

USD 298 Lincoln

2019-2020 ACCEPTABLE USE, MEDIA RELEASE, AND INTERNET SAFETY

PURPOSE

USD 298 Lincoln Schools provides student and employee access to the Internet as a means to increase learning and productivity toward achieving 21st century literacy in preparation for college and career. The purpose of this contract is to assure that users recognize the procedures the district and school impose on their use of Internet, electronic media resources, student use of personal devices and release of student information. In addition, this contract requires that users agree to abide by the USD 298 Board of Education policies, Computer Guidelines, and stipulations of the Children's Online Protection Act 47 USC Section 231 (COPPA), the Family Education Rights and Privacy Act (FERPA), and the Children's Internet Protection Act (CIPA) as well as laws pertaining to stalking and harassment.

THE CONTRACT

USD 298 has outlined the following guidelines as required for all technology users. The district has taken measures designed to protect students and adults from obscene information and restrict access to materials that are harmful to minors. Failure to follow all or part of these guidelines, or any action that may expose USD 298 to risks of unauthorized access to data, disclosure of information, legal liability, potential system failure, or compromise the safety of users is prohibited and may result in disciplinary action up to and including loss of network privileges, confiscation of computer equipment, suspension, termination of employment and/or criminal prosecution.

1. Employee Compliance

All employees must comply with the USD 298 Lincoln Board of Education technology policies and Computer Guidelines.

It is the responsibility of the employee to perform and remain current with all necessary updates to include software credentials on district owned laptops. District and school app purchases for laptops may not be associated with a personal app store account.

2. Student Compliance

All students must comply with the USD 298 Lincoln Board of Education policy, the Acceptable Use, Media Release, Internet Safety Guidelines and USD 298 Lincoln Computer Guidelines.

Students who wish to have their photographs, names, or work posted on the USD 298 Lincoln website or other publications and media must first provide consent to the Acceptable Use, Media Release, and Internet Safety Agreement during enrollment.

Students shall report to school personnel any personal electronically transmitted attacks in any form made by others over the Internet or local network using any USD 298 Lincoln technology. Students shall understand information obtained via the Internet may or may not be correct.

3. Internet Safety

Internet safety is a shared responsibility between the student, the parent and the school.

- a. All students will participate in Internet safety instruction integrated into the district's instructional program in grades K - 12.
- b. All teachers and administrators will participate in annual Internet safety professional development. All teachers and administrators will participate in professional learning on the management and use of mobile devices in the classroom.

The district Internet safety policy is reviewed annually.

4. Student Participation in Bring Your Own Technology (BYOT) Program.

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits to classroom instruction. To enhance learning, students in grades 9 - 12 may now bring their own technology to Lincoln High School and are subject to the terms below:

- **Definition of Technology**

For purposes of BYOT, "Technology" means personally owned wireless portable electronic equipment used for instructional purposes. All approved devices must allow access to the Internet through a fully functional web browser and be capable of accessing the USD 298 Lincoln guest network. Recognizing the rapidly changing world of technology, the list of allowed devices will be reviewed annually. Approved devices include: smartphones, iPads and other tablet computers, iPods, laptops, netbooks, and eReaders that meet the definition of "technology".

- **Internet**

All Internet access shall occur using the USD 298 Lincoln guest network. Cellular network adapters are not permitted to be used by students to access the Internet at any time.

- **Security and Damages**

Responsibility to keep privately owned devices secure rests with the individual owner. USD 298 Lincoln, its employees and agents, are not liable for any device stolen or damaged on any district owned property. If a device is stolen or damaged, it will be handled through the school administrative office in the same manner as other personal items that are impacted in similar situations.

- **Student Agreement**

The use of personal technology to provide educational material is not a necessity but a privilege. A student does not have the right to use a mobile device while at school.

- **Student Agreement Continued**

When abused, privileges will be taken away. When respected, privileges will benefit the learning environment.

Students and parents/guardians participating in BYOT must adhere to all Board policies and the USD 298 Lincoln Acceptable Use, Media Release and Internet Safety Procedures.

