



Electronic Technologies Acceptable Use Policy Handbook

Mission Statement

The mission of Independent School District 309 (a partnership of communities) is to:
work together to prepare today's learners for tomorrow's challenges through:
sharing of ideas and acceptance of diversity, efficient use of resources, including staff, finances, curriculum,
physical plant, technology and area wide support services,
thereby providing for maximum academic and personal growth.

Park Rapids Area Schools Acceptable Use Policy Electronic Technologies

Parents and students must sign this policy. No student is allowed computer/internet/e-mail access without a signed form.

Letter to Parent(s)/Guardian(s) Regarding Student Use of Computers, Local Area Network, Internet and e-mail:

Dear Parent(s)/Guardian(s),

We have the ability to enhance your child's education through the use of technology and District 309 provides one of the most technologically advanced fiber optic networks in the area. We also have the ability to provide access to the World Wide Web, commonly referred to as "The Internet", or "Net". The Internet offers vast, diverse, and unique resources. Independent School District #309's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Your authorization is needed before your child may use this resource.

Our Local Area Network and Internet access electronically connects computers throughout the world. Students and teachers have access to information from government sources, research institutions, and other sources including libraries, the catalog to the Library of Congress, and the Educational Resources Information Clearinghouses (ERIC).

With this educational opportunity also comes responsibility. You and your child should read the attached Policy *Authorization for Electronic Technology* and discuss it together. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions.

District 309 takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. However, on the Internet, it is impossible to control all material and a user may discover inappropriate material. Ultimately, parent(s)/guardian(s) are responsible for setting and conveying the standards that their child should follow. District 309 supports and respects each family's right to decide whether or not to authorize Internet access. See the District Approved Policy 524 – Internet Use and Acceptable Use Policy either in the District Office, or the website <http://www.parkrapids.k12.mn.us>

Please read and discuss the *Authorization for Electronic Technology Use, Local Area Network Use and Internet Access* with your child. If you agree to allow your child to have an Internet account, **Sign the Student Online Acceptable Use Consent form** and return it to the building Office.

Sincerely,

Administrative Team

Electronic Technologies Acceptable Use Policy 524

I. Purpose

This policy sets forth policies, parameters and guidelines for access to the district's electronic technologies, use of personal electronic devices within the district, electronic communications, use of the district's network, Internet, and social networking tools.

II. General Statement of Policy

In making decisions regarding employee and student access to the district's computer network, use of electronic technologies and Internet, the district considers its own educational mission, goals and strategic direction. Access to the district's computer network and Internet enables students and employees to explore libraries, databases, web pages, other online resources, and exchange messages with people around the world. The district expects its instructional staff to blend safe and thoughtful use of the district's computer network, educational technologies and the Internet throughout the curriculum, providing guidance to students.

III. Educational Purposes

The district purpose in offering access to the district's electronic technologies or use of personal technology devices for students and employees is more specific than providing them with general access. Use of the district's electronic technologies is for educational purposes. Students and employees are expected to use electronic technologies to further the district's educational mission, goals and strategic direction. Students and employees are expected to use the district's electronic technologies to support classroom activities, educational research or professional enrichment.

Use of the district's electronic technologies is a privilege, not a right. Misuse of the district's electronic technologies may lead to discipline of the offending employee or student. The district's network, an educational technology, is a limited forum; the district may restrict speech for educational reasons.

IV. Use of System is a Privilege

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges, payments for damages and repairs, discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other acceptable laws.

V. Guidelines in Use of Electronic Technologies

- A. Electronic technologies are assets of the district and are protected from unauthorized access, modification, destruction or disclosure. Use of personal devices, while on district property, is subject to all policies and guidelines, as applicable, plus any state and federal laws related to Internet use, including copyright laws.
- B. The district reserves the right to monitor, read or copy any item on or using the district's electronic technologies, including its network.
- C. Students and employees will not vandalize damage or disable any electronic technology or system used by the district.
- D. By authorizing use of the district system, the district does not relinquish control over materials on the system or contained in files on the system.
- E. Users should not expect privacy in the contents of personal files on the district system.
- F. Routine maintenance and monitoring of electronic technologies, including the district network, may lead to a discovery that a user has violated this policy, another school district policy or the law.

VI. Unacceptable Uses of Electronic Technologies and District Network

The following uses of district electronic technologies while either on or off district property and/or personal electronic technologies while on district property and district network ("electronic technologies") are considered unacceptable:

- A. Users will not use electronic technologies to create, access, review, upload, download, complete, store, print, post, receive, transmit or distribute:
 1. Pornographic, obscene or sexually explicit material or other visual depictions;
 2. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or sexually explicit language;
 3. Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 4. Materials that use language or images that advocate violence or discrimination toward other people or that may constitute harassment, discrimination or threatens the safety of others;
 5. Orders for shopping online during time designated as work time by the district; and
 6. Storage of personal photos, videos, music or files not related to educational purposes for any length of time.

