Indian Springs School District #109 Acceptable Use Policy for Students

The Indian Springs School Board recognizes that access to telecommunications and other information technologies is critical to the preparation of District #109 students for life in the 21st Century. We believe our students must have the opportunity to learn how to responsibly use resources available on the Indian Springs School District network as well as the broad array of resources available on the Internet. Therefore, the Board is committed to continued enhancement of the District's network services and to ongoing staff development to ensure that Indian Springs' students master the skills necessary to effectively utilize these vast information resources.

There is a wealth of information readily available on the Internet ranging from child-friendly search engines to highly specialized databases. However, it is also important to realize that the Internet is unregulated, and even with filtering software is difficult to filter or censor. Thus, parents, guardians, and educators must work together to ensure that students use these resources responsibly. Parents and Guardians play an especially important role in setting the standards their children should follow when using the Internet in any setting.

Digital Information Fluency skills are now fundamental for the success of our children in the 21st Century. The Board expects that District Staff will blend thoughtful use of Internet information resources throughout the curriculum, and that staff will provide consistent guidance and instruction to students in accessing, evaluating, and synthesizing such resources.

As with all aspects of life, the use of technology comes with not only benefits, but also responsibilities. The purpose of this policy is to outline the acceptable use of technology resources, especially the Internet, at Indian Springs School District #109. These rules are in place to protect the students, employees, and technology resources of District #109.

School District #109 subscribes to an Internet filtering system, as required by the Children's Internet Protection Act (CIPA), to filter out sites with content considered unacceptable for educational use. However, even with the use of filtering software, users may encounter websites deemed controversial and/or inappropriate. Thus, it is expected that students using the Internet are visually monitored by the teacher/staff member responsible for them. All students will be informed by staff of their rights and responsibilities as users of the district network as an individual user or as a member of a class or group.

Guidelines for Student Behavior

- Students are responsible for exhibiting appropriate and responsible behavior on school computer networks just as they are in a classroom or a school hallway.

- District #109's technology resources are to be used for educational purposes only.

- Network passwords are to be used exclusively by the authorized owner of the password. Passwords should never be shared with others, nor should attempts to gain access to other passwords be made.

- Users will follow the rules of this Acceptable Use Policy (AUP) as well as all laws and FCC regulations.

- Electronic storage of files may be treated like school lockers and/or desks. Network administrators may need to review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers would always be private.

- Students should not post personal information such as names, phone numbers, addresses, likes and dislikes, or any information considered personal on any public websites.

- The Internet is a largely unregulated system and contains material that may be considered inappropriate in the context of the school setting or offensive to some people. If a student gains access to inappropriate material or receives information or a message that makes him or her uncomfortable in any way, the student will immediately tell the supervising teacher or staff person.

- Students may be given the opportunity to create and publish web pages as part of a class activity. Material presented on a student's web page must meet the educational objectives of the class activity. Only those students whose parent(s) or guardian(s) have completed and given consent on the Media Consent Form may post their work on school websites. Students whose work, likeness (photograph, video or other media) or voices are presented on a student website shall be identified by first name only for confidentiality and safety purposes. All student web pages will also be password-protected.

- While using personal or school-owned digital devices (e.g. e-Readers, Kindles, etc.) students are expected to follow the same acceptable use policies and practices for conduct and ethics, which pertain to the appropriate use of school computers and computer networks. In addition, be aware, should students choose to bring such personal digital devices to school, the decision to do so is based on personal choice. Therefore, each student is responsible for his/her own personal property. The school district shall not be held accountable for the potential damage, loss, or theft of these devices.

The following are never permitted:

1. Cyberbullying; which is defined as a situation when a student is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child or teenager using text messaging, email, instant messaging or any other type of digital technology.

2. Using obscene language or substituting symbols for letters in profane words

3. Damaging computers, computer networks, or any other technology resources

4. Engaging in activities that interfere with others' use of the District's network

5. Violating copyright laws, including pictures and music

6. Plagiarizing another's work

7. Using another person's account or trespassing in others' folders, work, or files

8. Impersonating others

9. Entering unauthorized chat sites, sending, or receiving personal messages

10. Joining or subscribing to any unauthorized list-serves, news groups, or other telecommunication groups

11. Using any email other than the specified ISD #109 email authorized for students; disrupting system performance by sending "spam" or "chain-letter" email; using email or any telecommunications for personal reasons

12. Unauthorized access including "hacking" activities; altering of system configuration setting, including cosmetic items such as screen backgrounds, screen savers, etc.

13. Unauthorized downloading and/or installation of software, including music and video files

14. Employing the network for unauthorized commercial purposes

15. Purchasing or selling goods and services via the Internet

Students and Parents/Guardians should be aware that:

- Pranks even if intended to be harmless, are considered serious offenses and will have consequences.

- School administration may issue disciplinary consequences for inappropriate actions that impact the school environment regardless of where the infraction occurred.

- According to H.B. 3281, as of January 1, 2012, "The board may suspend or by regulation authorize the superintendent of the district or the principal, assistant principal, or dean of students of any school to suspend a student for a period not to exceed 10 school days or may expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis, if that student has been determined to have made an explicit threat on an Internet website against a school employee, a student, or any school-related personnel."

Sanctions

- Access to the District #109 Network is a privilege, not a right. Violations of any guideline, rule, policy, or regulation will result in the suspension or termination of the user's account.

- Additional disciplinary action may be determined at the building or district level in line with existing disciplinary policies and/or guidelines.

- When applicable, law enforcement agencies may be notified.

Student Name (Printed):_____

School: _____ Grade:_____

Student Agreement:

I have read, or had read to me, the **Indian Springs Acceptable Use Policy** and understand its contents. My teachers and principal will answer any questions I have about using the Internet as a part of a curriculum activity. I agree to follow the **Indian Springs Acceptable Use Policy.** I understand that if I violate the rules of this policy, my access privileges may be revoked, and school and/or legal discipline action may be taken.

Student Signature: _____ Date: _____

Parent/Guardian Agreement:

Parents and guardians should read and review the Indian Springs School District #109 Acceptable Use Policy with their children and explain the importance as well as the inherent risk of using electronic resources in any setting.

As the parent or guardian of this student, I have read the Indian Springs School District #109's Acceptable Use Policy. I understand that Internet access is for educational purposes, not personal use or entertainment. I further understand that while student use will be monitored, School District #109 does not have control of the full range of information on the Internet. Some materials accessible to Internet users may contain information that is inaccurate or potentially offensive to some people.

I have read the **Indian Springs Network Access Policy** and agree to its terms and conditions.

Parent/Guardian Signature: _____

Date: _____