

ACCEPTABLE USE

The Kulm Public School believes Internet access plays an important 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 federal law, the District has taken reasonable precautions to restrict access to materials obscene, pornographic, and/or harmful to minors through the use of 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.

POLICY

Staff and Student (“users”) use of electronic communication tools include resources such as:

- Computers and related peripherals
- Personal Learning Devices (including iPads, Nooks, Kindles, etc.)
- Networks including local, cloud based, and cellular.
- File and application servers both onsite and offsite
- Video networks, digital video camcorders, and cameras
- Telephones, cell phones, smart phones, fax, and copy machines
- Televisions, projectors and other audio visual equipment.

Use of these technologies must be consistent with academic actions of the Kulm Public Schools (KPS). Users are expected to adhere to the district policies as they apply to district and personal technology resources. Users are also required to comply with all local, state, and federal laws which include regulations against computer/network hacking, software piracy, copyright infringement, bullying and other illegal behaviors.

KPS prohibits technology uses, whether with district or personal technology used on district property, which could injure a person either physically or emotionally. Prohibited uses include, but are not limited to:

- Bullying or harassing others
- Use of the network for product advertisement or political lobbying.
- Sending or displaying offensive messages or pictures, including pornography.
- Use of the network for hate mail, discriminatory remarks, and offensive or inflammatory communication.
- Damaging computers, computer systems or computer networks.
- Violating copyright laws including plagiarizing, downloading or exchanging pirated software, music, or other files.
- Use others’ passwords
- Using another person’s identity or falsifying your own with any digital correspondence or online persona.
- Any action with intent to damage or for the purposes of circumventing standard technology configurations or policies.
- Loading or use of unauthorized games, programs, files, or other electronic media.
- Unauthorized posting of personal information about others, including phone numbers, names, etc.
- Performing any action which results in a compromise of the system security.
- Using the network for any illegal activities.
- Negligent release of confidential data.

Employee technology use, that is not specific to one's job duties, is acceptable under the conditions that it does not:

- interfere with the performance of that employee's duties.
- create the appearance of impropriety.
- result in political or personal commercial purposes.
- increases operational costs for the district.

1:1 Devices

Specific procedures and information for student personal learning devices (Computers) are sent to students and parents in the Back-to-School packet every August. These procedures are important and must be followed.

Students are responsible to have reviewed this information.

Electronic Communication

Electronic communication between staff and students should always be **Transparent, Accessible, and Professional (TAP)** as defined below:

1. The communication is **TRANSPARENT**: All digital communication between staff and students should be transparent. As a public school district, we expect to maintain openness, visibility, and accountability with regards to all communications.
2. The communication is **ACCESSIBLE**: All digital communication between staff and students, shall be considered a matter of record, part of the District archives, and/or may be accessible by others.
3. The communication is **PROFESSIONAL**: All digital communication from staff to students should be written as a professional representing the Kulm Public School District. This includes word choice, tone, grammar, and subject matter that model the standards, and integrity of the profession.

Communication Methods

1. Acceptable Methods of communication between staff and students.
 - a. School Website – www.kulmschool.com and other web sites or portals endorsed by the district.
 - b. Kulm Public School Google Domain
 - c. One-way Messaging – Internet service sending text to registered individuals to receive notifications. School District Personnel are encouraged to use the Districts calling/texting service (Alert Solutions) or Twitter.
 - d. Apps – use of one-way or two-communication within apps endorsed by the district.
 - e. Two-way Messaging – Not encouraged. If two-way texting is necessary, Kulm School District personnel must follow TAP guidelines, and he/she must have parental permission prior to using two-way texting.
2. Unacceptable Methods
 - a. Non-District Email Accounts – Kulm School personnel should never use personal email accounts to communicate with students about school matters. Coaches not employed by the district must obtain a state issued email account and must also follow these expectations.
 - b. Online Games and Related Activities – While many people enjoy gaming (Wii, Xbox, etc.) and recreational websites that allow them to compete with others through the Internet, this is not an acceptable activity for school personnel to engage in with students.

Social Media

General Guidelines

Staff members who are using social media should be cautious in the communication with these technologies. Comments or posts placed on these sites can be visible by a large audience including parents and students. The separation between the role of a public educator and a personal friendship with students should always be visible and strongly communicated.

Any content staff members publish, pictures they post, or dialogue they maintain within any social media, or blog, should never compromise their professional integrity or ethics in their role as a professional employed by Kulm Public School.

Personnel are not authorized to speak on behalf of the district in an official capacity, without prior consent by the Administration. Any opinions or comments about the district and related programs should clearly acknowledge that the comments are their personal opinions and not reflect the opinions of the district.

