

# ***Kelso School District*** ***Technology Use Guidelines – Student***

The Kelso School District is pleased to offer students Internet access within the school district. This document contains the Acceptable Use Procedures for accessing the Internet through the Kelso School District network.

## **A. Educational Purpose**

1. The Kelso School District data network has been established for a limited educational purpose. The term “educational purpose” includes classroom activities, career development, and limited high-quality self-discovery activities. All use of the network must be consistent with the mission of the Kelso Public Schools.
2. The Kelso School District network has not been established as a public access service or a public forum. The district has the right to place reasonable restrictions on the material accessed or posted through the network and to prioritize the use of the network. Users are expected to follow the rules set forth in Kelso School District Acceptable Use Procedures, the Washington state K-20 Network Conditions of Use and Acceptable Use Policies, and the law in the use of the Kelso School District network. Any use of the network to access sources beyond the Kelso School District network must conform to the Acceptable Use Policies of those other sources.
3. Students may not use the Kelso School District network for commercial purposes or financial gain. This means they may not offer, provide, or purchase products or services through the Kelso School District Network.
4. Students may not use the Kelso School District network for political lobbying. They may use the system to communicate with elected representatives and to express opinions on political issues.
5. Students are required to follow all classroom or school procedures and expectations when accessing the Internet.

## **B. Internet Access**

1. Students who have a signed Kelso School District Acceptable Use Agreement on file with the district will have access to the Internet. Students under the age of 18 must have the approval of a parent or guardian.
2. Students may be provided with a Gmail account at the request of their school. Students will also receive a Google account when they register. A student and their legal guardian must sign a Kelso School District Acceptable Use Agreement to be granted access to a Gmail account (if applicable) and to receive a Google account.
3. Students will access only e-mail accounts created by the Kelso School District. Other types of e-mail accounts are not permitted. **Students will use e-mail only for educational use and not for personal communications.**

4. Any web pages posted on the Kelso School District network must comply with Classroom, Building and District Standards as explained in District Procedure 2022P.
5. Nothing in these regulations is intended to preclude the supervised use of the Kelso School District network while under the direction of a teacher or district employee acting in conformity with district policy and procedure.
6. Students will not use chat rooms and other forms of direct communications (e.g. Instant Messaging services) or use shared Google Docs for purposes that are not educational in nature.
7. Students may not install any software on any computer unless instructed to do so by a staff member.

### **C. Google Apps for Education**

As part of the district's "Career, College, and Community Ready" goal, many of our students will be utilizing Google Drive accounts which allow them to produce, share, and easily access assignments, documents and projects using online tools. Google Drive provides free word processing, spreadsheet, and presentation software that students can use to create documents from any computer that has Internet access. The district has its own Google Drive portal that allows for the creation and management of accounts for our students. The district is able to monitor these accounts if necessary and will disable accounts if they are used inappropriately. Students will be using a similar log-in and password as their Skyward Student Access accounts. We encourage you to discuss with your child how he/she is using Google Drive in school.

The Google Apps for Education [Core Services](#) are the heart of Google's educational offering to schools. The core services are Drive, Classroom, Docs, Forms, Sheets, Sites, Slides, Calendar, Meet, Gmail, Groups, Contacts, and Vault. These services are provided under the [Google Apps for Education agreement](#). Schools can use Google Apps for Education (GAFE) core services in compliance with COPPA and FERPA. GAFE core services contain no advertising and do not use student data for advertising purposes. Kelso students will have access to many, but not all, of the Core services. Secondary students will be given Gmail accounts when requested by the schools. Google also offers additional services which the district may utilize in order to manage student accounts. Some of these services have different policies than the Core services and are only utilized if it is determined that there is an educational benefit. Third party add-ons and extensions are also available in the Chrome Web Store. Students are blocked from installing any apps or extensions that are not on the district-managed approved list. By signing this AUP you are granting permission for your student to access and utilize the Google Suite and these third party tools for educational purposes. For more information on Google's policies please refer to this website: <https://www.google.com/edu/trust/>

### **D. Network Guidelines**

#### **1. Personal Safety**

- a. Students will not post personal contact information about themselves or other people in an e-mail, or on a website as part of a school assignment. Personal contact information includes, but is not limited to, address, telephone, school address, work address, schedule, etc.
- b. Students should not agree to meet with someone they have met online.

- c. Students should promptly disclose to a Kelso School District employee any message or posting received that is inappropriate or makes them feel uncomfortable.
- d. Any publishing, creation, or utilization of webtools for public viewing will be limited to the purpose set forth by the classroom teacher.

## **2. Illegal Activities**

- a. It is illegal to gain unauthorized access to the Kelso School District network or to any other computer system through the Kelso School District network or to go beyond authorized access. This includes attempting to login through another person's account or accessing another person's files. These actions are illegal, even if only for the purposes of "browsing".
- b. It is illegal to make deliberate attempts to disrupt the computer network or destroy data by spreading computer viruses, malware, or by any other means.
- c. It is illegal to use the Kelso School District network to engage in any illegal act, including but not limited to, arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
- d. It is illegal to vandalize or destroy district computer hardware. Students will be held accountable for damaged equipment.

