

**Policy Number:**

**363.2**

**Title:**

**Internet Safety and Acceptable Use**

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The District's technology resources are available to students, staff, and guests of the St. Croix Central School District. The goal in providing this service is to promote educational excellence in our schools by facilitating resource sharing, innovation, and communication.

The St. Croix Central School District has taken precautions to restrict access to inappropriate and unacceptable materials using filtering software, a firewall, and by teaching responsible use. The District's position is that the valuable information and interaction available on this worldwide network outweighs the possibility that users may procure material that is not consistent with the educational philosophy and goals of the district; however, abuse may lead to restrictions of users' privileges.

The smooth operation of the District's technology relies upon the proper conduct of the end users who must adhere to strict guidelines. This policy is provided so that technology users are aware of their responsibilities. In general, these responsibilities require efficient, ethical and legal utilization of technology resources. If St. Croix Central School District users violate any of these provisions, their access may be limited or terminated.

**Acceptable Use:** The use of the district's information system must be in support of education and research and consistent with the educational objectives of the St. Croix Central School District. Occasional personal use by employees of the district, students, and community members outside the school day is permissible. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to, copyrighted, threatening or obscene material. Use for personal financial gain or product advertisement for personal use is not acceptable.

**Rules:**

- a. Illegal activities (violations of state and/or federal laws) are strictly forbidden.
- b. Accessing, transmitting, or receiving of pornographic, obscene, sexually explicit, abusive, vulgar, inflammatory, threatening, racist, hateful, and/or disrespectful material on school devices or through personal devices while on school property or under supervision of a school authority is prohibited.
- c. Attempts to gain unauthorized access to system programs or computer equipment are prohibited and any attempt to harm, modify, or destroy data of another is prohibited.
- d. Use of another individual's account, with or without their consent, is not allowed. Trespassing in others' folders, work, or files is prohibited.

- e. Posting false or defamatory information about a person or organization is prohibited.
- f. Posting private information about another person such as pictures, addresses, telephone numbers, identification numbers, account numbers, access codes, and/or passwords is prohibited.
- g. Remote access of any District technology resources is prohibited without prior consent from the Information Technology Department.
- h. Use of District technology that disrupts the use by others, including downloading and/or playing of games, music or videos for leisure is prohibited. The playing of games after ordinary school hours must be approved by the building principal.
- i. Students may not download software programs including any executable files to school computers.
- j. Staff and students may not download school or district software programs onto personal property.
- k. Security on any technology system is a high priority, especially when the system involves many users. If a user feels he/she can identify a security problem on the network, he/she must notify the Information Technology Department. Any users who violate security rules may be denied access to District technology.
- l. All equipment connected to the District's information networks through a physical connection to a network jack, computer, or through a wireless connection must be done with prior approval of a teacher or administrator.
- m. The District will not accept liability for personal electronic devices that are lost or damaged. It is the responsibility of students and staff to safeguard their personal belongings.

**Email:** Information Technology Department that operates the system has access to all e-mail. Information Technology Department may inspect the contents of e-mail sent by one user to another addressee. They may also disclose such contents to other than the sender or an intended recipient without the consent of the sender or an intended recipient unless required to do so by law or policies of the St. Croix Central School District. Information Technology Department will investigate complaints regarding e-mail which is alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, or illegal material.

- a. Staff and Student emails maintained on the District's email server will be archived for seven years.
- b. Users who receive threatening, harassing or otherwise inappropriate email should not delete the email. They should call and report it to the building principal and the Information Technology Department immediately so that routing information can be gathered.

**Penalties:** The St. Croix Central School District reserves the right to inspect and review digital content without notice, without consent, and without a search warrant. If it is suspected that laws have been violated, a law enforcement agency may be contacted. The staff supervisors will decide what is an inappropriate use of the District Information System and if the acceptable use policy of the district has been violated. The Information Technology Department may close an account at any time in order to secure the network environment. The administration, faculty, and staff of the St. Croix Central School District may request that the system administrator deny, revoke, or suspend specific user accounts. Violators of this acceptable use policy will be reported to the building Principal and/or Superintendent who will determine the consequences for the misuse or abuse. Depending on the severity of the situation, and at the discretion of the building Principal and/or Superintendent, any or all of the following consequences may be pursued:

**Students:**

- a. Suspension of District technology and/or Internet access
- b. Revocation of District technology and/or Internet access
- c. School suspension
- d. School expulsion
- e. Civil action and/or prosecution by the authorities
- f. Restitution of damages

**Staff:**

- a. Suspension of District technology and/or Internet access
- b. Revocation of District technology and/or Internet access
- c. Civil action and/or prosecution by the authorities
- d. Restitution of damages
- e. Termination

**Acceptable Use Agreement:** To ensure quality use of the District's Information System all users will be required to sign an "Acceptable Use Agreement" which indicates adherence to this policy.

**Warranty Disclaimer:** The St. Croix Central School District makes every effort possible to supply high quality and reliable technology services to its users. However, the District makes no warranties of any kind, whether expressed or implied, for the services it is providing. The St. Croix Central School District will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's own risk. Despite its efforts to screen Internet retrieved materials, the St. Croix

Central School District specifically denies any responsibility for the accuracy, quality, or potential harm of information obtained through its Internet service.

**Parent Guardian Permission**

I have read and understand the above information about the appropriate use of the computer network at St. Croix Central and I understand that this form will be kept on file at the school. I give my child permission to access the network as outlined above. I also understand that my child's work (writing, drawings, etc.) may occasionally be published on the Internet and be accessible on a World Wide Web server.

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**Parent name (print)** \_\_\_\_\_

**Parent signature** \_\_\_\_\_

**Date** \_\_\_\_\_

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**Student name (print)** \_\_\_\_\_

**Graduation Year** \_\_\_\_\_

**Student signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Staff Permission**

I have read and understand the above information about the appropriate use of the network at St. Croix Central and I understand that this form will be kept on file at the school. I will access the network as outlined above, and understand that materials (writing, drawings, etc.) may occasionally be published on the Internet and be accessible on a World Wide Web server.

**Staff name (print)** \_\_\_\_\_

**Staff signature** \_\_\_\_\_

**Date** \_\_\_\_\_

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