Acceptable Use Policy

Maple Valley Public Schools

ACCEPTABLE USE

The Maple Valley Public School believes network access plays an important role in the education of students; however, the network also contains content that is not appropriate for students and staff. The District has taken precautions, in accordance with federal law, to restrict students and staff access to obscene, pornographic, and/or harmful information through the use of software designed to block sites containing inappropriate material. While the District has taken preventive measures, it recognizes that it is not possible to fully guarantee that students and/or staff will never access objectionable materials.

Vision

It is the goal of the Maple Valley Public Schools to maximize learning for students using current technology. By introducing technology in our K-12 curriculum, we can continue to instruct students in the basics, promote active student-centered learning and equip students with 21st century skills. The use of technology, as a tool, improves the ability of students, teachers, administrators and the entire community to gather, use, and distribute information more efficiently and effectively.

Policy

Staff and students use of electronic communication tools include resources such as, but not limited to:

- Computers and related peripherals
- Personal Learning Devices (including iPads, Kindles, etc.)

- Networks including local, cloud based and cellular
- File and application servers both onsite and offsite (including OneDrive)

- Video networks, digital video camcorders, and cameras
- Telephone, cell phones, smart phones, smart watches
- Televisions, projectors, smartboards, and other audio-visual equipment

Use of these technologies must be consistent with academic expectations (students) and professional expectations (staff) of the Maple Valley Public Schools. Users are expected to adhere to the district policies as they apply to district and personal technology resources. Users are also required to comply with all local, state and federal laws that include regulations against computer/network hacking software piracy, copyright infringement, bullying and other illegal behaviors.

Education

The District shall provide education to students and staff about appropriate online behavior, including interacting with other individuals on social networking websites as well as cyberbullying awareness and response.

Monitoring Use

Network access is a privilege, not a right. Network storage areas shall be subject to the same scrutiny as school lockers for students. Staff and students shall have no expectations of privacy when using district computers and/or networks and shall use this technology solely for classroom/district related purposes. Network administrators may view files and communications to maintain the integrity of the system and to ensure proper and responsible use of the system. Teachers and administrators will exercise supervision of student use.

Prohibitions

The Maple Valley Public School prohibits technology uses, whether with district or personal technology used on district property, which violate this or other applicable conduct policies, disrupt district operations or services, or would be perceived by a reasonable person as an intent to inflict harm. Prohibited uses include, but are not limited to:

Accessing, downloading or publishing inappropriate files or sites and/or other inappropriate internet material;

Sending or posting harassing, insulting, threatening, alarming, or annoying content;

Using, sending or posting obscene language;

Violating the privacy rights of students and employees of the District

Vandalizing and/or tampering with district computers, technology equipment, and/or networks;

Violating copyright, trademark, trade secret, or other intellectual property laws;

Using another's password or representing oneself as another;

Hacking or any other form of unauthorized access to accounts, computer systems or files;

Using the network for political purposes as defined by state law, financial gain, and/or commercial purposes;

Loading or use of unauthorized games, programs, files, or other electronic media;

Attempting to breach network security or transmit viruses;

Using the network for any illegal activities;

Negligent release of confidential data;

Other actions deemed inappropriate and not in the best interest of the District, its employees, and students

Employee technology use, that is not specific to one's job duties, is acceptable under the conditions that it does not:

- Interfere with the performance of that employee's duties
- Create the appearance of impropriety
- Result in political or personal commercial purposes
- Increase unauthorized operational costs for the District

Privacy

Privacy is not guaranteed when using Maple Valley Public School technology, including the network. Files, communications (including email), and use history may be reviewed to maintain system integrity and ensure that users are adhering to this and any accompanying guidelines. The District will cooperate with local, state and federal authorities when necessary. All activity could fall under North Dakota open records laws except when the record is exempt or confidential under North Dakota Law.

Security

Any attempts to circumvent, disable, or misuse security systems are prohibited. If users identify a security problem, they should notify the technology department.

Social Media

Maple Valley Public School recognizes the increase use of social networking sites, including but not limited to Facebook, Twitter, Instagram, for sharing information among individuals. Persons who create social media accounts that represent Maple Valley Public School staff, groups, teams, or organizations, are solely responsible for the

monitoring, maintenance, and use of the page/account until it has been deactivated or until admin access has been transferred to another individual.

Violations

Violations of this policy, or any federal/state law, rule or regulation, may result in loss of network privileges, as well as further disciplinary action up to and including suspension or expulsion for students or termination of employment for staff, as determined by the Superintendent or designee.

Legal Disclaimer

Maple Valley Public School will not be responsible for damages users may suffer, including loss of data resulting from delay, non-delivery, or service interruptions; damages to personal property used to access school computers, networks, or on-line resources; or unauthorized financial obligations resulting from use of school accounts to access the Internet. Maple Valley Public School specifically denies any responsibility for the accuracy or quality of information obtained through Internet services.

Since all transactions conducted through district technology resources could be perceived as authorized district activities, users of district technology resources are responsible for respecting and adhering to local, state, federal and international laws. Any attempt to break those laws using district technology resources may result in legal action against the offender by the district, injured third parties and/or government authorities. If such an event should occur, the District will fully comply with any requests for information related to the legal proceeding, subject only to prohibitions of law. The Maple Valley Public Schools will not be held liable for the actions of users, which violate the conditions of this document.

The Maple Valley Public School reserves the right to inspect, review, or delete contents if it has reasonable causes to suspect that a student is using technology for illicit or illegal purposes, is in violation of policy, or for general maintenance. School authorities may conduct such inspections when they deem it necessary, without notice, without consent, and without a search warrant.