## **3. System Security**

- a. Students are responsible for the security of any school login and should take all reasonable precautions to prevent others from being able to use that login. This includes sharing a username/password with others. If students feel their account has been compromised, they should contact a school authority and get their password reset.
- b. Students should immediately notify a teacher or the system administrator if they identify a possible security problem. They should not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c. When using electronic learning, students should only use their assigned login or password and not attempt to bypass the login process. Using a stolen administrator login is a Class C felony.

## **4. Inappropriate Content**

- a. Restrictions against inappropriate language apply to all messages and material posted on the Internet or using cloud-based tools.
- b. Students should not create, view, send, store, or display offensive messages or pictures.
- c. Students should not create view, send or display information that could cause damage or a danger of disruption.
- d. Harassment, intimidation, or bullying by electronic means (commonly referred to as cyberbullying or cyberthreat) is defined as the posting of harassing messages, direct

threats, social cruelty, or other harmful text or images on the internet, social networking sites, or other digital technologies, as well as breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships. Cyberbullying is strictly prohibited on school grounds and during the school day.

**5. Respect for Privacy**

- a. Students should not repost a message that was sent privately without permission of the person who sent the message.
- b. Students should not post private information about another person.
- c. Students should not access another person's folders, works, or files without their permission. This includes operating in any system or program under anyone's login other than their own without permission.

**6. Respecting Resource Limits**

- a. Students will use the Internet only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on use for education and career development activities.
- b. Students will not download large files unless absolutely necessary and only when the network is not being heavily used.
- c. Students will not post chain letters or engage in "spamming". Spamming is sending annoying or unnecessary messages to a large number of people.
- d. Students will subscribe only to high-quality discussion group mail lists that are relevant to their education or career development.
- e. Students will not establish any computer services or modify the District network (including but not limited to installing or modifying servers, wireless links, webcams, download services, network probes, and communication software, i.e., Skype).

**7. Plagiarism and Copyright Infringement**

- a. Students will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b. Students will not violate copyright laws. Use of material must be in compliance with Kelso School District policy code 2312 and regulation code 2312. Copyright infringement occurs when students inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of the work, students should follow the expressed requirements. If students are unsure whether or not they can use a work, permission should be requested from the copyright owner.

**8. Inappropriate Access to Material**

- a. Students will not search for, view, download, store, post, receive, print or send pornography using district computers, regardless whether accessing the Internet at school or home. Students will not use the District network or District computers to access material that is profane or obscene, (that has adult oriented sexual content,

such as depictions of sexual activity and nudity), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature) based on their race, national origin, gender, religion, age, disability, or sexual orientation.

- b. If students mistakenly access inappropriate information, they should immediately tell their classroom teacher. This will protect them against a claim that they have intentionally violated the procedures.
- b. Students should not agree to meet with someone they have met online.
- c. Students should promptly disclose to a Kelso School District employee any message or posting received that is inappropriate or makes them feel uncomfortable.
- c. Parents should instruct students if there is additional material that they think would be inappropriate for their children to access. The district fully expects that students will follow parent's instructions in this matter.
- d. The district has "technology protection measures" in place. The purpose of these measures is to block or filter Internet access to visual depictions that are: (A) Obscene, as that term is defined in section 1460 of title 18 United States Code; (B) Child pornography, as that term is defined in section 2256 of title 18 United States Code; or (C) Harmful to minors. Students will not, by any means, attempt to circumvent or defeat these technology protection measures. The district's internet content filter does not block inappropriate content on devices not connected to the district's network, and the district assumes no responsibility for content accessed outside the district network.

## **E. Student Rights**

### **1. Free Speech**

Student's right to free speech, as set forth in the Kelso School District Student Rights and Responsibilities Handbook, applies also to communication on the Internet. The Kelso School District network is considered a limited forum, similar to the school newspaper, and therefore the Kelso School District may restrict student speech for valid educational reasons. The Kelso School District will not restrict speech on the basis of a disagreement with the opinions being expressed.

### **2. Search and Seizure**

- a. Students should expect limited privacy in the contents of their personal files on the Kelso School District network. The situation is similar to the rights they have in the privacy of their lockers.
- b. Routine maintenance and monitoring of the Kelso School District network may lead to discovery of violations of these procedures, guidelines in the Kelso School District Student Rights and Responsibilities Handbook, or the law.
- c. An individual search will be conducted if there is reasonable suspicion that students have violated these procedures, guidelines in the Kelso School District Student Rights and Responsibilities Handbook, or the law. The investigation will be reasonable and related to the suspected violation.

- d. Parents have the right at any time to request to see the contents of their children's classroom communications or digital files.

### **3. Due Process**

- a. The Kelso School District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Kelso School District network.
- b. In the event there is a claim that students have violated these procedures or guidelines in the Kelso School District Student Rights and Responsibilities handbook in your use of the Kelso School District network, students will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a neutral administrator. Restrictions may be placed on the use of the Kelso School District network and disciplinary actions may occur.

### **F. Limitations of Liability**

The District makes no guarantee that the functions or the services provided by or through the Kelso School District network will be error-free or without defect. The Kelso School District will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service. The Kelso School District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The Kelso School District will not be responsible for financial obligations arising through the unauthorized use of the system.

### **G. Personal Responsibility**

Students are responsible for their use of the Kelso School District network, the Internet, and any email accounts. Failure to abide by the Kelso School District's Acceptable Use Procedures may result in loss of network use privileges and other disciplinary actions.