



Internet Safety & Technology Acceptable Use Policy Agreement Elementary PK-5

A. Introduction

- Louisburg USD 416 offers its students and employees access to state-of-the art computer technology, electronic mail, telephone, voice mail and the World Wide Web. These technologies, along with other technologies now in use or developed in the future which facilitate communications shall be referred to as “Communications Technology.” The purpose of this policy is to define the responsible and acceptable use of Communications Technology, and to set forth the consequences for non-compliance with this policy.
- It is the policy of Louisburg USD 416 to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

B. Definitions

Key terms are as defined in the Children’s Internet Protection Act.*

C. Louisburg USD 416 Rights and Responsibilities

- It shall be the responsibility of all members of Louisburg USD 416 staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the children’s Internet Protection Act, the Neighborhood children’s Internet Protection Act and the Protecting Children in the 21st Century Act.
- Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the network administrator or designated representatives.
- The principal or designated representatives will provide age-appropriate training for students who use Louisburg USD 416 Internet facilities. The training provided will be designed to promote Louisburg USD 416’s commitment to:
 1. The standards and acceptable use of Internet services as set forth in this Internet Safety Policy;
 2. Student safety with regard to:
 - Safety on the Internet;
 - Appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - Cyberbullying awareness and response.
 3. Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

D. Student Rights and Responsibilities

- Student use of *communication technologies* is a privilege intended for the educational benefit of the student. Students must comply with the terms of these guidelines, any applicable district Board policies, administrative guidelines, and operating procedures relative to the use of *communication technologies*. In using *communication technologies*, the student will:
 1. respect the rights of privacy of other students and district personnel;
 2. remember that all student communications represent the district and thus reflect on the integrity, ethics, and good name of the district as a K-12 public education institution;
 3. apply the same standards of behavior, conduct, and courtesy as are expected in the school, classroom, or other district setting;
 4. comply with all laws, Board policies, and administrative guidelines regarding the use of copyrighted materials;
 5. not seek unauthorized access to school, district, other public, or private computer networks, computers, or electronic files for any purpose;
 6. comply with any and all related Board policies, administrative guidelines, and operating procedures relative to acceptable and responsible use; and
 7. agree to cooperate fully with any investigation of district technology systems. Users who identify a security problem with the district’s communication technologies will not demonstrate the problem to other users, but instead report the problem to their building principal or the Technology Director immediately.

E. Access to Inappropriate Material

- To the extent practical, technology protection measures (or “Internet filters”) shall be used to block Internet, or other forms of electronic communications, access to inappropriate information.
- Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.
- Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

F. Inappropriate Network Usage

- To the extent practical, steps shall be taken to promote the safety and security of users of the Louisburg USD 416 online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.
- Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking’, and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
- The following forms of use of *communication technologies* are unacceptable and inappropriate and will be considered violations of Board policy and administrative guidelines. Violators will be subject to disciplinary action, including but not necessarily limited to, temporary or permanent loss of use. For example, it is unacceptable/inappropriate for students to:
 1. create, copy, knowingly distribute, or post a computer virus;
 2. send messages using someone else’s name or provide personal information about another individual;
 3. send messages that are inconsistent with school rules; send a message that is sexist, racist, or otherwise prejudicial or inflammatory;
 4. send messages or download files that knowingly contain obscene language, graphics, pictures, or attached graphics files, either encoded/encrypted or un-encoded/de-crypted;
 5. send chain letter-type messages that are not related to coursework;
 6. engage in online chat sessions that are not related to coursework;
 7. lend his/her account and/or password to other students and/or adults;
 8. use personal technology devices, such as Wi-Fi enabled cell phones to interfere with district networks;
 9. use the district guest wireless network, 416Guest;
 10. use obscene, harassing or abusive language online;
 11. violate copyright laws;
 12. publicize his/her home address or phone number;
 13. attempt to log in to district computer networks as a network administrator;
 14. vandalize or otherwise destroy district equipment or data of another user;
 15. access or attempt to access any part of the district computer networks or any part of a sub-system of the Internet without proper authorization;
 16. plagiarize the work of others in completing school assignments;
 17. use *communication technologies* in any way that violates school rules, administrative guidelines, Board policies or procedures, state statutes, local ordinances, or other laws;
 18. use district communication technologies for non-instructional or non-administrative purpose;
 19. use district communication technology for commercial purposes to solicit the sale of personal items, endorse political candidates (campaigning), or to solicit personal or financial information; and
 20. use district email for anything other than district purposes.

