

## ACCEPTABLE USE

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

### Education

The district shall provide education to students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

### Monitoring Use

Internet access is a privilege, not a right. Network storage areas shall *be* subject to the same scrutiny as school lockers for students. Staff shall have no reasonable expectation of privacy when using district computers and/or networks and shall use this technology solely for work-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.

### Software

Personal software will not be installed on school-owned computers or the network. To prevent computer viruses from being transmitted throughout the system, there will be no unauthorized downloading of any software without the technology director's consent.

### Email

The e-mail system used in the Hettinger School Public District will only be Office365 K12 e-mail accounts.

### Prohibitions

The Superintendent or designee may take disciplinary measures when any of the following actions occur:

1. Using obscene language.
2. Accessing or creating pornographic files or sites and/or other inappropriate material.
3. Harassing, insulting, threatening, alarming, or attacking others:
4. Vandalizing/Damaging computers, computer systems, or computer networks.
5. Violating copyright, trademark, trade secret, or other intellectual property laws.
6. Using or participating in chat rooms or social networking sites for personal and/or non-curricular purposes.
7. Using another's password or representing oneself as another.
8. Trespassing into another's account, folders, work, or files.
9. Intentionally wasting network resources including, but not limited to, emailing chain letters, cryptocurrency mining, hosting gaming servers and/or broadcasting inappropriate messages.

10. Employing the network for political purposes as defined by state law, financial gain, and/or commercial purposes.
11. Revealing anyone's personal information such as, but not limited to, an address or phone number without appropriate consent. Students are prohibited from revealing personal information about themselves and/or others without obtaining written consent in accordance with the Federal Education Rights and Privacy Act and receiving administrative approval.
12. Other activities or actions deemed inappropriate and not in the best interest of the district, its employees, and students.

**Consent**

All students and staff must consent to this policy in writing (or digitally signed) prior to accessing district networks and/or computers.

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End of Hettinger Public School District Policy ACD..... Adopted: June 15, 2015