

# **Fremont School District 79**

## **Acceptable Technology Use Procedures for Students**

### **A. Acceptable Use**

All users of the District's Electronic Networks (System) must comply with the District's Acceptable Technology Use Procedures for Students, as amended from time to time.

Access to the System is provided to students for educational purposes and business of the district. Personal use is prohibited except for set forth herein.

The System shall include all computer hardware and software owned or operated by the District, files stored on District file servers, workstations, cloud storage, other storage devices, District network (both wired and wireless), District electronic mail, the District website, District social media and District endorsed online services. "Use" of the System shall include use of or access to the System from any electronic device including remote access (secure entry to the System from a location outside of the system).

### **B. Privacy**

Students have no expectation of privacy in their use of the System. The District has the right to access, review, copy, delete, or disclose, as allowed by law, any files stored on or processed by District file servers, or the District's network, workstations, cloud storage and other storage devices. The District has the right to access, review, copy, delete, or disclose, as allowed by law, any message sent, received, stored or processed by the District's electronic mail system. The District has the right to and does monitor use of the System by students including students' access to the Internet to determine whether the use is consistent with federal and state laws and District policies and procedures.

### **C. Privileges**

Access to the System is provided as a privilege by the District and may be revoked at any time. Inappropriate use may result in discipline, including the loss of System use privileges.

The System, including all information and documentation contained therein, is the property of the District, except as otherwise provided by law.

### **D. Prohibited Use**

Listed below are some prohibited uses of the System. Any prohibited use of the System may result in discipline. The System shall not be used to:

1. Engage in activities which are not related to District educational purposes or the District's business;

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2. Access, retrieve, create, disseminate, or view obscene, profane or indecent or sexually explicit materials;
3. Access, retrieve, create, disseminate, or view any material in violation of any federal or state laws or regulations or District policies, procedures or rules. This includes, but is not limited to: improper use of copyrighted material; improper use of the System to commit fraud, or with the intent to commit fraud; improper use of passwords or access codes; or disclosing private information such as: the full name, address, or phone number of any student, or user;
4. Transfer any software to or from the System without authorization from the District administrator or designee;
5. Engage in for-profit or non-school sponsored commercial activities, including advertising or sales;
6. Harass, threaten, intimidate, bully or demean an individual or group of individuals because of gender, color, race, religion, disability, national origin, sexual orientation, ancestry, marital status, military status (including unfavorable discharge), gender-related identity or expression, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic;
7. Disrupt the educational process, including use that is reasonably foreseeable to result in a disruption, or interfere with the rights of others at any time, either during school hours or outside of school hours;
8. Disrupt or interfere with the System;
9. Forge or improperly alter any data that is part of the System or has been processed by the System, use an account owned by another user, or disclose a user's individual password;
10. Invade the privacy of any individual, including violating federal or state laws regarding limitations on the disclosure of student records;
11. Send nuisance electronic mail or other online messages such as chain letters, pyramid schemes, or other unwelcome messages;
12. Send mass electronic mail to multiple users without prior authorization by the appropriate District administrator;
13. Post material on the District's website, or District approved online services without the authorization of the appropriate District administrator;
14. Wastefully use resources, such as file space;

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15. Post anonymous messages; and
16. Access the System while privileges are suspended or revoked.

**E. Created Content**

Any website created by a student using the System must be part of a District-sponsored activity, or otherwise be authorized by the appropriate District Administrator. All content, including links, of any website created by a student using the System must receive prior approval by the appropriate District administrator. All content of a website created by an student using the System must conform to these Acceptable Use Procedures and must be ADA compliant.

**F. Indemnification**

The student and parent/guardian agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees incurred by the District relating to, or arising out of any violation of these procedures.

**G. Security and User Reporting Duties**

Security in the System is a high priority and must be a priority for all students. Students are prohibited from sharing their login IDs or passwords with anyone. Any attempt to login as another user may result in the loss of privileges or disciplinary action as set forth in Section M of these procedures. A student who becomes aware of any security risk or misuse of the System must immediately notify an administrator.

**H. Vandalism**

Vandalism or attempted vandalism to the System is prohibited and will result in discipline as set forth in Section M of these Procedures, and possible legal action. Vandalism includes, but is not limited to, physical damage to the System, downloading, uploading, or creating computer viruses, and/or tampering with the District's data files and/or other users' files.

**I. Telephone Charges**

The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

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### **J. Network Etiquette**

The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others;
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language;
3. Do not reveal personal information, including the addresses or telephone numbers, of students;
4. Recognize that email is not private. People who operate the System have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities; and
5. Do not use the System in any way that would disrupt its use by others.

### **K. Copyright Web Publishing Rules**

Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

1. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer. If possible, the notice should also include the web address of the original source.
2. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of “public domain” documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
4. The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

### **L. Use of Email**

The District’s email system, and its constituent software, hardware, and data files, are owned and

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controlled by the District. The District provides email as an educational tool.

1. The District reserves the right to access and disclose the contents of any email account on its System, without prior notice or permission from the account's user.
2. Students should use the same degree of care in drafting an email message as would be put into a letter or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or document.
3. Electronic messages transmitted via the District's Internet carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District.

#### **M. Consequences For Violations**

An student who engages in use of the System or Internet in violation of state or federal law or Board policies or procedures, shall be subject to discipline as deemed appropriate by District Administration including but not limited to: (1) suspension or revocation of System privileges; (2) payment for damages or repairs; and (3) other discipline up to and including termination, and referral to law enforcement authorities or other legal action in appropriate cases. Misuse of the System by a student may be considered gross misconduct.

#### **N. Internet Safety**

Internet access is limited to only those acceptable uses as detailed in these procedures. Internet safety is almost assured if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

#### **O. Disclaimer**

The District makes no warranties of any kind whether express or implied for the System. The District is not responsible for any damages incurred, including the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the System is at the student's own risk. The District is not responsible for the accuracy or quality of information obtained through the System. The District is not responsible for any user's

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intentional or unintentional access of material on the Internet, which may be obscene, indecent, or of an inappropriate nature. These procedures are subject to change to ensure continued compliance to federal, state, or local regulations and are subject to review and alteration as becomes necessary for the routine operation of the school.

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**Authorization for Access to the District's Technology**

**Students must have a parent/guardian read and agree to the following before being granted unsupervised access:**

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The failure of any student to follow the terms of the Fremont School District 79 Acceptable Technology Use Procedures for Students may result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

I have read this Authorization form. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the Fremont School District 79 Acceptable Technology Use Procedures for Students with my child. I hereby request that my child be allowed access to the District's technology, system and electronic networks, including the Internet.

\_\_\_\_\_  
Parent/Guardian Name (please print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Students must also read and agree to the following before being granted unsupervised access:**

I understand and will abide by the Fremont School District 79 Acceptable Technology Use for Students. I understand that the District and/or its agents may access and monitor my use of the District's technology, system and electronic networks, including the Internet, my email and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the District's technology, system and electronic networks, including the Internet.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date