

Golden Plains Unified School District

Students Acceptable Use Policy

Introduction

Golden Plains Unified School District (GPUSD) is pleased to offer students access to district computers, the Internet and an array of technology resources to promote educational excellence. Each student is responsible for his/her use of technology whether personal or district-provided. While using district or personal technology resources on or near school property, in both school owned and school contracted vehicles, and at school-sponsored events, as well as using the district's technology resources via remote access; each student must act in a manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

Students MUST agree to the following terms and conditions

Respect for Others

- Users should respect the rights of others using the GPUSD network by:
- Being considerate when using technology resources.
- Always logging off workstations after finishing work.
- Not deliberately attempting to disrupt system performance or interfere with the work of other users.
- Leaving equipment and room in good condition for the next user or class.

Ethical Conduct for Users

- It is the responsibility of the user to:
- Use only his or her account or password. It is a violation of GPUSD Acceptable Use Policy (AUP) and Regulations to give access to an account to any other user.
- Recognize and honor the intellectual property of others (including but not limited to ideas, inventions, literary and artistic works, names, and images); comply with legal restrictions regarding plagiarism and the use and citation of information resources.
- Not read, modify, or remove files owned by other users.
- Use the GPUSD network and resources in a manner that is consistent with the mission of the school system. The use of GPUSD network for personal use or private gain is prohibited.
- Help maintain the integrity of the school information system. Deliberate tampering or experimentation is not allowed; this includes the use of GPUSD network and resources to illicitly access, hack, tamper with, or experiment with systems outside GPUSD or compromise any computer or network system's security.
- Refrain from using offensive, obscene, or harassing language when using GPUSD network systems.
- Refrain from sending, accessing, uploading, downloading, or distributing materials that are obscene, threatening, offensive, or a violation of another's privacy
- Abstain from accessing, changing, or deleting files belonging to others.
- All software on any personally owned computing device shall be properly licensed. The use of non-licensed software violates the AUP.
- Avoid any action that violates existing district policies, student handbook, or public law.

Respect for Property

The only software, other than students' projects, to be used on school computers or the school network are those products that the school may legally use. Copying, installing, or transmission of copyrighted software without full compliance with terms of a preauthorized license agreement is a serious federal offense and will not be tolerated. Modifying any copyrighted software or borrowing software is not permitted. In addition:

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- Do not modify or rearrange keyboards, individual key caps, monitors, printers, other peripheral equipment, or in any way vandalize or harm school owned technology resources.
- Report equipment problems immediately to teacher or program manager.
- Leave workstations and computing devices in their designated places.

Internet Safety and Security

- Students using a personally owned device using a wireless connection are only permitted to connect to GPUUSD Assigned Wi-Fi network for Students
- Appropriate virus-checking software must be installed, updated, and made active prior to any personally owned computing device being placed on the GPUUSD network.
- Operating system software must be the most current version and up-to-date with all relevant patches.
- No device placed on the GPUUSD network will have software that monitors, analyzes, bypasses, or may cause disruption to the GPUUSD network.
- Information may not be posted if it: violates the privacy of others, jeopardizes the health and safety of students, is obscene or libelous, causes disruption of school activities, plagiarizes the work of others, is a commercial advertisement, or is not approved by the principal or program manager.
- Users will not change or delete files belonging to others.
- Real-time messaging and online chat may only be used with the permission of the teacher or appropriate authorities
- Students are not to reveal personal information (last name, home address, phone number) in correspondence with unknown parties.
- Users exercising their privilege to use the Internet as an educational resource shall accept the responsibility for all material they seek.
- If you inadvertently access a website or receive material that contains inappropriate, obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.
- Users are prohibited from accessing any portion of the Internet that is inconsistent with the educational mission of GPUUSD.
- Users will not access material that is obscene, pornography, harmful to minors, or otherwise inappropriate for education.
- All student-produced web pages are subject to approval and ongoing review by responsible teachers and/or principals. All web pages should reflect the mission and character of the school.
- Users are prohibited from viewing, sending, and accessing illegal material.
- Students have the responsibility to cite and credit all Internet material used.
- Only use electronic mail, chat rooms, social networking sites, and other forms of direct electronic communications for the purposes related to education within the context of a the GPUUSD School District related assignment or activity.
- Do not disclose personal identification information on the Internet including your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Any device placed on the GPUUSD network is subject to discovery under the Freedom of Information Act (FOIA), and possible confiscation by school authorities. GPUUSD reserves the right to monitor and investigate activities on personally-owned computing equipment on the GPUUSD network.

