

TECHNOLOGY - ACCEPTABLE USE

Technology is a vital part of the school district curriculum. Technology resources, including computers, peripherals, and the Internet will be made available to employees and students. Appropriate and equitable use of this technology will allow employees and students to access resources unavailable through traditional means.

Students will be able to access the building network and the Internet through their teachers. Individual student electronic mail addresses will not be issued to students. If a student already has an electronic mail address, the student may, with the permission of the supervising teacher, be permitted to use the address to send and receive mail at school. The use of technology resources is a privilege and may be taken away for violation of board policy or regulations.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what users may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under adult supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some users might encounter information that may not be of educational value.

Employees and students will be instructed on the appropriate use of technology. Users will sign a form acknowledging they have read and understand the Technology Acceptable Use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations.

Legal Reference: Iowa Code 279.8 (2003).

Cross References:
502 Student Rights and Responsibilities
506 Student Records
605.5 Media Centers

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TECHNOLOGY - ACCEPTABLE USE REGULATION and INTERNET SAFETY POLICY

I. Hacking and Vandalism

Users will not attempt to gain unauthorized access to the District network or to any other computer system through the District network. This includes attempting to log in through another user's account to access or browse another user's files.

Users will not make any attempts, deliberate or otherwise to vandalize, damage, or disable the property of others or to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means.

II. Criminal Activity

Users will not use the District system in a manner that violates any local, state, or federal law or any other illegal act, including but not limited to using the system for drug sales, purchasing alcohol, gang activity, or threatening bodily harm.

III. Privacy

A. Network and system administrators are expected to treat the contents of electronic files as private and confidential. Any inspection of electronic files, and any action based upon such inspection, will be governed by all applicable federal and state laws and Western Dubuque School District policy.

B. Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators may review files, messages, Internet access paths, etc. to maintain system and network integrity.

IV. Responsibility for Internet Appropriate Use.

A. The authority for appropriate use of electronic Internet resources is delegated to the supervising adult. For the purpose of this policy, Internet is defined as:

A collection of thousands of interconnected computer networks involving millions of computers and users around the world. It is a collaboration of private, public, educational, governmental and industrial sponsored networks whose operators cooperate to maintain the network infrastructure.

B. Instruction in the proper use of the Internet system will be available to employees who will then provide similar instruction to their students.

C. Employees are expected to practice appropriate use of the Internet, and violations may result in discipline up to, and including, discharge.

TECHNOLOGY - ACCEPTABLE USE REGULATION and INTERNET SAFETY POLICY (cont.)

- V. Internet Access.
- A. Access to the Internet is available to teachers and students as a source of information and a vehicle of communication.
 - B. Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses will not be issued to students at this time.
 - 1. Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information on the Internet appears, disappears and changes, it is not possible to predict or control what students may locate.
 - 2. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material.
 - 3. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines which require efficient, ethical and legal utilization of network resources.
 - 4. To reduce unnecessary system traffic, users may use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher.
 - 5. Transmission of material, information or software in violation of any board policy or regulation is prohibited.
 - 6. System users will perform a virus check on downloaded files to avoid spreading computer viruses.
 - 7. The school district makes no guarantees as to the accuracy of information received on the Internet.
- VI. Permission to Use Internet - Annually, parents will be notified of student use of the Internet. Parents not wishing their students to have access to the Internet shall inform the school in writing with the form **INTERNET ACCESS PERMISSION LETTER TO PARENTS**. It is assumed by the district that all students will have access to the Internet unless notified otherwise by parents or guardian.

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VII. Use of Internet.

- A. Equal Opportunity - The Internet shall be available to all students within the school district through teacher access. The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.
- B. Technology Etiquette.
 - 1. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.
 - 2. Users should adhere to on-line protocol:
 - a. Respect all copyright and license agreements.
 - b. Cite all quotes, references and sources.
 - c. Remain on the system long enough to get needed information, then exit the system.
 - d. Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
 - 3. Electronic mail users should adhere to the following guidelines:
 - a. Others may be able to read or access the mail so private messages should not be sent.
 - b. Delete unwanted messages immediately.
 - c. Use of objectionable language is prohibited.
 - d. Always sign messages.
 - e. Always acknowledge receipt of a document or file.
- C. Restricted Material - Users shall not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Unauthorized Costs - If a user gains access to any service via the Internet which has a cost involved or if a user incurs other types of costs, the user accessing such a service will be responsible for those costs. Users will not attempt to gain unauthorized commercial user and/or use for financial gain.

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VIII. User Violations -- Consequences and Notifications.

User who accesses restricted items on the Internet shall be subject to the appropriate action described in board policy or regulations or the following consequences:

1. First Violation - A verbal and written "Warning" notice will be issued to the user. The user will lose Internet access for a period of up to 3 weeks at the discretion of the supervising teacher. A copy of the notice will be mailed to the user's parent /guardian or supervisor and a copy provided to the building principal.
2. Second Violation - A verbal and written "Second Violation" notice will be issued to the user. A copy of the notice will be sent to the user's parent/guardian or supervisor and a copy provided to the building principal. The user shall forfeit all Internet privileges for a minimum period of 9 weeks.
3. Third Violation - A verbal and written "Third Violation" notice will be issued to the student. A copy of the notice will be sent to the user's parent or supervisor and a copy provided to the building principal. The user shall forfeit all Internet privileges for the balance of the school year.

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