

# North Border School District

## Student Acceptable Use Policy

### Grades K-12

#### District Technology

- Internet, shared network/file devices
- Desktops, laptops, tablets, cameras
- Video conferencing, TVs, projection systems, phones
- Online collaboration, social media, email
- Copiers, printers and peripheral equipment
- Additional technologies as developed

#### Section 1: Purpose of Technology Use

The North Border School District provides technology resources to its students solely for educational purposes. Through technology, the District provides access for students and staff to resources from around the world. The goal in providing these resources is to promote educational excellence in the District by sharing, innovation, and communication with the support and supervision of parents, teachers and support staff.

#### Section 2: Social Media Use

Social media is to be used within the district as another tool for effective two-way communication. Any site representing the District will be created and maintained by the Superintendent designee. No other entity shall design anything else to officially represent the District in this capacity. No student shall "friend" a current employee on any social media sites (**except** when that student is a relative of the employee).

Social media shall be used:

- To promote the District in a positive manner
- To share District news and information in a timely and relevant information
- To encourage two-way communication between the District and the public
- In ways that are not in violation of policies regarding student safety

#### Section 3: Privacy

Technology and Internet access is a privilege, not a right. Network storage areas shall be subject to the same scrutiny as school lockers for students. Students shall have no reasonable expectation of privacy when using district computers and/or networks and shall use this technology solely for educational purposes. For any legitimate reason, the network administrator may view files and communications (emails, monitor devices) and confiscate any equipment 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.

#### Section 4: Monitoring Use

The District believes technology and Internet access play a key 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 this administrative rule and federal laws such as Children's Online Privacy Protection Act and Children's Internet Protection Act and the Protecting Children in the 21<sup>st</sup> Century Act, the District has taken reasonable precautions to restrict access to materials obscene, pornographic, and/or harmful to minors using 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. No technology is guaranteed to be safe or totally dependable, nor is it safe when used irresponsibly. The District is not liable or responsible for:

- Any information that may be lost, damaged, or unavailable due to technical, or other difficulties.
- The accuracy or suitability of any information that is retrieved through technology.
- Breaches of confidentiality.
- The consequences that may come from failure to follow District policies and procedures governing the use of technology.

## Section 5: Privileges and Responsibilities

This policy outlines the guidelines and behaviors that all users are expected to follow when using technology. It is the responsibility of NBSD and parents to help prepare students to be responsible members of a digital society that:

- I recognize that use of school technology is a privilege not a right.
- I will practice safe, legal and responsible use of information and technology.
- I will exhibit leadership for digital citizenship.
- I will be courteous, respectful and responsible to our devices and others around me.
- I will only use the internet when there is a teacher in the room with me.
- I will use school technologies for only educational purposes.
- I will not post any information online that I would not want students, parents, teachers or future colleges/employees to see.
- I will alert a staff member if I see anything that is threatening, inappropriate or harmful content.
- I will use school technology at appropriate times and in approved places.
- I cannot go into someone else's account and I cannot retrieve or look at someone else's old assignments.
- I will not use someone else's work as my own for academic advancement. I will cite sources when using online sites and resources for research.

## Section 6: Prohibitions

The District subscribes to the acceptable use policies of EduTech- All district computer users shall abide by this policy. The Superintendent or designee may take disciplinary measures when any of the following actions occur:

- Using obscene language
- Damaging computers, computer systems, or computer networks
- Accessing or creating pornographic files or sites and/or other inappropriate material
- Any and all purposes that would violate State, Federal or International laws including:
  - Cyberbullying laws (harassing, insulting, or attacking others)
  - Copyright laws (downloading pictures, movies, music, software)
  - Sexting Laws (sending or sharing sexually explicit photos or messages)
- Using or participating in chat lines, chat rooms, and social networking sites for personal and/or non-curricular purposes
- Using someone else's password
- Bypassing or attempting to bypass any of the District's security or content filtering safeguards
- Political advocacy
- Trespassing into someone else's folders, work, or files
  - Plagiarism
  - The use of any unauthorized devices (laptops, tablets, phones) on the network
    - Intentionally wasting network resources, including, but not limited to, emailing chain letters and/or broadcasting inappropriate messages
  - The use of any "hacking tools" that can be used for hacking may not be possessed on any school property or on any District system.
    - Employing the network for financial gain and/or commercial purposes
    - 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

- Other activities or actions deemed inappropriate and not in the best interest of the District, its employees, and students

## Section 7: Mobile Technology

The District Technology is issued to students at the beginning of the year. Students have access to Chromebooks, tablets, printers, desktop computers etc. K-6 devices stay in the building unless for a virtual day or is approved by administration. 7-12 devices may take their devices home daily.