Additionally:

- Students take full responsibility for personal digital devices at all times. The school is not responsible for the security of the device.
- The device must be in silent mode while at school unless otherwise directed by the teacher.
- The device may not be used to cheat on assignments or tests or for non-instructional purposes during instructional time.
- The device may not be used to record, transmit or post photographic images or video of a person, or persons on campus during school activities including district provided transportation and/or hours unless assigned by the teacher as allowed by USD 298 Lincoln's Acceptable Use, Media Release and Internet Safety Procedures.
- The device may only be used to access files or internet sites which are relevant to the classroom curriculum. Non-instructional games are not permitted.
- Students must comply with a teacher's request to turn off the device.

Students acknowledge and agree that:

- The district's network filters are applied to USD 298 Lincoln's guest network Internet access and shall not be circumvented.
- The school district may collect and examine any device at any time for the purpose of enforcing the terms of this agreement, or, to investigate, with reasonable suspicion, the violation of a school rule or law.
- Students remain subject to all other school behavior rules.

Parents/guardians acknowledge and agree that:

- Digital citizenship is a shared responsibility between home and school. The district filters Internet content to protect students against inappropriate material. District measures to protect students from obscene information and restrict access to materials that are harmful to minors do not extend outside the school. Parents are encouraged to monitor BYOT devices outside the school setting and engage in conversation with their student(s) regarding safe and appropriate use of BYOT devices.
- Parents are encouraged to utilize apps, websites and services available from their personal providers to protect minors from inappropriate content when devices are used outside the school setting.

5. Social Media

USD 298 Lincoln recognizes the importance of online social media networks as communications tools. Toward that end, the district provides password-protected social media tools and allows use of district approved resources for focused on communication, collaboration and creativity. These sites by design are limited to the educational community.

Students

USD 298 Lincoln students are responsible for their own behavior when communicating with social media. They will be held accountable for the content of the communications posted on social media sites. Students should recognize they are creating a digital footprint that could remain with them beyond their K-12 school experience with potentially permanent and irreversible results.

- Students should exercise caution when they use exaggeration, humor, explicit language and characterizations in all online communication. Students should not use the district nor school logo in any posting without written permission from USD 298 Lincoln.
- Students participating in any social media site are not permitted to post photographs of other students or USD 298 Lincoln employees taken at school without permission from a teacher or administrator.
- Students should always protect their privacy and the privacy of others. Students should not give out any personal information online.
- Students should not utilize personal social media accounts or unapproved social media sites during the school day.
- Personal social media use, including use outside the school day, has the potential to result in disruption in the classroom. Students are subject to consequences non-educational use of social media during the school day, and for any use of social media that disrupts or reasonably could be expected to disrupt the work and discipline of the school or classroom.

Employees

Professional social media should be designed to support reasonable instructional, educational or extra-curricular programs under the direct supervision of building administration. USD 298 Lincoln employees are responsible for their own behavior and will be held accountable for the content of the communications they post on social media sites. USD 298 Lincoln employees who choose to engage in any type of social media should maintain a clear distinction between personal and professional social media accounts.

Employees Continued

- Professional Use of Social Media
USD 298 Lincoln employees should treat professional social media and communication like a professional workplace. The same standards expected in USD 298 Lincoln professional settings are expected on professional social media sites.
 - The professional social media presence should utilize the USD 298 Lincoln email address and should be completely separate from any personal social media presence. Employees should not use their personal email address for professional social media activities.
 - All professional social media accounts will be associated with district provided and/or managed login credentials and privacy settings.
 - Users that establish a username and password for any USD 298 Lincoln approved social media/online subscription for use by a school or classroom shall provide their username and password to building administration and administer the resource as any other professional social media.
 - All social media tools must be vetted by the district prior to use by a USD 298 Lincoln employee and/or student.
 - Employees using professional social media have no expectation of privacy with regard to their use of social media. Employees are responsible for protecting confidential information. No personally identifiable student information may be posted on professional social media sites, including student photographs, without consent of the students' parents/guardians.
 - Employees have an individual responsibility to understand the rules of the social media being used and act to ensure the safety of students. Employees are responsible for reporting use of social media not adhering to this agreement to building administration.