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Photos and Video in School, District Publications, and Media Sites

Throughout the year, photographs and video are taken in classrooms, around the school and at school activities. Some of these may be published in local newspapers, in the GPUUSD school newsletters, District publications and website, as well as on media sites.

Parents may request that their children's photographs and or video and identifying names not be published or shared. Please make your written request to the principal of the school. This does not apply to pictures of school events taken by the news media. They are responsible for negotiating their own process for obtaining permission from parents or legal guardians to publish movies or photographs.

Social Media

GPUUSD Public Schools realizes that part of 21st century learning is adapting to the changing methods of communication. The importance of teachers, students and parents engaging, collaborating, learning, and sharing in these digital environments is a part of 21st century learning. As such, educational standards are now requiring the use of online educational tools to demonstrate proficiency. To address related issues GPUUSD has developed the following guidelines to provide direction for employees, students and the school district community when participating in online social media activities. Students shall not access social media for personal use from the District's network but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Social Media refers to the use of web-based and mobile technologies that enable all GPUUSD's internal and external stakeholders to connect, collaborate, and form virtual communities via the computer and/or Internet. For some, social media is used mainly for social purposes, but for others, these sites and technologies are used as tools to teach and to connect with the community.

By utilizing social media staff, students and parents agree to abide by these guidelines. Please read them carefully before using, posting, or commenting on any social media sites. It is important to remember that parents and guardians play a critical role in supporting and reinforcing these objectives.

General Etiquette for Social Media

- **Be Honest/Truthful:** Always be transparent about who you are and who you represent. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- **Maintain confidentiality:** Do not post any confidential information in regards to yourself and/or others. Online stalkers and identity thieves are a real threat. Never share personal information, including, but not limited to, Social Security numbers, last names, phone numbers, addresses, exact birthdates, place of residence, passwords, common 'hang-out' locations, and pictures with parties you don't know or on unsecure sites. Only accept invitations to share information from people you know. Utilize privacy settings to control access to your accounts and sites.
- **Know You Are Always "On":** You must assume that your social media usage is visible to the world. Be sure to manage what and with whom you are sharing. Keep in mind that while we all have occasional frustrations, social media are not the best venues in which to air frustration as those comments are available to everyone.
- **Be Respectful:** Avoid remarks that are off topic or offensive. Always demonstrate respect for others' points of view, even when they're not offering the same in return. Never bully, pick fights, and do not respond to abusive comments. If you are sharing a negative experience, please try to do so in a constructive way. Cyberbullying is considered an act of harassment.

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- Think Ahead: Be smart about protecting yourself, your privacy and the privacy of others, and confidential or personal information. What you publish is widely accessible and will be around for a long time so consider the content and consequences carefully. Show good judgment as future employment and/or academic opportunities may be adversely affected by your comments.
- The Internet is not anonymous, nor does it forget: Everything written on the Web can be easily traced back to its author. Information is backed up often and repeatedly, and posts in one forum are usually replicated in others through trackbacks and reposts or references.
- Avoid “hazardous” materials: Do not post or link to any materials that are inflammatory, defamatory, harassing or indecent.
- Your online behavior should reflect honesty, respect, and consideration.
- When bringing your own technology to school make sure that you follow the guidelines set out in the BYOD section.
- Be aware of what you post online. Social media venues including wikis, blogs, photo and video sharing sites are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
- Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom will be inappropriate online.
- Linking to other websites to support your thoughts and ideas is recommended when appropriate. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
- Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts, images, designs, etc. When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
- Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons' attribution.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.
- If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.
- Students who do not abide by these guidelines may lose their opportunity to take part in the project and/or access to future use of GPUUSD online tools. In addition, disciplinary or legal action may apply.
- Parent participation is encouraged to help ensure that student involvement in social media networking is appropriate and that the privacy concerns are protected.

Google Apps for Education

Google Apps for Education Accounts (@gpsud.org)

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Chromebooks and iPads seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Forms, Sites, and Gmail. All work is stored within Google Apps.

By participating in Google Apps for Education, information about my child will be collected and stored electronically. The privacy policies associated with use of Google Apps for Education are found at the following link (<https://www.google.com/edu/trust/>). As a parent/guardian, you can choose to have your child's account removed at any time.