- B. Users will not use electronic technologies to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
- C. Users will not use electronic technologies to engage in any illegal act or violate any local, state or federal laws.
- D. Users will not use electronic technologies for political campaigning.
- E. Users will not use electronic technologies to vandalize, damage or disable the property of another person or organization. Users will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses, engaging in “spamming” or by any other means. Users will not tamper with, modify or change the district system software, hardware or wiring or take any action to violate the district’s security system. Users will not use the district’s electronic technologies in such a way as to disrupt the use of the system by other users.
- F. Users will not use electronic technologies to gain unauthorized access to information resources or to access another person’s materials, information or files without the implied or direct permission of that person.
- G. Users must not deliberately or knowingly delete a student or employee file.
- H. Users will not use electronic technologies to post information in public access areas regarding private or confidential information about another person. Private or confidential information is defined by board policy, state law, and federal law.
 - 1. This paragraph does not prohibit the posting of employee contact information on district web pages.
 - 2. This paragraph does not prohibit communications between employees and other individuals when such communications are made for legitimate education reasons or personnel-related purposes (i.e. communications with parents or other staff members related to students).
 - 3. This paragraph specifically prohibits the use of electronic technologies to post private or confidential information about another individual, employee or student, on social networks.
- I. Users will not repost or resend a message that was sent to the user privately without the permission of the person who sent the message.
- J. Users will not attempt to gain unauthorized access to the district’s electronic technologies or any other system through electronic technologies, attempt to log in through another person’s account, or use computer accounts, access codes or network identification other than those assigned to the user. Users must keep all account information and passwords private.
- K. Messages and records on the district’s electronic technologies may not be encrypted without the permission of director of media and technology services.
- L. Users will not use electronic technologies to violate copyright laws or usage licensing agreements:
 - 1. Users will not use another person’s property without the person’s prior approval or proper citation;
 - 2. Users will not download, copy or exchange pirated software including freeware and shareware; and
 - 3. Users will not plagiarize works found on the Internet or other information resources.
- M. Users will not use electronic technologies for unauthorized commercial purposes or financial gain unrelated to the district’s mission. Users will not use electronic technologies to offer or provide goods or services or for product placement.

VII. User Notification

Users will be notified of the district policies relating to Internet use. This notification must include the following:

- A. Notification that Internet use is subject to compliance with district policies.
- B. Disclaimers limiting the district’s liability relative to:
 - 1. Information stored on district disks, drives or servers.
 - 2. Information retrieved through district computers, networks or online resources.
 - 3. Personal property used to access district computers, networks or online resources.
 - 4. Unauthorized financial obligations resulting from use of district resources or accounts to access the Internet.
- C. A description of the privacy rights and limitations of district sponsored or managed Internet accounts.
- D. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed.
- E. Notification that should the user violate the district’s acceptable use policy, the user’s access privileges may be revoked, academic sanctions may result, school disciplinary action may be taken, and/or appropriate legal action may be taken.
- F. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.
- G. Family Notification
 - 1. Notification that the district uses technical means to limit student Internet access however, the limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 - 2. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student or the student’s parents.

VIII. Students

- A. Internet Use Agreement
 - 1. The proper use of the Internet and educational technologies and the educational value to be gained from proper usage is the joint responsibility of students, parents and employees of the district.

2. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a district account or educational technologies to access the Internet.
 3. The Internet Use Agreement form (see Appendix VI) for students must be read and signed by the student and the parent or guardian. The agreement must be signed in order to be granted access to the Internet via the district network. This policy requires that the signed, up-to-date form be retained electronically or physically.
 4. A physical or electronic signature is required when the student begins in the district, in Kindergarten, in 5th grade and in 9th grade.
 5. Students have access to Internet resources while on district property.
 6. Students using social networking tools and curriculum content management software for a teacher's assignment are required to keep personal information as stated above out of their postings (see Section V.H).
 7. Students using educational technologies for social networking are limited to educational purposes and must follow the Online Code of Ethics (Appendix I).
- B. Parents' Responsibility; Notification of Student Internet Use. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with other technology information sources. Parents are responsible for monitoring their student's use of the district system and district educational technologies, even if the student is accessing the district system from home or a remote location.

IX. Guest Access and Internet Use

- A. Guest access to the district's open wireless network is provided as a service to the community, and is subject to all district policies and guidelines, plus any state and federal laws related to Internet use, including copyright laws.
- B. Guest access provides limited bandwidth, filtered for the following services:
 1. Web access (http and https)
 2. Email services (pop, imap)
 3. Virtual private network services (VPN)
- C. Limited technical support is provided for guest access and is identified in the service level agreement found on the district technology website.

X. District Web Presence

The district website was established to provide a learning experience for employees and students and to provide a venue for communications with parents and the community.

Student Web Content

1. Students may create web pages as part of classroom activities with teacher supervision.
2. Student web pages must follow the Online Code of Ethics, Appendix I and include the following notice: "This is a student-produced web page. Opinions expressed on this page are not attributable to the district."
3. The classroom teacher will monitor all student-produced web content and remove inappropriate material.
4. A classroom teacher or advisor will review student-produced web pages to determine if the contents should be removed at the conclusion of the course grading period, or activity.