- Personal Use of Social Media
While the district recognizes that during non-work hours employees may participate in online social media, employees should keep in mind that information produced, shared and retrieved by them may be subject to district policies and is a reflection of the school community.
 - The personal social media presence should utilize the employee's personal email address and should be completely separate from any professional social media presence. Employees should not use their USD 298 Lincoln email address for personal social media accounts.
 - USD 298 Lincoln employees should not communicate with students who are currently enrolled in USD 298 Lincoln schools on personal social media sites with the exception of a relative. If employees receive a request from a current USD 298 Lincoln student to connect and communicate through a personal social media site, they should refuse the request.
 - Employees should not tag other district employees, district volunteers, vendors or contractors without prior permission of the individuals being tagged.

- Personal Use of Social Media Continued
 - Employees should not use the district nor school logo in any posting and should not conduct school business on personal site without written permission from USD 298 Lincoln.
 - Employees should not access their personal social media accounts during the workday.
 - Personal social media use has the potential to result in disruption in the workplace and can be in violation of district policy and law. In this event, administration may have an obligation to respond and take appropriate action, including but not limited to investigation and possible discipline.

6. Network Security

Only users with valid USD 298 Lincoln network accounts are authorized to use the USD 298 Lincoln network and computer equipment. Employees and students must only use their assigned network account. Employees and students are prohibited from giving anyone their network password or network account information other than to the Technology Personnel.

No alternative network shall be created or used by any staff or student unless approved by the IT Personnel. "Alternative network" is defined as any wired property that is not part of the primary network managed by the IT or wireless network. All network equipment must be installed on or accessible from any USD 298 Lincoln and/or approved by IT Department staff.

Students may not allow another user access to use a computer while logged in. All computer users should always lock or logoff from the network before leaving their room or office. For the protection and security of USD 298 Lincoln data, all computers attached to the USD 298 Lincoln physical network (a computer located at a USD 298 Lincoln facility either wired or wireless), must be the property of USD 298 Lincoln. A computer that is not property of USD 298 Lincoln may not be attached to the network without first receiving approval from IT Personnel.

Use of software designed to gain passwords or access beyond the rights assigned to a user or computer is strictly prohibited. Use of such programs risk the security of the network and is considered "hacking". Such unauthorized access is a violation of State and Federal law. Violators will be prosecuted. Should an employee or student inadvertently discover passwords or any other measure used to obtain unauthorized access, they must report it to IT Personnel.

No user shall encrypt files or folders or attempt to hide files or folders stored on a network server or local workstation unless approved by the IT Department administrative staff.

All network user accounts may be monitored for non-investigatory purposes, and may be searched upon reasonable suspicion of a violation of law, violation of school rules, or breach of this agreement.

7. Workstation/Computer Use

All employees and students are prohibited from installing any software on any computer unless authorized in writing by IT Personnel. Illegal downloads or use of copyrighted software, music, videos, pictures or other files is strictly prohibited. Only compatible, legitimate and approved school related software is acceptable.

All employees and students are prohibited from using any USD 298 Lincoln computer for illegal, obscene, pornographic, personal profit or commercial activity.

Changing or tampering with any computer's system configuration is strictly prohibited.

Any attempt to bypass the internet content filtering by use of a proxy or other means is strictly prohibited unless authorized by the IT Personnel. Content is filtered for all users accessing the Internet through the USD 298 Lincoln network. Content is filtered for all users accessing the Internet through the USD 298 Lincoln network.

Any desktop applications designed to limit access to students or staff, other than those used by the IT Department for network security purposes, is prohibited.

Computers found to be tampered with or computers with unapproved software or files will be re-formatted and restored to compliance.

No computer shall be moved by anyone other than IT Department personnel unless approved by a member of the IT Department.

8. Server Software

Only authorized IT Personnel will install software to the server.

9. Saving Documents

Employees and students must save all documents to the network but shall not save any applications to the network without the document in a user directory or be will be deleted. (Exception is given where individuals have created applications as part of a curriculum authorization described herein below. Due to server storage limitations, any applications or executables residing assignment and such activity has been approved by a member of the USD 298 Lincoln IT Personnel.)

10. Network Drives/Shares

Network drives have been provided to all users for the ease of use of network resources. Drive letters assigned to an authorized network user are specific to that individual user. Any attempt to gain access to a drive that is not assigned to a user account is strictly prohibited.

