

SUBJECT: ACCEPTABLE USE POLICY FOR TECHNOLOGY

The Sweet Home Central School District provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in the Sweet Home Schools by facilitating resource sharing, innovation and communication with the school community and with the larger global community. The technological resources provided by the District will enhance the educational experience of our students by allowing the users to observe events as they occur around the world, interact with others on a variety of subjects, acquire access to current and in-depth information and generate unique forms and products to express and support ideas.

The technology resources provided by the District include, but are not limited to, computer networks and connections, the resources, tools and learning environments made available by or on the networks, and any and all devices provided by the District that connect to those networks.

Expectations for Use of School District Technological Resources

The use of technology resources is a privilege, not a right and the intent of this policy is to ensure that students and staff use of these resources stay within the bounds of safe, legal and responsible use. This policy applies to all District provided technological resources, regardless of whether such the use of these resources occur on or off School District property. With this privilege comes responsibility. Individual users of the District's technological resources are responsible for their behavior and communications when using those resources or when willfully allowing others to use them. Violation of this policy may result in a loss of access as well as possible disciplinary or legal action.

Responsible use of technological resources is use that is ethical, respectful, academically honest, and supportive of student learning. Each user is expected to be respectful of others both in the physical confines of the learning community as well as in the virtual community that exists through the Internet. This acceptable use policy maintains and builds upon all District standards for conduct of students and staff as established by applicable Board of Education policies, the Student *Code of Conduct*, and other regulations and school rules that may apply.

All students and employees must be informed annually of the requirements of this policy and how one may obtain a copy of this policy. Before taking possession of any District owned resource, employees, students and legal guardians of students must sign a statement indicating that they understand and will comply with these requirements. Failure to adhere to these requirements will result in disciplinary action, including revocation of privileges. Willful misuse may result in disciplinary action, and/ or criminal prosecution under applicable local, state and federal laws.

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SUBJECT: ACCEPTABLE USE POLICY FOR TECHNOLOGY (Cont'd.)**All Users of the Sweet Home Central Schools Technology Resources will:**

- a) Maintain respectful and appropriate use of technology resources.
1. Responsible use of technological resources is use that is ethical, respectful, academically honest, and supportive of student learning.
 2. Users may not send electronic communications fraudulently (i.e., knowingly misrepresenting the identity of the sender).
 3. Students use of District resources off school property will be governed by the same regulations and expectations governing use on school property.
 4. Users will not attempt to learn or utilize the passwords of other users or network administrators.
 5. Users will not attempt to gain unauthorized access to the network.
 6. Users will not read or modify files of other users (the System Administrator does have the right to access files, Internet, email etc. for the purpose of updating and monitoring District technology resources).
 7. Students may not reveal personally identifying information, or information that is private or confidential, such as home address or telephone number, credit or checking account information or social security numbers of themselves or other students.
 8. Users will not use any system resources to capture any formal or informal school related event on a video or audio file without the consent of the building principal or his or her authorized designee such as a teacher or qualified staff member.
 9. Users will not utilize system resources for illegal activities, or in support of illegal activities.
- b) Respect legal copyright and license agreements.
1. Users will not make copies of any licensed programs.
 2. Users will not install their own software on District computers or networks without authorization from the District Technology Administrator.
 3. Users will not install or use any Internet-based file sharing program designed to facilitate unauthorized sharing of copyrighted materials.

(Continued)

SUBJECT: ACCEPTABLE USE POLICY FOR TECHNOLOGY (Cont'd.)

4. Users will not take credit for resources found while utilizing the Internet.
 5. Users will not violate copyright laws.
- c) Respect the Sweet Home Central School District's network.
1. Users issued a system account are responsible for the proper use of District technology.
 2. Users should not access, attempt to access or use another person's system account.
 3. Users will not attempt to read, delete, copy or modify the electronic mail of the other users.
 4. Users must purge, delete or eliminate electronic mail or outdated files on a regular basis.
 5. Users will not develop or use programs to harass others or infiltrate the system or alter software of hardware on the network.
 6. Users will not copy or modify server or network system files.
 7. Users will not use anonymous proxies to circumvent the District's content filtering.
 8. Users will not willfully attempt to alter any District imposed settings utilized to manage student and staff information, technology accounts or usage.
- d) Respect the utilization of Internet/telecommunications.
1. Users must comply with all applicable laws, including those related to copyrights and trademarks, confidential information, and public records. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism as stated in the *Code of Conduct*.
 2. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics, (including still or moving pictures) , sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors. All use of District technological resources must comply with all policies related to prohibitions against discrimination, harassment and bullying.

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SUBJECT: ACCEPTABLE USE POLICY FOR TECHNOLOGY (Cont'd.)

3. Users will not use inappropriate language when using the internet or e-mail via the network. Inappropriate language includes, but is not limited to: profanity, vulgarity, ethnic or racial slurs, sexually oriented and/or any other inflammatory language which is prohibited by the *Code of Conduct*.
 4. Users will not intentionally send or willingly receive inappropriate, obscene or hateful messages or any other offensive material, including pornography, using any technological resource to other users.
 5. Users will not misuse internet/telecommunications.
 6. Users will not employ the network for commercial purposes.
- e) Respect materials and resources for educational purposes.
1. Users will not misuse the District's technology resources.
 2. Users will properly utilize time associated with technology use and will not waste resources/supplies provided.
- f) Respect and maintain District network, computers and technology resources.
1. Users will not connect any personal technologies to the District's network without permission of a building or District Office administrator. Such permission may be granted only for educational purposes.
 2. Users will not abuse computer or network hardware.
 3. Users will not attempt to destroy District equipment or materials, delete data or degrade or disrupt system performance.
 4. Users of School District technology resources are expected to respect School District property and be responsible when using the equipment. Users are to follow all instructions regarding maintenance and care of the equipment. The District is responsible for any routine maintenance or standard repairs to District resources. Users may be held responsible for any loss or damage caused by intentional or negligent acts in caring for computers under their control.
 5. Students and staff who are issued District-owned hardware such as laptop computers or computer tablets are responsible for the proper maintenance and use of said hardware. Users of such hardware must agree to the following guidelines:

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SUBJECT: ACCEPTABLE USE POLICY FOR TECHNOLOGY (Cont'd.)

- (a) Keep the device secure and damage free. Use the protective case at all times.
 - (b) Do not leave the device unattended.
 - (c) Do not leave the device in a vehicle or outside.
 - (d) Do not use the laptop near pets or near water such as a sink, tub, toilet or pool.
 - (e) Do not remove or attempt to remove any marking which denotes the device as District property.
 - (f) Do not loan out the device or related materials.
 - (g) Do not load or attempt to load any software or software application onto the District owned device without the expressed consent of the system engineer.
6. Users will request approval for the purchase or acquiring of hardware or software for use on District technology from the Teacher on Special Assignment for Technology.
 7. Users will report missing, damaged or malfunctioning hardware or software to the Supervisor for Information Services.
 8. Users are responsible for making backups of any data files stored on the local hard drive.

Any and all violations or suspected violations of the Sweet Home Central School District Acceptable Use Policy for Technology will be brought to the building principal or District Administrator. Users found to be in violation of the Acceptable Use Policy (AUP) may be denied access to District technology and be subject to disciplinary action.

Policy Dissemination

A comprehensive copy of the District's Acceptable Use Policy for Technology will be available to all District employees, students and parents. The comprehensive policy will be available on the District website and summarized in District publications so that parents and the general community are informed and aware of the policy. Students at the elementary, middle and high school and their parents, on an annual basis will be informed of the rules that relate to them.