

Acceptable Use of Technology Resources and the Internet

International Falls (MN) Independent School District #361

INTENT

The intent of this acceptable use policy is to establish and administer guidelines for the use of ISD #361 technology resources by staff, students, and any other users. These guidelines set the tone to protect the rights of individuals and organizations, define appropriate and ethical uses of technology resources, and identify responsibilities.

PARAMETERS

Technology resources include all voice, video, and data systems such as telephones, televisions, computers, networks, and supplies. As a learning tool, a technology resource is similar to a book, video, magazine or any other information source. Concerns about technology learning tools will be handled the same way that concerns about other educational resources are now handled, and policies now dealing with other educational resources also pertain.

ISD #361 provides filtered access to the Internet because it is a global electronic network with great information and educational potential. The skills required for its use are vital to the productivity and citizenship of individuals in a democracy, higher education, and the work force.

The Internet which connects educators, businesses, the government, the military and organizations is not under the control of this School District. Making Internet access available to students carries with it the possibility that some students might encounter information that some have identified as controversial and of potential harm to students.

ISD #361 will actively focus on providing individual users with the understanding and skills needed to use the Internet and all technology resources in ways appropriate to educational needs and personal safety. Simply "Surfing" the Net is not considered an educational use of the Internet. The use of technology and the Internet is a privilege, not a right, and inappropriate or unauthorized use will result in disciplinary action, including the termination of those privileges.

POLICY DETAILS

Staff Responsibilities include:

Teach and help students develop the skills needed to discriminate among information sources, to identify information appropriate to age and developmental levels, and to evaluate and use information to meet educational goals.

Supervise and/or monitor all to whom one grants access to technology resources regarding implementation of this policy.

Take an active role in ensuring that students and their parents are aware of the individual student's responsibility to use technology resources in an ethical and educational manner.

Student Responsibilities include:

- Demonstrate basic skills in computer use.
- Demonstrate understanding of this policy.
- Have parental permission before being allowed to use any school computer on the Internet without direct supervision by a teacher.
- Never give out personal or family information such as phone numbers, credit card numbers or home address.
- Never arrange for a face-to-face meeting with a stranger and never respond to abusive or suggestive messages. Report all such instances immediately to a supervisor or monitor.
- Use technology in educational goal oriented manner.

Network User Responsibilities include:

- Use of the District's technology resources must be in support of education and research consistent with the educational objectives of ISD #361.
- Comply with all rules and laws regarding access and copying of information as prescribed by either Federal, State or local law, and Internet Service Providers.
- Be polite and appropriate. Adhere to all standards of courtesy, etiquette, and existing school board policies (Library Materials Selection Adoption, Discipline, Harassment/Violence, etc.) as they may be interpreted to apply to technology.
- Help maintain security of District technology resources by following this policy and maintaining secrecy of all passwords. All known breaches of security to ISD #361 must be reported to a network coordinator.
- Be aware that network files and electronic mail are not guaranteed to be private. District technology personnel shall have access to all files.
- Do not permit others to use your Internet account without your direct supervision.
- ISD #361 makes no warranties of any kind for the service it is providing. Use of any information obtained via the Internet is at user's own risk.**

Unacceptable Student Uses include, but are **not limited to**:

- ALL Internet access is filtered on site. Any attempt to bypass this filter is considered an unacceptable use of our technology.
- Accessing and using e-mail sites or clients of any kind.
- Accessing and using social networking sites of any kind.
- Providing unauthorized or inappropriate access to District technology resources, including sharing network/Internet credentials.
- Any attempt to harm or destroy data or another user or other networks connected to the Internet.
- Activities involving the loss or unauthorized use of others' work.
- Distribution or use of obscene, abusive or threatening material, including harassing, offensive or other material as noted in other District policies, rules and procedures.
- Unauthorized use of school resources for commercial, illegal, or profit-making enterprises.
- Knowingly wasting technology resources.
- Connecting any non-ISD 361 equipment to the school network.
- Physical abuse of equipment.
- Using technology resources in ways which violate school policies or behavior standards.
- Degrading or disrupting equipment or system performance.
- Installing unauthorized software on school computers.
- Downloading unauthorized files.
- Unauthorized use of removable media (discs, CD ROM, etc.).
- Unauthorized printing.

See Discipline Policy for consequences of unacceptable use.

INTERNET USE POLICY VIOLATIONS

INDEPENDENT SCHOOL DISTRICT #361

Level 1 Violation - *Internet privileges revoked for 15 school days*

1. accessing e-mail sites of any kind
2. accessing chat or social networking sites of any kind
3. accessing game sites of any kind
4. downloading unauthorized files of any kind to the hard drives
5. deliberately attempting to bypass our Internet filter
6. using the computer for entertainment during a teacher supervised structured assignment

Level 2 Violation - *Internet privileges revoked for 30 school days*

1. logging on to the Internet or ISD361 network using someone else's username and password. Both parties will lose Internet privileges for 30 school days. It is important that you do not let anyone know your password.
2. tampering with network connectivity
3. hacking of any nature
4. third Level 1 violation

Level 3 Violation - *Internet privileges revoked for 180 school days*

1. deliberately attempting to access pornographic material
2. using the Internet for any type of harassment
3. deliberately attempting to access gambling or hate group sites
4. third Level 2 violation