10. Network Drives / Shares Continued

All users have access to a Public directory on the server. This is the ("S" drive). Please use it with caution as anyone can read and possibly delete information in this directory. Each user is to make sure a backup is created of anything placed in this directory.

11. Viruses and Virus Protection

USD 298 Lincoln IT Personnel will provide all virus protection and related software for all workstations and servers. Virus protection and related software will be installed by authorized IT Personnel unless otherwise approved by the IT Department.

Do not open any email attachments from any unknown sender. Never send an email suspected of containing a virus. The intentional spreading of messages or files containing damaging or destructive programs or data is against federal law. Violators will be prosecuted. Contact the IT Personnel immediately to report a computer that may contain a virus.

There are many virus hoaxes. Never delete system files from a computer in order to remove a potential virus without first checking with the IT Department to make sure the virus is valid and not a hoax.

No student or employee is allowed remote access (access from outside the USD 298 Lincoln network) to any USD 298 Lincoln network resource from a non-USD 298 Lincoln computer without first obtaining a working and updated virus protection program. Recommended virus protection programs include AVG, Trend Micro, McAfee, Symantec and Vipre.

12. Copyright Policy

All students and employees will comply with all applicable copyright laws in the use of all media and materials. All employees will model legal and ethical practice related to technology use as established in by the USD 298 Lincoln Board of Education.

13. E-mail

USD 298 Lincoln e-mail system has been provided for the internal and external communication of employees and board members. The e-mail system may not be used for personal gain or political or religious views or in any illegal, offensive or unethical manner. The e-mail system is intended only for valid and legitimate USD 298 Lincoln related communication.

USD 298 Lincoln does reserve the right to access any email for any business purpose, and also, for inspection for disciplinary or legal action.

Students in grades 9-12 will be issued an e-mail account for the purpose of completing school work. Accounts may include access message boards within the educational system. Student e-mail accounts may be monitored for non-investigatory purposes, and may be searched upon reasonable suspicion of a violation of law, violation of school rules, or breach of this agreement. The provided email account is the only student email that may be used for communication by

13. E-mail Continued

students for instructional purposes. Students must use appropriate language in all communications. The use of profanity, obscenity and offensive or inflammatory language is strictly prohibited and will result in disciplinary action. Instruction on safe and appropriate use will be provided.

14. Education, Supervision, and Monitoring

It shall be the responsibility of all member of USD 298 Lincoln to educate, supervise, and monitor appropriate usage of online network access to the internet in accordance to this policy and CIPA.

If staff or student member discovers a violation of the policy, they need to report as follows:

1. Students shall report suspected violation of this policy to any classroom teacher, counselor, IT Personnel, or building principal.
2. Staff members shall report suspected violations to their building principal.

15. PowerSchool

PowerSchool is a school management program that provides parents with username / password access to their child's:

- Grades
- Attendance
- Teacher's Contact Information
- Daily Bulletins
- Lunch Balances

16. Student Violations / Consequences

The student needs to realize access to the technology is a privilege. Losing privileges will affect the completion of assignments in all classes. In addition to losing technology privileges, some situations may also have consequences pertaining to Lincoln Jr. / Sr. High School Discipline Policy.

1st Violation – Removal of technology privileges for one week.

2nd Violation – Removal of technology privileges for one month.

3rd Violation – Permanent removal of technology with **No Refund**.

Classroom teachers may have own classroom usage guidelines and consequences –lack of respect for classroom guidelines will result in laptop removal.

The district retains the right to discipline any student, up to and including expulsion for violation of this policy.

17. Legal and Appropriate Use Only

All activities on USD 298 Lincoln technology system and network may be monitored, intercepted, recorded, read, copied, or captured in any manner and disclosed in any manner, by

17. Legal and Appropriate Use Only Continued

authorized personnel. THERE IS NO RIGHT TO PRIVACY IN THIS SYSTEM. Administration may give to law enforcement officials any potential evidence of crime found on USD 298 Lincoln computer systems. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING, COPYING, OR CAPTURING AND DISCLOSURE. Report any unauthorized use to an administrator.

