

Tiospa Zina Tribal School
Acceptable Use Policy

Purpose and Acceptable Uses

Tiospa Zina owns and operates a variety of computing systems which are provided for the use of Tiospa Zina staff and students in support of the programs of the school. They are to be used for education, research, public service, and academic development. These resources will help teachers to facilitate education and research consistent with the mission of Tiospa Zina.

Definitions

Technology Resources- include but are not limited to the following: network, Internet, computer hardware, software, printers, servers, stored text, data files, email, optical media, digital images, and new technologies as they become available.

Users- anyone using the network, computers, Internet, email, chat rooms, and or other forms of direct electronic communications or equipment provided by Tiospa Zina.

Regulations

The use of Tiospa Zina's technology resources is a privilege, not a right. The privilege of using the technology resources provided by Tiospa Zina is for current students, current employees, or those as approved by administration. The privilege terminates when a student or employee is no longer enrolled or employed at Tiospa Zina. This policy is provided to make all users aware of the responsibilities associated with efficient, responsible, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges will be terminated, access to Tiospa Zina resources may be denied, and the appropriate disciplinary action shall be applied. Tiospa Zina policies will be applied to all student and staff infractions, as well as discipline of legal sanctions including Federal and tribal laws.

User Terms and Conditions

The use of Tiospa Zina's technology resources is subject to the following terms and conditions:

1. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of Tiospa Zina, along with Federal regulations. In compliance with the Children's Internet Protection Act (CIPA), Tiospa Zina shall make reasonable efforts to restrict access to inappropriate materials and shall monitor the online activities of users in the school environment.
2. Network user accounts are considered the property of Tiospa Zina. Network and school administrators may review school computers and user accounts to maintain system integrity and to insure that users are using the system responsibly. While user files will not be examined

without reasonable cause, users should not expect that anything stored on school computers or the network will be private.

3. Tiospa Zina does not guarantee that its technology resources will be uninterrupted or error-free. Nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis without warranties of any kind. Neither shall Tiospa Zina nor any of its agents or employees be liable for any direct, indirect, incidental, special, or consequential damages, including loss of information or data, arising out of the use of or inability to use the network or Internet.
4. Users shall be responsible for any costs, fees, charges, or expenses incurred under the user's account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as Tiospa Zina explicitly agrees to pay.
5. Any security or equipment problems arising from the use of technology resources must be reported to the classroom teacher, Lead Teacher, or the Technology department.
6. Any intentional damage, theft, or loss of Tiospa Zina resources, such as computers, will be charged to the student or staff determined by administration or outside agencies.
7. Unacceptable uses of any Tiospa Zina technology resources include, but are not limited to, the following:
 - a. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, harassing, pornographic, obscene, sexually explicit materials or could be interpreted as cyberbullying.
 - b. Downloading or transmitting multi-player games, music, or video files.
 - c. Vandalizing, damaging, or disabling property of the school, another user, or organization.
 - d. Accessing another user's account materials, information, or files without permission.
 - e. Using the network or Internet for commercial, political campaign, or financial gain purposes.
 - f. Releasing files, home address, personal phone numbers, passwords, or other vital information about themselves or others.
 - g. Promoting or soliciting for illegal activities.
 - h. Attempting to repair, remove, or install hardware components reserved for an authorized Tiospa Zina employee.
 - i. Violating copyright or other protected material laws.
 - j. Subscribing to mass email messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
 - k. Intentionally wasting school resources, including but not limited to printing and copying.
 - l. Attempting to log on to the Internet, network (servers, wireless routers, switches, printers, firewall), or computers as a system administrator.
 - m. Installing, enabling, launching, or creating programs that interfere with the performance of the network, Internet, or any hardware technology resources.

- n. Intentionally creating, uploading, or transmitting computer viruses.
 - o. Attempting to defeat any computer or network security.
 - p. Attempting to use personal devices to access the Tiospa Zina network, such as laptops, iPads, etc. without permission.
8. Any forms of cyberbullying will not be tolerated. This includes electronic communications such as, but not limited to texts via cell phones, social networking site posts, and email.
9. All Tiospa Zina staff are responsible for the active supervision and modeling of appropriate technology resources, including but not limited to computer and Internet use.

Tiospa Zina Tribal School
Staff Technology Resources and Use Agreement

- 1) I have read, understand, and will abide by the Tiospa Zina Acceptable Use Policy.
- 2) I will make every effort to hold myself and students accountable to the policy.
- 3) I will report any serious violations to my immediate supervisor.
- 4) I understand that prior to receiving any network, school email, or database (Infinite Campus) access I must successfully pass the DOI "Federal Information Systems Security Awareness + Privacy and Records Management" certification. I will print a copy of the completion certificate and provide it to the Technology Coordinator. Exceptions to this, for temporary network access, may be made by the superintendent.
- 5) I understand that my inappropriate use of Tiospa Zina technology resources can result in disciplinary and possible legal action.

Staff Signature: _____ Date: _____