

Dell Rapids School District #49-3

Acceptable Use Policy

General Policy Statement

The Dell Rapids School District (DRSD) recognizes that access to technology gives students and staff greater opportunities to learn, instruct, communicate, and develop skills that will prepare them for work, life and citizenship. In support of its mission of teaching, research, and public service, the DRSD provides access to computing and information resources for students, faculty, administration and community. The computing and information resources at DRSD are to be used for educational purposes only. Educational purposes include but not limited to academic research, completing class assignments and software training. Our goal is to provide all students with appropriate access to our computing and information system according to the needs of their classes. Access to technology is a privilege and therefore the DRSD reserves the right to limit, restrict or extend computing privileges and access to its information resources.

This Acceptable Use Policy outlines the guidelines and behaviors that all user are expected to follow when using school technologies or when using personally owned devices on the school campus, including the following:

- The DRSD District network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Misuse of school resources can result in disciplinary action and monetary penalties.
- The DRSD District makes a strong effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as
 - a. Children's Internet Protection Act (CIPA).
 - b. Children's Online Privacy Protection Act (COPPA)
 - i. COPPA applies to commercial companies and limits their ability to collect personal information from children under 13.
 - ii. COPPA – <http://www.ftc.gov/privacy/coppafaqs.shtml>
 - c. Family Educational Rights and Privacy Act (FERPA)
 - i. FERPA – protects the privacy of student education records and gives parents the rights to review student records.
 - ii. FERPA – <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

Technologies Covered

The DRSD District (DRSD) may provide the privilege of internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, email, and more. *This Acceptable Use Policy applies to both school-owned technology and also applies to **privately owned devices** accessing the DRSD network, DRSD internet connection, and or private networks/internet connections while on school property.* As new technologies emerge, DRSD will seek to provide access to these technologies. The policies outlined in the document cover all available technologies now and into the future, not just those specifically listed or currently available. Additionally, the South Dakota Bureau of Information & Technology (BIT) and the Department of Education (DOE) require the local district to monitor the proper and secure use of the state Digital Dakota Network (DDN) for its intended purposes at the local district level. To meet this obligation, the district may require written or verbal information at the offices in each building recording the person's name, affiliation, purpose/reason for use, length of use, and information about any devices to be used. Device information may include but not be limited to a description of device including type of device and MAC address.

Online Educational Apps and Learning.

DRSD may request students to participate and access online educational resources such as but not limited to; Google classroom, Google Docs, video conferencing applications and Microsoft office 365. During this time your student may be assigned an online education account, and an official school email. These accounts will only be used for school related projects and will be created and supervised by the classroom teacher during school hours. Students will have the ability to create and collaboratively share schoolwork with other students and teachers. By allowing your student to participate in this opportunity you will be allowing your student to gain access to online tools and resources such as web based: word processors, spreadsheets, and presentation software, instant messaging, video conferencing applications, email, calendar, website authoring tools, and additional web services.

It is important to remember that online accounts, student data folders and files will be housed on servers outside of the school district. As a result, online data will not be able to be managed by the DRSD and we will not be held responsible for the content, loss or student sharing of that data. These accounts include but are not limited to Google and Microsoft accounts.

DRSD cannot and does not guarantee the security of electronic files located on servers and or cloud drives outside the school district. Please be aware that while most online educational systems such as Google and Microsoft have a content filtering in place, the DRSD cannot assure that users will not be exposed to non-educational material.

The DRSD reserves the right to access and review content of the computers and mobile devices including but not limited to the content in the Google Apps for Education, Google Classroom and Office 365 systems at any time. The DRSD strives to comply with all state and federal privacy laws.

Participating students will be assigned an email account that will be part of the K12.SD.US domain. This account will be considered the student's official DRSD email address until such time as the student is no longer enrolled at DRSD. The naming convention will be the first initial of their first name, the first initial of their last name, and a four-digit number ending with @K12.SD.US. For example: John Doe's email address could be jd1234@K12.SD.US. All staff and student K12 email accounts will be managed by the State of South Dakota's K-12 Data center. No student under the age of 13 will be assigned an account with an active K12 educational email without parent or guardian approval.

It is important to remember that whether you feel comfortable or uncomfortable with your student accessing Google Apps for Education/ Google Classroom, Microsoft Office 365, and/or any other online educational experience, you fill out and submit the online education form at the end of this document. Once this form is submitted to the district your students online account and k12 email accounts will either be created, enabled, or disabled depending on how you complete the form.