Bring Your Own Device (BYOD)

GPUUSD is not responsible for any device or data loss, theft, damage or other associated costs of replacement/repair incurred during the school day or at home as a result of participation in this program. GPUUSD Staff may not be able to store, support, or troubleshoot student-owned devices. Students will take full responsibility for and will appropriately secure all devices when not in use. Students are encouraged to use the GPUUSD network (not private cellular service) for internet access while on GPUUSD property. Access through cellular networks cannot be filtered for internet safety and is prohibited. Therefore, GPUUSD cannot be held responsible for materials and contents students may be exposed to while using their cellular data

Appropriate Uses and Digital Citizenship

School-issued devices should be used for educational purposes and students are to adhere to the Acceptable Use of Technology and all of its corresponding administrative procedures at all times.

If students need to sign up for specific services, related to their educational needs, on their device, they should **ALWAYS** use their District assigned account because. Students should not use other accounts (Gmail, Yahoo, etc.) when signing up for these services unless given permission by the teacher. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

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GPUSD Internet Use, Safety, and Computer Use Policy

GPUSD Internet Access is to be used only for classroom related activities. This policy applies when using either school equipment or personal equipment on the district network. The administration reserves the right to refuse access to the Internet by GPUSD to anyone when it deems it necessary in the public interest. See the table of contents for the Internet Safety and Security section.

Compliance with the Law and Use of Computers / Internet

Students, using the Internet, will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publisher's rights, license agreements, acts of terrorism, assault, threats, and student right of privacy.

Students at GPUSD shall receive instruction in Internet Safety. This curriculum will include material related to appropriate "Access to Internet by Minors", appropriate use of social networking sites, cyber-bullying, and other topics as are relevant in encouraging digital citizenship. A copy of the scope and sequence or other outline of the Internet Safety Curriculum may be found in the district Curriculum Office and each school media center.

Policy Violations

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the terms and conditions named in this policy, privileges may be terminated, access to the school's technology resources may be denied (up to and including expulsion), and the appropriate disciplinary and/or legal action shall be applied.

Acceptable Use

- We believe that access to the Internet is an important educational resource for our students.
- We understand that although there are many valuable educational resources available, there are also unacceptable and offensive materials available on the Internet.
- We require efficient, ethical, courteous and legal utilization of the equipment, computers, and network resources. As a safety precaution, full names or addresses are not to be revealed online.
 - Computer and network resources have been provided for educational purposes.
 - Sharing of individual accounts is prohibited.
 - Electronic mail (e-mail) and other computer use or storage is not guaranteed to be private or confidential. Network or other computer use or storage areas are and will be treated as school property. Computers, files and communications may be accessed and reviewed by district personnel and may be accessed by other computer users.
 - Vandalism or "hacking" of any kind is prohibited.
 - The security of the system and the rights of other users are to be respected at all times.
- Students knowingly violating the terms of the agreement will be dealt with according to the discipline policies of the individual school building and the GPUSD and/or civil authorities.
 - Such activities may result in termination of their account/access and/or expulsion from school and/or legal prosecution.
- Any problems which arise from the use of an account are the liability or responsibility of the user. By using the computers or network system, participants agree to indemnify and hold GPUSD harmless from any claims or damages arising from such use. GPUSD makes no warranties for the information or the services provided.
- All students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask if you are in compliance with the law.

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- Plagiarism is a violation of the GPUUSD policies. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text

Email .

Students in need of email for academic reasons will be allowed email access through an address assigned by the district. This email access will be through a Google Gmail system. These email systems are monitored by the District's Technology Department and all messages sent or received through this system are archived and subject to filtering of inappropriate content.

- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass emails (without permission).
- No private chatting during class is allowed without permission.
- Email is subject to inspection at any time by school administration.

Disciplinary Consequences

- Non-compliance with the policies of the GPUUSD Technology Acceptable Use Policy will result in disciplinary action as outlined by the student handbook and/or other school policies for the user unless there is proof that another is responsible.
- Electronic mail, network usage, and all stored files shall **not** be considered confidential and may be monitored at any time by the District Technology Department to ensure appropriate use. GPUUSD cooperates fully with local, state, and federal officials in any investigation concerning or relating to violations of computer crime laws.

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I hereby release Golden Plains Unified School District and its personnel from any and all claims and damages of any nature arising from my child's use of, or inability to use the school technology, including but not limited to claims that may arise from the unauthorized use of the school's devices to purchase products or services.

I understand that it is impossible for Golden Plains School District to restrict access to all controversial materials, and I will not hold the school responsible for materials accessed on the network. I also agree to report any inappropriate school device use to the school administration.

I accept full responsibility if and when my child's use of technology is not in the school setting and understand that my child is subject to the same rules and agreements while not in school.