Use**

- A. The authority for appropriate use of electronic Internet resources is delegated to the supervising adult.
- B. Instruction in the proper use of the Internet system is available to staff members who will then provide similar instruction to their students.
- C. Both students and staff are expected to practice appropriate use of the Internet, and violations may result in discipline up to, and including, dismissal.

V. Internet Access

- A. Access to the Internet is available to staff and students as a source of information and/or a vehicle of communication.
- B. Students will be able to access the Internet through their teachers and other staff members. Individual student electronic mail addresses will not be issued to students. If a student already has an electronic mail address from outside the school district, a student will not be permitted to use the address to send or receive messages at school.
  - 1. Users may use real-time conference features such as Internet relay chat only for curricular-based purposes and with teacher supervision and approval.
  - 2. Transmission of material, information or software in violation of any board policy or regulation is prohibited.
  - 3. Downloads will only be available for class projects with direct teacher supervision. Anti-virus precautions will be taken for downloading files.

VI. Permission to Use Internet - Annually, parent /guardian shall grant permission for their student to use the Internet using the assigned form.

VII. Use of Internet.

A. Technology Etiquette -

- 1. Users should adhere to on-line protocol:
  - a. Respect all copyright and license agreements.
  - b. Cite all quotes, references and sources.
  - c. Remain on the system long enough to get needed information, then exit the system.
  - d. Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
- 2. Electronic mail users should adhere to the following guidelines:
  - a. Keep in mind that others may be able to read or access the mail.
  - b. Delete unwanted messages immediately.
  - c. Use of objectionable language is prohibited.

B. Restricted Material - Users shall not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either

because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

- C. Unauthorized Costs - If a user gains access to any service via the Internet that has a cost involved or if a user incurs other types of costs, the user accessing such a service will be responsible for those costs. Users will not attempt to gain unauthorized commercial use and/or use for financial gain.

#### VIII. User Violations -- Consequences and Notifications.

User who accesses restricted items on the Internet shall be subject to the appropriate action described in board policy and regulations:

1. First Violation - A verbal and written "Warning" notice will be issued to the user. The user will lose Internet access for a period of up to nine weeks at the discretion of the supervising teacher/administrator. A copy of the notice will be mailed to the user's parent/guardian or supervisor and a copy provided to the principal.
2. Second Violation - A verbal and written "Second Violation" notice will be issued to the user. A copy of the notice will be sent to the user's parent/guardian or supervisor and a copy provided to the principal. The user shall forfeit all Internet privileges for the remainder of the school year.

First Reading: October 15, 2018    Second Reading: November 19, 2018