The district provides teachers with password-protected, online social media tools that can be used for instruction. Teachers may also elect to use other social media tools for the purpose of instruction in accordance with Policy 524, Electronic Technologies Acceptable Use Policy/Internet Acceptable Use and Safety Policy.

The District's Facebook presence creates an accessible communications outlet, providing district news, facilitating district-related discussion by the community, and guiding viewers to departmental websites at www.parkrapids.k12.mn.us. These guidelines are used in conjunction with Policy (Electronic Technologies Acceptable Use) and all other district policies.

The District will provide balance in topics shared on its Facebook webpage. District posts will highlight information relevant to and of interest to the community as a whole. Postings may also include prompts or questions relevant to the work and mission of the district that are intended to engage the community in the work of the district.

XI. Limited Expectation of Privacy

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the

right to request the termination of their child's individual account at any time.

- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

XII. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

XIII. Filter

- A. With respect to any of its computers with Internet access, and personal devices accessing the district network, the district will follow the guidelines provided by the Children's Internet Protection Act, and will monitor the online activities of users and employ technology protection measures during any use of such computers by users. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of the genitals; and
 - 3. Taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

XIV. Liability

Use of the district's educational technologies is at the user's own risk. The system is provided on an "as is, as available" basis. The district will not be responsible for any damage users may suffer. The district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system, nor is it responsible for damages or injuries from improper communications or damage to property used to access school computers and online resources. The district will not be responsible for financial obligations arising through unauthorized use of the district's educational technologies or the Internet.

By this language, as a public governmental entity, the indemnity clause of Facebook's Statement of Rights and Responsibilities is nullified.

XV. Parents' Responsibility; Notification of Student Internet Use

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access.
- C. This notification includes:
 - 1. A copy of the user notification form provided to the student user.
 - 2. A description of parent/guardian responsibilities.
 - 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 - 4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.

5. A statement that the school district's acceptable use policy is available for parental review.

The complete Internet Acceptable Use and Safety Policy, Policy 524, can be found on our district website as well as on file in the superintendent's office.

Appendix I

ONLINE CODE OF ETHICS (STUDENTS AND STAFF)

In the Park Rapids Area Schools, it is important to use information and technology in safe, legal, and responsible ways. We embrace these conditions as facets of being a digital citizen and strive to help students develop a positive digital footprint.

1. Students accessing or using products including but not limited to blogs, wikis, podcasts, Google applications and Moodle for student assignments are required to keep personal information out of their postings.
2. Students will select online names that are appropriate and will consider the information and images that are posted online at an age appropriate level.
3. Students will not log in to the network as another classmate.
4. Students using Web 2.0 tools will treat these tools as a classroom space. Speech that is inappropriate for class is not appropriate on Web 2.0 tools. Students are expected to treat others and their ideas online with respect.
5. Assignments on Web 2.0 tools are like any other assignment in school. Students, in the course of completing the assignment, are expected to abide by policies and procedures in the student handbook, including those policies regarding plagiarism and acceptable use of technology.
6. Student blogs are to be a forum for student expression; however, they are first and foremost a tool for learning. The district may restrict speech for valid educational reasons as outlined in board policy.
7. Students will not use the Internet, in connection with the teacher assignments, to harass, discriminate, bully or threaten the safety of others. If students receive a comment on a blog or other Web 2.0 tool used in school that makes them feel uncomfortable or is not respectful, they must report this to a teacher, and must not respond to the comment.
8. Students accessing Web 2.0 tools from home or school, using school equipment, will not download or install any software without permission, and not click on ads or competitions.
9. Students should be honest, fair and courageous in gathering, interpreting and expressing information for the benefit of others. Always identify sources and test the accuracy of information from all sources.
10. Students will treat information, sources, subjects, colleagues and information consumers as people deserving of respect. Gathering and expressing information should never cause harm or threaten to be harmful to any person or group of people.
11. Students are accountable to their readers, listeners and viewers and to each other. Admit mistakes and correct them promptly. Expose unethical information and practices of others.
12. School board policies concerning acceptable use of electronic technology include the use of these Web 2.0 tools for school.
13. Failure to follow this code of ethics will result in academic sanctions and/or disciplinary action.

Revised: 7/24/13

Appendix VI

STUDENT ONLINE ACCEPTABLE USE CONSENT FORM

Grade _____ Graduation Year _____ Advisor/Teacher _____

Student

By signing below, I agree to follow Park Rapids Area Schools' Electronic Technologies Acceptable Use policy. I understand that my use of the network is a privilege and requires proper online etiquette. I further understand that misuse of the network will result in disciplinary action.

Student Name (PRINT) _____

Student's Signature _____

School Building _____

Parent or Guardian

I give permission for my child to have access to the Internet using the district's computer network. I also understand that some material accessible through the interconnected systems may be inappropriate for school-age students. I agree to defend, indemnify and hold harmless Park Rapids Area Schools from any and all claims arising out of or related to the use of this interconnected computer system. I further understand that I have the right to withdraw my approval in writing at any time.

Parent/Guardian Name (PRINT) _____

Signature of Parent/Guardian _____

Date _____

Return this form to your school's Office.