G. No Expectation of Privacy – Access to computer and network services is a privilege – not a right. All persons utilizing the District’s Communications Technology recognize that their activity may be monitored by other employees of the District to ensure that their use of the Computer Technology complies with applicable law and with the terms of this policy. Accordingly, all persons utilizing the District’s Communications Technology recognize that they have no expectation of privacy arising from such use, and waive all privacy rights they may otherwise possess under the Electronic Communications Privacy Act of 1986 arising from such use.

H. Notice of Policy – A copy of this policy shall be provided to all students and to all personnel employed by the district, shall be included in any student/employee handbooks disseminated, and shall be posted on the district’s website.

I. Consequences for Violation of Policy – Any user who violates this policy may be subject to disciplinary action at the discretion of a user’s supervisor, or the Board of Education in cases which legally require Board action. In the case of student users, disciplinary actions may include reprimand, termination of the privilege to use District Communications Technology, or suspension or expulsion from school in particularly egregious cases, or cases involving repeat offenses. In the case of district employees, disciplinary actions may include reprimand, termination of the privilege to use certain District Communications Technology, or termination from employment in particularly egregious cases or cases involving repeat offenses.

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*CIPA definitions of terms:

MINOR. The term “minor” means any individual who has not attained the age of 17 years.

TECHNOLOGY PROTECTION MEASURES. The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, as that term is defined in Section 1460 of Title 18, United States Code.
2. **CHILD PORNOGRAPHY**, as that term is defined in Section 2256 of Title 18, United States Code; or
3. Harmful to minors.

HARMFUL TO MINORS. The term “harmful to minors: means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms “sexual act” and “sexual contact” have the meanings given such terms in Section 2246 of Title 18, United States Code.

Louisburg Elementary

Internet Safety & Technology Acceptable Use Policy Agreement

PARENTAL AGREEMENT

Please read all information below carefully.

As a parent/guardian of this student, I have read the Internet Safety & Technology Acceptable Use Policy for computers and networks in USD 416. I understand that this access is designed for educational purposes. I also recognize that employees of the school or school system may not be able to restrict access to all controversial materials. I will not hold them responsible for materials my son or daughter acquires as a result of material acquired or sent via the network unethically.

I accept full responsibility for supervision, if and when my child's use of information system is outside the school setting.

Read the following statements and mark each with your preference and then sign.

I give my child permission to use Communications Technology in a supervised personal manner for only educational purposes in the classroom or media center.

Yes I give my child permission to access the internet and hosted instructional sites.

or

No I do not give my child permission to access the internet in any manner.
(In selecting this choice, I realize my child will be denied any Communications Technology while at school for internet research).

Yes No I give my permission to include my child's work, picture, or video
(district purposes) (i.e., district web pages, videos, electronic media)

Yes No I give my permission to include my child's picture/work
(district purposes) (i.e. yearbook, student newsletter, printed material).

Please print name of parent/guardian: _____

Parent/Guardian signature: _____ **Date:** _____

Please print student's name: _____

STUDENT USER AGREEMENT

In order to make sure that all member of Louisburg – USD 416 community understand and agree to these rules of conduct, USD 416 asks that you, as a student user, to sign the following:

I understand and will abide by the district guidelines and conditions for the use of the facilities of USD 416 and access to the Internet. I understand the following:

- I will only use the Internet sites or topics specified by my teacher for educational purposes.
- I will **not** use web-based e-mail.
- Privacy rights are waived and the district will monitor the computer, Internet sites accessed, etc.
- Any violation of the district guidelines and network ethics may constitute a criminal offense (Kansas Statute 21-355).
- Should I commit any violation, my access privileges will be revoked. I understand that school disciplinary action and/or appropriate legal action will be taken.

Signature box needed for Broadmoor Elementary students ONLY.

Please **print** students name

Teacher/Grade

Signature of Student

Date

*Your permission will be in effect for the current school year.
(Forgery on this form constitutes forfeited rights to USD #416 Internet AND Network)*