

INTERNET – APPROPRIATE USE

The North Scott Community School District's information technology resources, including servers, network services, computers, printers, internet access, telephones, video, peripherals, applications, library catalog, online resources, and multimedia, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources:

Students must:

- Respect and protect the privacy of others.
 - Use only assigned accounts.
 - Not view, use, or copy passwords, data, or networks to which they are not authorized.
 - Not distribute private information about others or themselves. This includes private information posted online (social media) from school or from home, or any other location. (Code No. 104.1 - Cyber Bullying / Harassment)
- Respect and protect the integrity, availability, and security of all electronic resources.
 - Observe all network security practices, as posted.
 - Report security risks or violations to a teacher, building administrator, or a member of the technology staff.
 - Not destroy or damage data, networks, or other resources that do not belong to them. This includes all computers and technology related hardware. (Code No. 502.2 – Care of School Property / Vandalism)
 - Conserve, protect, and share these resources with other students and internet users.
- Respect and protect the intellectual property of others.
 - Not infringe copyrights (no making illegal copies of music, games, or movies).
 - Not plagiarize.
- Respect and practice the principles of community.
 - Communicate only in ways that are kind and respectful.
 - Report threatening or discomfoting materials to a teacher.
 - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
 - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - Not use the resources to further other acts that are criminal or violate the school's code of conduct.
 - Not send spam, chain letters, or other mass unsolicited mailings.
 - Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project. Any financial obligation resulting from network use, such as purchase of goods and services via the internet or phone services, are the user's responsibility and not the responsibility of the North Scott Community School District.
 - Not attempt to harm, alter, disable, or destroy any system, or data belonging to anyone else, either indirectly, such as by uploading or creating computer viruses, or directly, or

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impedance of other users or systems by mass consumption of resources (downloading unauthorized video, music, etc.).

- Not attempt to use anonymous proxy servers in an attempt to bypass the school's internet content filtering software.
- Only the school's technology staff or staff designees, under the direction of the technology director, shall perform the configuration and install computer equipment for use on the school's network. Connecting laptops or other devices to the district's network is prohibited whether these devices are owned by the district or not, except when done by the district's technology department.

Supervision and Monitoring

School and network administrators and their authorized employees monitor all use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement. The North Scott Community School District will cooperate fully with local, state, and/or federal officials in any investigation into any illegal activities conducted through the service.

Consequences for Violation

The network and technology are privileges. North Scott Community School District at any time and for any reason or for no reason may discontinue general access to the network or rescind the user's privilege of using the network and technology. Violations of these rules may result in disciplinary action, including and not limited to, the loss of a student's privileges to use the school's information technology resources. (Code No. 605.5 – Internet – Appropriate Use)

Internet and Device Infractions:

While this document serves as a guide, the school administration reserves the right to handle any actions mentioned in this document or any other actions in the misuse of technology in the manner they feel is the most appropriate. This may mean jumping levels based on the severity of the infraction. Technology discipline offenses will also result in the restricted use of personal mobile computing devices while on school grounds. Consequences may include other non-computer restrictions such as loss of personal device, detention, suspension, expulsion, restitution, possible referral to law enforcement.

The student will have restricted internet use for a period of (SEE RESPECTIVE COLUMN BELOW) school days. The student will still have access to PowerSchool, Canvas, AEA resources, and their Google accounts. A copy of the notice will be emailed to the student's parent/guardian and a copy entered into students discipline records.

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Fines for Device Damage as of July 2016**Chromebook:**

- Screens: \$45.00
- Power Adaptor: \$35.00
- Always On Case: \$35.00
- Entire Chromebook: \$200.00
- Other Damage (motherboard, hinge, etc.): costs vary depending on damage

All service should be performed by district, as any unauthorized work will void the device warranty.