General Supervision Rules of Special Note for Staff and Students

Web filtering will take place by GoGuardian on all devices (School and Non School) where staff and students used their K12 credentials to log into Google Chrome accounts.

Use of the Dell Rapids School District system for entertainment, commercial solicitation, social networking, or other inappropriate activities is prohibited at any time. Video Conferencing, E-mail and chatting are to be used only with the permission of the supervising teacher and must be for education purposes only. Users should expect that files, including e-mail, **will not be private**. Administration and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

Staff and Student Email Responsibility.

1. *The state of SD email service is the only DRSD approved email service. All other email services are not allowed.*
2. Students are only to use email with the permission of the classroom teacher.
3. Always use appropriate language, the State of South Dakota actively monitors language and will reject email with inappropriate language.
4. Any email messages with obscene abusive or offensive materials are prohibited and may result in the revocation of email privileges.
5. Do not send or forward mass messages such as but not limited to: chain letters, spam or advertising mail messages.
6. Staff and students are expected to actively monitor their email account for suspicious emails that may contain virus, ransom ware, or any other type of harmful attacks. It is very important that staff and students do not click on links from suspicious email and should notify IT staff as soon as possible.

User Responsibilities and Prohibitions

Users shall use electronic resources responsibly as part of his or her prescribed learning. User's conduct in using electronic resources shall be consistent with the rules of student behavior as set forth in the school district policy. All users will be held responsible for any activity completed with their login and password, even if that user did not directly complete the activity. *Any student who loses his or her computer privileges may be expected to complete any and all assignments without the use of the school district's computer resources.*

No user shall intentionally cause damage to any school equipment including hardware and software. This **prohibition** includes, but is not limited to, the following acts:

1. Tampering with, removing, damaging or exchanging hardware, software or any technology components from any system
2. Deleting, renaming, moving, copying, or changing any file or its properties other than user's own files
3. Attempting to gain access to unauthorized files, network resources, and accessing command prompt
4. Attempting to use or change another user's password
5. Damaging another user's work
6. Installing/downloading software or games on school system
7. Violating copyright laws by unauthorized copying of software and or documents
8. Installing, copying, or knowingly infecting a computer system with a virus
9. Quickly turning off or rebooting computer because of the ensuing presence of an instructor is an admission of guilt
10. Using offensive language on computer system
11. Using school resources for purposes other than educational assignments during school day
12. Sending network messages
13. Transmission of any material that is in violation of any federal or state law is prohibited. This includes but is not limited to the following: threatening or obscene material, copyrighted material, computer viruses and or secure information.
14. Disabling monitoring software
15. Disabling a computer
16. Excessive printing
17. Using the DRSD network, e-mail system, or internet for: commercial, political, and or financial gain

Copyright and Plagiarism

1. Copyright laws are a set of laws that protect the owner of original works of authorship. A Copyright grants the author or creator certain exclusive rights such as but not limited to reproduce, distribute, change, or displaying their work.
2. Unless you have the author's permission you may not use, copy, or alter any of the author's work.
3. Plagiarism will not be tolerated, using someone's work or documentation as your own will be subject to disciplinary action. When using another's work make sure to always give them credit and always follow the proper channels for approval.
4. If you are unsure of copyright laws, please follow the links below for additional information.
 - a. www.copyright.gov/
 - b. <http://www.loc.gov/teachers/usingprimarysources/>
 - c. <http://www.loc.gov/teachers/usingprimarysources/copyright.html>
5. Staff and Students that wish to use copyrighted material will need to obtain permission from the owner of the work using the DRSD copyrighted permission form. This form should be returned with all signatures to the district office.

Computer Care & Incidental Damage and Computer Protection

Students and staff are responsible for care of computers and other school owned devices in their possession. Computers and devices that need maintenance should be taken to the technology office. Computers and other mobile devices should be free of stickers, drawings, labels (other than school issued labels), or any other type of materials and or substances not intended by the manufacturer. When not in use mobile devices should be placed in a charging cart or other protective case. Students are responsible for keeping their school owned mobile devices charged for the school day, continued failure to do so may result in disciplinary action. It is important to remember that all cords, cables, and other connections must be inserted carefully into the computer, otherwise damage may result to the device. Computer screen care is especially important for mobile devices. Please do not lean, sit, stand, or step on your mobile device. Please do not set anything on top of your device, place any item between the screen and the keyboard while closing the lid of your device, and or poke the screen. If you need to clean the screen, please use a soft cloth that is dry and please use an Anti-Static Screen cleaner and don't use a glass cleaner.

