

## ***ELECTRONIC RESOURCES ACCEPTABLE USE POLICY***

These procedures are written to promote positive and effective digital citizenship among students and staff. Digital citizenship represents more than technology literacy: successful, technologically fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student and staff behavior online are no different than face-to-face interactions.

### **Electronic Devices (iPads, Chromebooks, Laptops, Etc.)**

- Students and Staff are not permitted to sync, power wash or "jailbreak" the Electronic Devices to alter the configuration or functionality that has been established by the District.
- The use of the Electronic Devices is a privilege that can be revoked. Inappropriate use or neglect of an Electronic Device can result in limits to or loss of use of the Electronic Device.
- Do not mark the Electronic Devices in any way with markers, stickers, etc.
- Do not insert foreign objects (paper clips, pens, etc.) into the ports (openings) of the Electronic Devices.
- Do not eat or drink near the Electronic Devices. There should never be any food or drink, including water, around the Electronic Devices.
- Make sure hands are clean before using the Electronic Devices – the screen should be regularly wiped clean with a dry clean, soft cloth – microfiber cloth is recommended but any soft cotton fabric will work. Please do NOT use commercial liquid or spray cleaners on the screen.
- When charging cable needs to be connected, be sure to line it up correctly when inserting and removing. Students and Staff are responsible for damage to the charger port or connector pin resulting from mishandling.
- If you have problems with your Electronic Device, stop using the device and ask the Technology Coordinator or a teacher for help.

### **Network**

The District network includes wired and wireless computers, devices and peripheral equipment, files and storage, e-mail and Internet content (blogs, websites, webmail, groups, wikis, etc.). The District reserves the right to prioritize the use of, and access to, the network.

Access to the network is a privilege, not a right. All use of the network must support education and research and be consistent with the mission of the District.

Acceptable network use by District students and staff includes:

- Creation of files, projects, videos, web pages and podcasts using network resources in support of educational research;
- Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support educational research;
- With parental permission, the online publication of original educational material, curriculum-related materials and student work. Sources outside the classroom or school must be cited appropriately;
- Staff use of the network for incidental personal use in accordance with all District policies and guidelines;
- Connection of staff personal laptops to the District network is allowed after checking with the technology director to confirm that the laptop is equipped with up-to-date virus software, compatible network card and is configured properly. The connection of any personal electronic device is subject to all guidelines in this document.

Unacceptable network use by District students and staff includes but is not limited to:

- Personal gain, commercial use, solicitation, and compensation of any kind;
- Liability or cost incurred by the District;
- Downloading, installation and use of games, audio files, video files or other applications (including shareware or freeware) without permission or approval from the technology director;
- Support or opposition for ballot measures, candidates and any other political activity;

- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software, and monitoring tools;
- Unauthorized access to other District computers, networks and information systems;
- Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
- Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacture);
- Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material; and
- Attaching unauthorized equipment to the District network. Any such equipment will be confiscated and destroyed.

The District will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or any other errors or omissions. The District will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the District's computer network or the Internet.

## **Internet Safety**

### *Personal Information and Inappropriate Content*

- Students and staff should not reveal personal information about themselves or other individuals, including a home address and phone number, on websites, blogs, podcasts, videos, wikis, e-mail or as content on any other electronic medium.
- No student pictures or names can be published on any class, school or District website unless the appropriate permission has been verified.
- If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.
- Posting, transmitting or viewing inappropriate (obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful) language or material is prohibited.

### *Filtering and Monitoring*

Filtering methods are used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Other objectionable material could be filtered. The determination of what constitutes "other objectionable" material is a local decision.

- Filtering methods are not always 100% effective. While filters make it more difficult for objectionable material to be received or accessed; filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites;
- Any attempts to defeat or bypass the District's Internet filter or conceal Internet activity are prohibited: proxies, https, special ports, modifications to District browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content;
- E-mail inconsistent with the educational and research mission of the District will be considered SPAM and filtered appropriately;
- The first line of defense in controlling access by minors to inappropriate material on the Internet is adult supervision and monitoring of student access to District computers;
- Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the District; and
- Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively.

## **Copyright**

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

Any published student work requires permission from the parent or guardian.

## **Network Security and Privacy**

### *Network Security*

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account, for authorized District purposes. Students and staff are responsible for all activity on their account and must not share their account password.

These procedures are designed to safeguard network user accounts:

- Change passwords according to District policy;
- Do not use another user's account;
- Do not insert passwords into e-mail or other communications;
- If you write down your account password, keep it out of sight;
- Do not store passwords in a file without encryption; and
- Log off when leaving the computer.

### *Student Data is Confidential*

District staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).

### *No Expectation of Privacy*

The District provides the network system, e-mail and Internet access as a tool for education and research in support of the District's mission. The District reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of:

- The network;
- User files and disk space utilization;
- User applications and bandwidth utilization;
- User document files, folders and electronic communications;
- Email;
- Internet access; and
- Any and all information transmitted or received in connection with network and e-mail use.

No student or staff user should have any expectation of privacy when using the District's network. Remote access/viewing to the District's equipment may be allowed by the network administrator at any time without prior consent. The District reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.

### *Archive and Backup*

Backup is made of all District e-mail correspondence for purposes of public disclosure and disaster recovery. Barring power outage or intermittent technical issues, staff and student files are backed up on District servers.

## **Disciplinary Action**

All users of the District's electronic resources are required to comply with the District's Electronic Resources Acceptable Use Policy and agree to abide by the provisions set forth herein. Any violations of the conditions of use explained in the District's Electronic Resources Acceptable Use Policy could be cause for disciplinary action, including suspension or expulsion from school and suspension or revocation of network and computer access privileges.