	The items listed here are examples, but do not include all possible infractions.	First Infraction	Second Infraction	Third Infraction	Fourth + Infraction
Level 1	<ul style="list-style-type: none"> • Unauthorized use of internet or computer game • Unauthorized non-school related activity • Use of profane, inflammatory or abusive language • Unauthorized participation in chat rooms/chatting/messaging services •(Down) loading/storing/creating unauthorized files, images, video, music, apps, data, or programs • Negligent care of school device or intentional misuse of other's device. Misuse could lead to loss or privilege of taking device home. • Unauthorized transmission of personal information over the internet • Activities that may be disruptive to the school environment 	Warning	5 school days	15 school days	Administrative decision
Level 2	<ul style="list-style-type: none"> • Cheating (see also District Student Code of Conduct) 	5 school days	15 school days	30 school days	Administrative decision

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<ul style="list-style-type: none"> ● Illegal installation or transmission of copyrighted materials ● Sharing, using or modifying someone else's username or password ● Changing Software/Hardware Configuration ● (Down)Loading/storing/creating unauthorized files, images, video, music, apps, data, programs, or viruses ● Taking/sharing pictures, audio, video without subject's or school's permission ● Use of unauthorized anonymous and/or false communications using social media, including Google Chat ● Unauthorized change of program setting or any behavior or activity that damages or disrupts network performance on school devices ● Sending, transmitting, accessing, uploading, downloading, or distributing obscene, offensive, profane, threatening, or sexually explicit materials intended to harm or demean staff or students ● Deletion, examination, copying, or modifying of files/data/device settings belonging to other users, including staff, students and district ● Spamming- sending mass or inappropriate emails ● Vandalism (minor) such as malicious attempt to harm or destroy another's device 				
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	<ul style="list-style-type: none"> ● By-passing the web filter through a Web Proxy ● Activities that may be disruptive to the school environment ● Action violating existing board policy 				
Level 3	<ul style="list-style-type: none"> ● Any activity that voids the device, service agreement, software license or warranty such as, but not limited to jailbreaking or rooting (process of hacking a device to bypass digital rights management software) ● Unauthorized entry to program files/hacking ● Vandalism (major) such as any malicious attempt to harm or destroy another student's device ● Sending, transmitting, accessing, uploading, downloading, distributing, or publishing obscene, offensive, profane, threatening, or sexually explicit materials intended to harm or demean staff or students ● Deleting district system applications and unauthorized changing of device settings ● Use of the school/district's internet or email accounts for financial gain or personal gain, or any illegal activity ● Activities that may be disruptive to the school environment ● Any use that violates local, state and/or federal laws or regulations 	15 school days	Administrative decision	Administrative decision	Administrative decision
Level 4	<ul style="list-style-type: none"> ● Sending, transmitting, accessing, uploading, downloading, distributing, or 	Administrative decision	Administrative decision	Administrative decision	Administrative decision

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	publishing obscene, offensive, profane, threatening, cyberbullying, pornographic, or sexually explicit materials intended to harm or demean staff or students				
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Parent and Student Agreement:

We have read and agree to the North Scott Community School District’s Internet – Appropriate Use policy and agree that the student user identified below will abide by its provisions. We also understand that violation of the Internet – Appropriate Use policy may result in disciplinary actions. We understand that the North Scott Community School District has subscribed to the special content filtering service through the Mississippi Bend Area Education Agency, that no filter is perfect, and in rare instances, there may be unintentional access to inappropriate material; and

As the parent or legal guardian of the listed student, I understand that access is being provided to the student for educational purposes only. I understand that it is impossible for the district to restrict access to all offensive and controversial materials and understand my child’s or ward’s responsibility for abiding by the regulation.

I am, therefore, signing this Policy and agree to indemnify and hold harmless the school, North Scott Community School District, district staff, and the internet provider against all claims, damages, losses, and costs, of whatever kind, that may result from my child’s or ward’s use of his or her access to such networks and his or her violation of the foregoing policy.

Parents / guardians may be held accountable for damages and costs incurred by deliberate misuse and damage of the technology resources available to students.

I hereby give permission for my child / ward to use North Scott computers and grant the school and district use of my child / ward’s video, and / or student work, on the district website, the school website, and in school publications.

PARENTS, PLEASE DISCUSS THESE RULES WITH YOUR STUDENT TO ENSURE HE OR SHE UNDERSTANDS THEM. THESE RULES ALSO PROVIDE A GOOD FRAMEWORK FOR YOUR STUDENT'S USE OF COMPUTERS AT HOME, AT LIBRARIES, OR ANYWHERE.

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Approved: February 26, 1996
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