Staff and Students are expected to keep school district issued mobile devices and computers in good working condition. Failure to do so will likely result in repair charges listed below.

Dell Rapids School District Hardware Fines	
Part	Repair / Replacement Cost
Broken Screen	50.00 - 300.00
Broken Camera	45.00-350.00
Keyboard	30.00 - 100.00
Broken System Unit	90.00 – 600.00
Damaged or lost battery	50.00 – 150.00
Computer Replacement	200.00 – 1000.00
Additional fees may be applied depending on the condition of the device.	

Computer Insurance

The Dell Rapids School District offers a Computer insurance plan to help offset the cost of incidental damages. Students that have the DRSD Computer Guard plan will be exempt from first time device damage and will not be fined for accidental damages. Additionally, Students on the protection plan will only pay 50% of the replacement or repair cost for damages that occur during a second accidental breakage. However, any additional damages that occur after the second accident will not be covered and the student will be fined accordingly.

If you choose to participate in the DRSD protection plan the annual cost is 35.00 per student. The protection payment is non-refundable. Services start upon receipt of the payment and ends at the conclusion of each school year. The Computer Insurance plan can be purchased using your Family ID account during registration or you can contact your individual building office for more information.

Internet Safety and Use Policy

The district provides the use of the Internet for **educationally appropriate uses only**. The use of the Internet must be in support of education and be consistent with the educational objectives of the DRSD. The following safeguards and rules are to promote educationally appropriate uses of the Internet and the protection of student and staff users who use the Internet at the DRSD.

1. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to, copyright, threatening, or obscene material.
2. Student and staff users are not to reveal personal addresses, phone numbers or any other uniquely identifying information of self or others.
3. The district understands its responsibility to exercise reasonable care to provide an educational and safe Internet environment for both adults and students using district computers. The district will maintain a constant blocking filter that is designed to block access to obscene materials, violence, nudity, ethnic impropriety, cult, drugs & drug culture, and substances controlled from minor use. It will also manually block any sites not caught by its filter that are reported to DRSD IT staff and confirmed to be a danger to students. Staff members are expected to supervise student use of the Internet during regular hours at school and no student is to use the Internet without staff permission and supervision while at school.
4. The district understands its responsibility to closely supervise the use of Blogging, Tweeting, E-mail and other social curriculums. Blogging, Tweeting, E-mail and other social programs are to be used only with the supervising teacher present and for an academic purpose directed by the teacher.
5. The district understands its responsibility to closely supervise computer use so that students do not use it for unauthorized access including so called 'hacking' and other unlawful activities by minors using the district computer system. Such use is subject to school discipline and/or legal action. All staff are to report any suspicion of unauthorized access to the Technology Director.

Consequences for Violations

The consequences for violating the Acceptable Use Policy will be dependent on the severity of the violation. Violations of a serious nature may result in automatically receiving a second, third or fourth offense consequence. The violator and violator's parent/guardian will also be required to sign a technology use infraction form for each violation, and the violator will not have his or her computer privileges restored until this form is turned in to the building computer teacher. The consequences for infractions will be, but are not limited to:

1. First Offense – Loss of all computer privileges for up to 5 school days.
2. Second Offense – Loss of all computer privileges for up to 10 school days.
3. Third Offense – Loss of all computer privileges for 11 to 90 school days.
4. Fourth Offense – Loss of all computer privileges for one school year.

In addition to the above consequences, the school district gives the following notice to violators:

1. The time periods for loss of computer privileges may carry over to the next year if the school year ends before the removal time has elapsed.
2. Violators may be held responsible for any costs, liabilities, or damages incurred while using the computer system and/or Internet.
3. The school district reserves the right to administer other disciplinary actions if it is deemed necessary. This may include disciplinary or legal action including, but not limited to, criminal prosecution under appropriate federal and state laws. Violation of federal or state law will be reported to the proper enforcement authorities.

Disclaimers

1. DRSD makes no warranties of any kind, whether expressed or implied, for the service it is providing.
2. DRSD will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by users' errors or omissions and/or system failure.
3. Use of any information obtained or provided by the user via the Internet is at the user's own risk. DRSD specifically denies any responsibility for the accuracy or quality of information obtained through its services.
4. The district and its staff cannot guarantee that all electronic materials accessed by users will be educationally appropriate.
5. The district cannot guarantee that electronic work produced or accessed by users is safe from loss or electronic corruption, including delays, misdirection, or intrusion.
6. The district cannot guarantee that any electronic messages sent or received by users will be private. Any message may become public knowledge.
7. The district will not be liable for any harm or damages, consequential or otherwise, arising from use of electronic resources.
8. Parents are advised that such student access may not be continuously monitored
9. DRSD will filter but will not continuously monitor school issued devices off campus.

