INTER-LAKES SCHOOL DISTRICT

TECHNOLOGY USAGE POLICY

The Inter-Lakes School District (hereto referred as "District") recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, the District encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of the District and its schools.

The Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, the District adopts this policy governing the use of electronic resources including Internet access in order to provide guidance to individuals and groups.

Definition: For the purposes of this policy ***technology*** is defined as, but not limited to the following:

1. Work stations used by staff and students (both desktop and portables), printers, interactive white boards, scanners, remote response units, document cameras, phones, fax machines, copiers, electronic tablets, projectors, and similar devices or peripherals
2. Local and wide area networks (both wired and wireless), including but not limited to: wiring, hubs, switches, routers, firewalls, access points, servers, enterprise wide and locally installed applications, and other devices or software
3. Energy management and security monitoring systems
4. Personally owned electronic devices

Inter-Lakes School District Rights and Responsibilities

It is the policy of the District to maintain an environment that promotes ethical and responsible conduct in all local or online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose, general rules, and policies of the District. Within this general policy, the District recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, the District retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments or non-ethical use.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to District owned equipment and, specifically, to exclude those who do not abide by the District's Technology Usage Policy or other policies governing the use of school facilities, equipment, and materials. The District reserves the right to restrict online destinations through software, filtering or other means.
5. To provide guidelines and make reasonable efforts to train staff and students in technology usage and policies governing online communications.

Staff Responsibilities

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment shall make reasonable efforts to monitor the use of this equipment to assure that use conforms to this policy, applicable State and Federal laws and regulations, and the mission and goals of the District.
2. Staff should make reasonable efforts to become familiar with the District's technology resources, technology related to District initiatives, the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

User Responsibilities

1. Use of technology resources provided by the District is a privilege that offers a wealth of opportunity for educational purposes. Where available, these resources are offered to staff, students, and other patrons at no cost. In order to maintain this privilege, users agree to learn and comply with all of the provisions of this policy.

Usage Guidelines

1. All use of the District network and Internet must be in support of educational and research objectives consistent with the mission and objectives of the District.
2. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be private property of District.
5. Subscriptions to mailing lists and bulletin boards must be reported to the Technology Department. Prior approval for such subscriptions is required for students and staff.
6. Mailing list subscriptions will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of fileserver hard-disk space.
7. All users shall exhibit exemplary behavior on the network as a representative of your school and community. Be polite.
8. The District will make determinations on whether specific uses of technology resources are consistent with accepted technology usage practices.

Prohibited Usage

1. Giving out personal information about another person, including home address and phone number.
2. Use of the network for commercial, political, or for-profit purposes.
3. Use of the network for personal matters.
4. Use of the network for product advertisement or political lobbying.
5. Seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users, or misrepresenting other users on the network.
6. Disruption of use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system.
8. Hate mail, chain letters, harassment, bullying, cyberbullying, discriminatory remarks, and other antisocial behaviors. Bullying/Cyberbullying is defined within District Policy 5149.1.
9. Installation of any software, including shareware unless coordinated with and approved by the Technology Office.
10. Use of the network to access or process pornographic material, inappropriate text files (as determined by the Administration), or files dangerous to the integrity of the network.
11. Downloading entertainment software or other files not related to the mission and objectives of the district for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to

freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the District.

12. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
13. Use of the network for any unlawful purpose.
14. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user.
15. Playing games unless specifically authorized by an administrator for instructional purposes.
16. Establishing network or Internet connections to live communications, including voice and/or video (relay chat, streaming) unless specifically authorized by an administrator.
17. Connecting a network capable personal device to the District network unless registered with the Technology Office. Granted network connection will be limited to internet access only.
18. Use of Proxy or bypass web sites to avoid filtering or monitoring.
19. Use of streaming websites without authorization from administration.

Web Pages – School and District

1. The District and individual school's web sites will provide information, accessible worldwide about curriculum, instruction, school-authorized activities, on/or other items related to the District's educational mission and achievements.
2. All subject matter must be related to curriculum, instruction, school-authorized activities, or should relate to the District or schools within the District.
3. Neither students nor staff may publish personal web pages as part of District web sites, nor pages from other individuals or organizations not directly affiliated with the District.
4. Student or staff work may be published only as it relates to a class project which has been approved by an administrator.
5. All web pages must be approved by an administrator prior to being electronically published to the web site.
6. All web content must be reviewed for quality, propriety, and appearance by an administrator.
7. Procedures must be established by administration for periodic review, update and deletion of material.
8. Web page naming and identification practices must be consistent with current District guidelines.
9. Decisions regarding access to web pages for editing content or organization will rest with administration.
10. No unlawful use of copyrighted materials may be knowingly used, produced, or transmitted via school and/or District equipment.
11. Written parental permission is required when an individual student is identified by name in a picture included on a web page.
12. Web page documents may not include a student's phone number, address, or complete names of any family members and/or friends.
13. Web page documents may not include any information which indicates the physical location of a student at a given time, other than attendance at a particular school or participation in activities.
14. Web publishing of e-mail addresses is restricted to staff members.
15. Web pages must not contain any student e-mail links.

Violation

A violation of this Technology Usage Policy shall subject the offending person (staff or student) to disciplinary action deemed appropriate by administration and/or actions prescribed by appropriate District Policies. Students violating this Policy will be subject to disciplinary action consistent with the student discipline code, which may include loss of technology privileges, suspension, expulsion or notification to the appropriate authorities.

The District reserves the right to seek financial restitution for damages caused by intentional misuse or vandalism.

Disclaimer

1. The District cannot be held accountable for the information that is retrieved via the internet.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and can monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. The District reserves the right to inspect any file on district owned or leased property.
4. The District will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
5. The District makes no warranties (expressed or implied) with respect to:
    - the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
    - Any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
6. The District reserves the right to change its policies and rules at any time.
7. The District is in no way responsible for any personal electronic devices.
8. The District will use Internet filtering methods to comply with the Child Internet Protection Act (CIPA).
9. Activities requiring authorization or approval by an administrator, in this policy, may be granted by the school board, administration, or designees.

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