The District maintains the legal title of any District Technology issues for students. Students are authorized to use the District Technology so as they comply with the AUP, but they **do not have any ownership rights**. Any use of personal devices on school property or at school functions is governed by this AUP. Any use may subject contents of the device and any communications on the device to disclosure pursuant to public records request.

### With the use of Mobile District Technology:

- Manufacturer defects will be covered by the warranty and/or District.
- Damage or loss that is the result of a student's failure to exercise reasonable care will not be covered by the District.
- If damaged, lost or stolen it is not covered by the District or manufacturer, the student will be solely responsible for paying the replacement and repair costs.
- If the computer is stolen, the police must be notified within twenty-four (24) hours of the discovery of theft. If failure to do so, the user is responsible for replacement.
- Students may have their phones on them but must abide by this AUP and school rules. If asked to put their phone away, they must do so.
- **Personal devices such as own laptops, tablets, phones and wearable technology are not allowed on the school network.**
- If the computer is lost or stolen, the user must notify the Technology Coordinator within twenty-four (24) hours of the discovery of loss or theft.
- The District is not responsible if the device is left unsupervised.
- The student with that device is **the only authorized user to use it**.
  - They may not share it, trade it, or allow others to use it.
- Devices must be used on flat, stable surfaces only.
- Devices cannot be cleaned with any cleaners with chemicals.
- Devices must not be marked with markers, stickers or other materials.
- District applied labels may not be removed.
- Food and drink are not to be used near devices.
- Devices should not be left in automobiles, as they cannot tolerate extreme heat or cold.

## Disciplinary Actions

Violations of this policy or any administrative regulations and guidelines governing the use of technology, may result in disciplinary action, by administration and technology coordinator they see fit. This could include loss of network access, loss of technology use, detention, suspension or expulsion, or other appropriate disciplinary action. Violations of local, state or federal law may subject students to prosecution by appropriate law enforcement authorities.

## Compliance/ Regulations

1. The Health Insurance Portability and Accountability Act of 1996 (HIPAA)
2. Family Education Rights and Privacy Act 1974 (FERPA)
3. Copyright Act of 1976
4. Foreign Corrupt Practices Act of 1977
5. Computer Fraud and Abuse Act of 1986
6. Computer Security Act of 1987
7. Children's Internet Protection Act of 2000 (CIP)

# EduTech Acceptable Use

EduTech provides information technology resources to K-12 schools in North Dakota. These resources deliver electronic communications internally within school districts and externally to systems across the world. We provide these services solely to promote and enhance the quality of education in North Dakota's K-12 system.

This acceptable use policy ensures that use of the EduTech resources by all users is done in an appropriate manner. Use of EduTech services is a privilege and not a right. All users are obligated to respect and protect the rights of every other user and act in a responsible, ethical and legal manner.

## Acceptable Use

1. EduTech accounts and affiliated services may be used for K-12 education related purposes only.
2. Logins and passwords are provided for the individual's use while they are affiliated with an EduTech member school or organization.
3. Under no conditions shall any user provide another person with access to or use of their account. Similarly, users shall not examine, change, or use any account but their own. No user may represent themselves as another individual or entity in electronic communication.
4. Users shall not deliberately attempt to degrade system performance or capability. Knowledge of system or special passwords does not convey permission or privilege to use such passwords. No account shall be used to damage a system or file or remove information without authorization.
5. EduTech's services may be used only for lawful purposes. Transmission, distribution or storage of any material in violation of any applicable law or regulation is prohibited. This includes, without limitation, material protected by copyright, trademark, trade secret or other intellectual property right used without proper authorization, and material that is obscene, defamatory, constitutes an illegal threat, or violates export control laws.
6. Under no circumstances may EduTech's services be used to send material that is intended to threaten, harass, annoy or alarm another person without legitimate purpose-this includes chain mail.
7. Use of computer system and databases shall be limited to the purpose(s) for which access was granted. Use of services for political (lobbying) purposes, for gaining business contacts or for personal or private profit is prohibited. Organizations may not use any EduTech service for increasing their membership or gaining additional contacts.
8. Users should expect only limited privacy in the contents of their personal files and communications. Files may be searched if there is reasonable cause that a user has violated EduTech policies or the law. Investigations will be reasonable and related to the suspected violation. EduTech will cooperate with external networks and authorities in the resolution of an investigation within the restrictions of federal and state law and the Family Educational Right to Privacy Act (FERPA).
9. Any user of EduTech's services who violates this policy may be denied access to the system. Users may also be denied access based on their local school district's acceptable use policy.

Failure to abide by this policy may result in the loss of privileges as well as further disciplinary and/or legal action. All accounts are the sole property of EduTech and are provided to the user's organization or school district as a service, as such final determination of account status is up to EduTech staff and may not be appealed. If account access is denied for disciplinary reasons, users forfeit all information in the account.