

Computer, Email and Internet Acceptable Use Policy (AUP)

Independent School District #601

Introduction

The Internet links thousands of computer networks around the world, giving Fosston students access to a wide variety of computer information and resources. In general, electronic traffic passes freely in a trusting atmosphere with a minimum of constraints.

ISD #601 cannot control the information on the Internet. Some sites accessible via the Internet may contain material that is inappropriate for educational use in K-12 settings. ISD #601 and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. Access to materials that may not be considered to be of educational value is restricted (See Internet Filtering below). ISD #601 specifically denies any responsibility for the accuracy or quality of information obtained via the Internet.

Internet Filtering

ISD #601 will take precautions to restrict access to undesirable materials on the Internet. Access to materials that may not be considered to be of educational value, in the context of the school setting, is restricted. The district utilizes a *SonicWALL* Internet security appliance and Securly Internet Content Filter and Monitor to achieve this goal. However, not all undesirable material is blocked by the Internet Content Filter. On a global network it is impossible to control all materials. An advanced user may be able to access controversial information. Students, teachers, and community members must accept responsibility for restricting access to these materials. Students who gain access to undesirable Internet materials must report this material to their teacher. Teachers who gain knowledge of undesirable Internet materials must report this material to the Technology Coordinator, so it can be manually blocked. ISD #601 believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District. To ensure that the Internet is used appropriately, each person who has access to the service will be required to sign and return this “*Computer, Email and Internet Acceptable Use Policy*”, wherein s/he agrees to utilize the Internet for proper educational purposes only. **Any attempt to bypass these settings may/will result in loss of device privileges and possible school detention or suspension.**

Internet Acceptable Use

The purpose of the Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of the school's accounts and equipment must be in support of education and research and be consistent with the educational objectives of the Fosston School District. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, pornographic, or obscene material, or material protected by trade secrets. District #601 does not accept responsibility for a user's participation on any such websites, or in activities involving money.

Network Etiquette, Internet Etiquette & Cyber Bullying

Students at ISD #601 participate in an Internet Safety and Etiquette class in their Consumer Science and other classes. They are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a) Communications and information accessible via the network should be assumed to be private property and copyrighted.
- b) Be polite. Do not get abusive. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- c) Do not reveal your personal address or phone number, or that of other students or colleagues. Any student who receives requests for unsolicited information should report that to their teacher. That teacher will report this incident to appropriate authorities.
- d) Personal Email, Messaging and Chat are not allowed for student use, except by teacher's request for a specific project.
- e) Note that communication over the Internet is not guaranteed to be private. People who operate the systems do have capability to see messages, search history, email and location activity . Anything relating to or in support of illegal activities may be reported to the authorities.
- f) Do not use the network in such a way that you would disrupt the use of the network by other users.
- g) Illegal activities are strictly forbidden.
- h) Cyber Bullying is a violation of the district's policies. Cyber Bullying is harassment that occurs during online activities and can take many forms, including but not limited to: Threatening e-mail, Nasty instant messaging, Inappropriate notes sent to a cell phone, Posting demeaning messages or pictures of someone on your website, A website set up to mock others, "Borrowing" someone's screen name and pretending to be them while posting a message, or Forwarding someone's private messages, pictures, or videos.

If a student engages in inappropriate use, his/her access privileges will be revoked and disciplinary measures may result.

Internet Privileges

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of Internet privileges. Internet usage should be, primarily, for classroom related curriculum projects. All Internet use at Fosston Schools will be under the supervision of faculty members. The faculty members will deem what is inappropriate use and their decision is final. The administration, faculty, or staff of District #601 may request that a student's use of the Internet be denied, revoked, or suspended.

Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Network or Internet, you must notify a faculty member or System Administrator. Do not demonstrate the problem to other users. Any user identified as a security risk, or having a history of problems with other computer systems, may be denied access to the Internet and/or the school's network.

Vandalism

Vandalism of Hardware, Software, or Computer Systems, will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data or equipment of the school, other users, the Internet, or any other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

Student Guidelines

Any transmission of undesirable material, information, or software, is in violation of the school district policy. If a student would procure materials that are not consistent with the educational goals of District #601, they would be considered in violation of the AUP. Any such Internet activity, in violation of our district policy, local, state and/or federal law, is prohibited, and is a breach of the AUP.

Violating the Acceptable Use Policy may result in: restricted network access, loss of network access, disciplinary or legal action including, but not limited to, criminal prosecution under state and federal laws.

Google Account and School Email Acceptable Use

A student's "Google Apps for Education" (GAFE) email is not a public use email account and is limited to school use only. Students must accept responsibility for proper use of their GAFE account. Students who receive undesirable emails must immediately report this to their teacher, but not delete it until told to do so. ISD #601 believes that the valuable benefit and interaction made available by use of this GAFE account outweighs the possibility that users may procure messages that are not consistent with the educational goals of the District.

GAFE Account Purpose

The purpose of the GAFE account is to support electronic transfer of assignments and communication with teachers and classmates. The use of the school assigned account must be in support of education and be consistent with the educational objectives of the Fosston School District. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, bullying, pornographic, or obscene material, or material protected by trade secrets.

Students may NOT:

- ~ sign onto the Internet without first signing an ISD #601 Acceptable Use Policy Agreement.
- ~ use **any device other than their ISD #601 issued device, unless okayed by a school Principal.**
- ~ sign in to the Internet after Internet privileges have been taken away.
- ~ allow someone else to use their login on the school computers.
- ~ sign in as someone else or use another individual's account
- ~ access personal email accounts at school.
- ~ attempt to bypass the internet filter and monitor being used by ISD #601.

- ~ access an inappropriate site on the Internet.
- ~ access chat rooms, Instant Messaging, Facebook, etc.
- ~ download or stream music using the school network.
- ~ download or play games using the school network.

Any infractions will result in the following consequences:

1st offense - lose Internet Privileges for 2 weeks.

2nd offense - lose Internet Privileges for 1 month.

3rd offense - you will be referred to the principal's office for appropriate disciplinary action.

Note: The principal's office will be notified of each offense and a letter will be sent to the student's parents or guardians.

Student Expectations when using any networked school computer:

1. Login to the computer using their own username and password.
2. Immediately report to the teacher or Technology Department any problems with a computer or program.
3. Properly handle any school issued device. Fees may be incurred if damage occurs due to mishandling.
4. Save their data to Google Drive

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Computers may be monitored to assist with proper use, to check for inappropriate use and to ensure smooth system operations. The System Administrator and assistants have the authority to monitor all accounts. Every effort will be made to maintain privacy and security in the process.

Please keep this Acceptable Use Policy for your records and sign the Parent/Student Agreement Form.

Revised 7-12-23

Fosston School Board approval 7-17-23