

## Okanogan School District #105

### Board Procedure 2022F2

2019-2020

#### Student Acceptable Use Policy for School Computer, Internet and E-Mail

Okanogan School District 105 offers students access to a computer network for Internet access, electronic mail (e-mail) and other software programs. To gain access to the computers, Internet and e-mail, all users must obtain parent/guardian permission as verified by the signatures on this form. Should a parent/guardian prefer that a student not have Internet access and/or e-mail, use of the computers is still possible for purposes such as word processing. We support and respect each family's right to decide whether or not to apply for access.

#### WHAT IS POSSIBLE?

Access to the Internet and e-mail enables users to explore thousands of libraries, databases, museums, and other sources of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the intention of Internet access at school is to use those resources for constructive educational goals, users may find ways to access other materials. The Okanogan School District has integrated filtering software to minimize that occurrence. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children follow when using media and information sources.

#### WHAT IS EXPECTED?

Users are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are public. General school rules for behavior and communications apply. It is expected that users comply with district standards, rules and guidelines below. The use of the network is a ***privilege***, not a right, and may be revoked if abused. The user must also understand that use of the school computer network is for educational purposes only. Personal e-mail accounts will not be accessed nor personal business conducted on the school network. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The users are advised never to access, keep, or send anything that they would not want their parents or teachers to see. Violators of any of the rules or guidelines will be subject to discipline as outlined in the Okanogan School District Computer Use Discipline Plan. Only the Building Principal can make exception or change the discipline of a student who chooses not to follow the rules.

#### WHAT ARE THE RULES?

**Privacy** – Network storage areas may be treated like school lockers. Network administrators will review communications to maintain system integrity and insure that users are using the system responsibly. All users are expected to keep their **passwords confidential and not allow any others to log onto the network using their user IDs.**

**Inappropriate materials or language** – No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. Should users encounter such material by accident, they should report it to their teacher ***immediately.***

**Internet access** – Accessing the Internet, whether in the classroom, library or lab setting, is permitted ***only*** if a teacher or an adult aide is present and is aware of the user's Internet access. The Internet may only be accessed for school related research or activities. Chat room access is not allowed.

**E-Mail access** – Access to free Internet e-mail accounts i.e., hotmail, yahoo, etc., is not permitted. Students will be given a school e-mail account only if their teacher has a specific project that requires an e-mail account. Access to that e-mail account will be closed at the end of that quarter/semester.

### **SPECIFIC GUIDELINES:**

These are guidelines to follow to prevent loss of network privileges in the Okanogan School District.

1. The user agrees not to use any part of the District System to harm or disrupt other people, their work, any network, hardware, software, or data.
2. The user will not send, install, or create a computer virus or use the District System in a way that violates District Policy.
3. The user will keep their password confidential and will not reveal others' addresses, phone numbers, or passwords.
4. The user understands and agrees that their electronic mail (e-mail) and/or data on any district computer or media is **not** private and that the District has access to all mail and other data, including internet logs, and these may be reviewed by the District at any time.
5. The user may not use the District System for financial gain or to support or oppose political candidates, groups, or ballot measures.
6. The user will not access, submit, publish, display, and/or install on or through the District System any defamatory, harassing, obscene, sexually explicit, threatening, or illegal material or other material that is disruptive to the educational environment.
7. Users are prohibited from accessing any free mail systems (Hotmail, Yahoo Free Mail, etc).
8. The user is aware that some sites accessible through the District System may contain defamatory, inaccurate, abusive, obscene, sexually oriented, threatening, offensive, or illegal material and the user understands that the Okanogan School District does not condone the use of such materials. Users should be aware that the filtering software used by the district is not infallible and that users may be able to access inappropriate materials.
9. The user will not use the District System to encourage use of alcohol/controlled substances or violence against others or access sites that do so.
10. The user will treat the files of others as private and will not access anyone's folders, work, or files without permission of the Superintendent or designee.
11. The user will not attempt to use another person's login or password.
12. The user understands and consents to the fact that actions taken on or through the network may be recorded and replayed, including, but not limited to, audio and video recordings through teleconferencing, videoconferencing, and/or creation of multimedia projects.
13. The user agrees not to install any software on school district computers without prior written approval from Information Systems.
14. The user will not install or transmit copyrighted material through the District System illegally.
15. The user will not attempt to bypass any district filtering or security software including the use of

proxy sites. If users are caught bypassing the district filtering software their user account will be immediately suspended and the user will lose **all** computer privileges. When accessing other networks or systems through the District System the user will abide by all rules of that network or system.

16. The user understands that the District has the right to reformat any system's drives and/or remove/relocate any given data or computer at any time. Though every attempt will be made to save data from being lost, the District is not responsible for any loss of data.
17. The user understands and agrees that use of the District System is at his/her own risk and the Okanogan School District is not liable for harm suffered by any party as a result of using the District System. Opinions, advice, services and all other information expressed or displayed by others on, through, or about the District System are not those of the Okanogan School District.
18. The user agrees to be accountable for their actions. If the user intentionally or recklessly inflicts any damage or harm on any portion of the District System or to any party through the District System, any computers, laptops, hardware, etc the user will be subject to discipline and restitution. If the user observes other users violating these terms and conditions, violators should be reported to their supervisor.
19. The user may not use the District System to participate in any activities that violate state or federal law, school district policy, or these Terms and Conditions.
20. The user understands that USB flash drives can be used at school if certain regulations are met. The user understands that **all** contents of the USB flash drive are not private and can be viewed by Okanogan School District staff members. The user agrees to transfer only documents pertaining to school work or projects, and will not transfer any software programs, music files or inappropriate material to the district network.
21. Students are prohibited from downloading anything off of the Internet on to District computers.
22. Students are prohibited from making any system changes which include desktop, background, screen savers etc.
23. **BE PREPARED** to be held accountable for your actions (which may include financial obligations) and for the loss of privileges if the above rules are violated!

.....

**Parent/Guardian**

Student Name \_\_\_\_\_

Grade \_\_\_\_\_

Teacher (elem only) \_\_\_\_\_

Please return this form to the appropriate office **only** if you have checked one or more of the questions listed below.

As a parent or guardian of a student in Okanogan School District 105, I have read the information on the appropriate use of computers at the school. (Questions should be directed to the principal for clarification.) By **not** turning in this form you and your child understand and agree to abide by the Acceptable Use Policy and recognize violation of this policy may result in disciplinary action including, but not limited to expulsion, revocation of network access and related privileges, and prosecution according to the RCWs and that your student will be held accountable for their actions.

**School Computer Use**

\_\_\_\_\_ As the parent or legal guardian of a student in Okanogan School District 105, I **do not** grant permission for my son or daughter to access networked computer services.

**Internet Use**

\_\_\_\_\_ My child may **not** use the Internet and e-mail while at school according to the rules outlined.

\_\_\_\_\_ I will **not** allow my child's work to be published on the Internet.

**Publication Policy**

Throughout the year, there are various events in which your child may be photographed (classroom activities, school events, etc.) We would like your permission to use these pictures or video and the child's name in newsletters, on the district's website, social media, area newspapers or displays. \_\_\_\_\_ **No, I do not give permission.**

**Notification Policy**

The district now uses SchoolMessenger to contact parents/guardians regarding emergencies. We also send automated notices in the case of unexcused absences and low lunch account balances to the primary number given. We would also like to send general announcements (event reminders, etc.) to your primary number \_\_\_\_\_ **No, I do not give permission.**

*Note: If at any time you wish to change the number used for these announcements, contact (509) 422-3629.*

**Parent/Guardian Name (Print):** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_