DRSD Internet Publishing Policy

As DRSD continue to strive to provide your son or daughter with enriching and innovative educational programs, your son/daughter will have the opportunity to post his/her work and photograph on the Internet. This exciting opportunity will allow your son or daughter's school project to be viewed by others around the world. Student work will be published with only the first name of your child being published.

Group and individual pictures of your child are taken quite often for classroom and co-curricular activities. Group and individual pictures may be published to the Internet, no first or last names will be used to identify the picture.

There may be unique circumstances in which a parent may not want their child's work and/or picture published on the Internet. If it is your desire not to have your child's work and/or picture published on the Internet, please make sure to select the appropriate check box in the Media appearance section at the conclusion of this document.

Technology Home Use/Online learning Agreement

The Dell Rapids School District recognizes certain instances may require students to bring district technology home for educational use. The Dell Rapids School District will allow certain technology devices to leave campus under strict guidelines that must be agreed upon by the student, and parent or guardian of that student.

Terms and Conditions.

- 1.School District owned devices are for educational use only and must be used for that sole purpose. Any other use of this device other than schoolwork is a violation of this agreement and will result in disciplinary action.
- 2.The contracted term starts when the user accepts possession of the equipment. The contracted term ends when the equipment is returned to the school district.
- 3.All users on or off campus must comply with the School District's Acceptable Use Policy, State & Federal laws and regulations, and all other District policies. Regulations will not be bound by time, date and or location. Failure to comply with the above-mentioned policies, rules, laws and regulations may result in disciplinary action, but are not limited to, suspension or revocation of privileges, suspension and/or expulsion, or as deemed appropriate by building principals. Consequences may include legal action by law enforcement.
- 4.All damages to devices and related hardware that occur while in the possession of the contracted user are the responsibility of the contracted user. The user understands that even if the he or she is not solely at fault for damages, the user is responsible for all costs to repair damages that occurred during user's contracted possession of this equipment. The contracted user, parents, or guardians understand that if a device is damaged beyond repair the user will also be accountable for the full replacement cost of the device listed in the agreement. Furthermore, if the device is stolen during the contracted term, the user will be accountable for the full replacement cost of the device. While not required, purchasing the Dell Rapids School Districts Device Computer Insurance Plan is strongly recommended to help offset any financial fines associated with damages that may occur while in the terms of this agreement.
- 5.While the Dell Rapids School District has off site filtering in place to help prevent unwanted web results, no system is completely failsafe. It is impossible to guarantee complete protection from all internet traffic and search results. It is important for parents or guardians to play a supervisory role while their student is online. If it happens that a user comes across material, they feel is inappropriate, dangerous, demeaning, or uncomfortable, the user should contact district staff as soon as possible to report the issue. IT staff will work to correct the issue; however, the Dell Rapids School District will not be held responsible for any unwanted results or traffic found on the internet.
- 6.Dell Rapids School District devices have been imaged with the appropriate software and device settings for school use. Users are not allowed to change, add, delete, or modify any settings, software, or hardware.
7. District owned devices that are assigned to a user are on loan to that user and will remain the property of the Dell Rapids School District.
8. District owned devices and accessories must be returned to the district when requested, if the agreement is terminated, or when the term of the agreement has expired.
- 9.Please leave all school and factory labeling on the device. If the tags have come off, please return the device\ accessory to the tech office immediately so that they may be reattached.

Acceptable Use Policy Signature Form

In support of its mission of teaching, education, research, and public service, the DRSD provides access to computing and information resources for students, faculty, administration and community. During school hours (8:00 a.m. to 4:00 p.m.) the computing and information resources at DRSD are to be used for educational purposes only. Educational purposes include academic research, completing class assignments and software training. Use of the DRSD system for entertainment, commercial solicitation, social networking, or other inappropriate activities is prohibited at any time. Blogging, Tweeting, E-mail and chatting are to be used only with the supervising teacher present. Our goal is to provide all students with appropriate access to our system according to the needs of their classes. Access to technology is a privilege and therefore the DRSD reserves the right to limit, restrict or extend computing privileges and access to its information resources.