1. Facebook

- a. The Kulm Public School uses Facebook as a means to communicate with students, personnel, and patrons. Facebook can be a valuable tool to communicate with others and its use by school personnel is NOT prohibited.
- b. If school personnel use Facebook for valid educational objectives in their classroom or student organization the page should be set up as a Fan Page, not a personal page. This allows all public to view the page and keep all content on it visible for all to monitor.
- c. Communication with students within a Facebook Fan Page should be centered on one-way communication. If two-way communication is used it should be monitored frequently by school personnel to ensure TAP guidelines are being followed.
- d. Any page created for educational purposes should be owned and monitored by Kulm Public School personnel. If you wish to create a Facebook page to be used within your course or student group be sure to notify parents of your intent to communicate in this fashion.

Internet Safety and Use of Filters

KPS participates in Internet filtering services to help prevent access to Internet content that is obscene, pornographic, or harmful as defined by the Child Internet Protection Act. By default, filtering measures shall be in operation at all times during the use of the district's computers. Some filtering protection measures may be disabled by an authorized administrator, supervisor, or other authorized person in order to provide access to valid research or for other lawful purposes. In cases where KPS staff provide minimally filtered access to students, the teachers are expected to supervise students and can be held responsible for any student act that violates the acceptable use policy. Problems with the filtering system should be reported immediately to the district Technology Department.

Although the district provides a filtering system to limit user access to potentially objectionable material, no filtering system can provide complete protection and it is the user's responsibility to access Internet resources appropriately. Staff are responsible for supervising students using Internet resources.

Internet safety precautions are the responsibility of all users. Safety tips include:

- Keep your personal information (name, phone numbers, address, passwords, etc.) private.
- Don't read email or download attachments from people you don't know.
- Understand that nothing done on the Internet is private.
- Tell a trusted adult or supervisor if someone says or sends you something that you consider

inappropriate (do not respond to the person either directly or indirectly).

- Never meet online-only friends in person (you have no way to confirm the real identity of someone you meet online).
- Practice proper etiquette while online and avoid conflicts with other users.

Privacy

Privacy is not guaranteed when using KPS technology, including the network. Files, communications (including email), and use history may be reviewed to maintain system integrity and ensure that users are adhering to the acceptable use policy and guidelines. The district will cooperate with local, state, and federal authorities when necessary. All activity could fall under North Dakota open record laws, which means that someone can ask to review this information at any time.

Security

Network and computer security systems help maintain the integrity of the district technology resources. Any attempts to circumvent, disable, or misuse security systems are prohibited. If users feel they can identify a security problem, they should notify the Technology Department.

Vandalism

Vandalism includes any malicious attempt to harm or destroy any KPS equipment or software or the data of another user on a computer, local network, or global network. Vandalism is prohibited and may result in cancellation of privileges or other disciplinary action.

Sanctions

The building administrator, supervisor, and/or teacher is responsible for applying sanctions when the Staff and Student Acceptable Use Policy has been violated. Possible sanctions include, but are not limited to:

- Loss of access to district or personal technology resources.
- Removal of students from classes with loss of credit.
- Suspension
- Termination of employment.
- Expulsion
- Restitution for costs associated with repair of equipment or software or associated with improper use of district equipment or systems.
- Additional disciplinary action may be determined at the site or district level in line with existing discipline procedures.
- When applicable, law enforcement agencies may be involved.

Documentation of all violations of this acceptable use policy may be placed in the employee's personnel file or the student academic file.

Legal Disclaimer

KPS will not be responsible for damages users may suffer, including loss of data resulting from delay, non-delivery, or service interruptions; damages to personal property used to access school computers, networks, or on-line resources; or unauthorized financial obligations resulting from use of school accounts to access the Internet. KPS specifically denies any responsibility for the accuracy or quality of information obtained through Internet services.

Since all transactions conducted through district technology resources could be perceived as authorized district activities, users of district technology resources are responsible for respecting and adhering to local, state, federal and international laws. Any attempt to break those laws through the use of district technology resources may result in legal action against the offender by the district, injured third parties and/or governmental authorities. If such an event should occur, the district will fully comply with any requests for information related to the legal proceeding, subject only to prohibitions of law. The Kulm Public Schools will not be held liable for the actions of users, which violate the conditions of this document.

The Kulm Public Schools reserve the right to inspect, review, or delete contents if it has reasonable cause to suspect that a student is using technology for illicit or illegal purposes, is in violation of policy, or for general maintenance. School authorities may conduct such inspection when they deem it necessary, without notice, without consent, and without search warrant.

Consent

All students and staff must consent to this policy in writing prior to accessing district networks and/or computers.

End of Kulm Public School Policy ACDA.....Adopted: 6/14/16