

STAFF AND STUDENT ACCEPTABLE USE OF TECHNOLOGY

The Ashley 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.

Vision

It is the goal of the Ashley School District to maximize learning for students through the use of current technology. By introducing technology in our K-12 curriculum, we can continue to instruct students in the basics, promote self-worth, promote active student-centered learning and equip students with present and future 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 student ("users") use of electronic communication tools include resources such as, but not limited to:

1. Computers and related devices
2. Personal Learning Devices (including iPads, Nooks, Kindles, etc.)
3. Networks
4. File and application servers
5. Video networks, digital video camcorders, and cameras
6. Telephone, cell phones, printers, fax and copy machines
7. Televisions, projectors and other audio visual equipment
8. ActivBoards

Use of these technologies must be consistent with academic expectations (students) and professional expectations (staff) of the Ashley School District. 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 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.

Prohibitions

The Ashley School District 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:

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. Damaging computers, computer systems, or computer networks;
5. Violating copyright, trademark, trade secret, or other intellectual property laws;
6. Using or participating in chat lines, chat rooms for personal and/or non-curricular purposes;
7. Using another's password or representing oneself as another;
8. Trespassing into another's folders, work, or files;
9. Intentionally wasting network resources including, but not limited to, emailing chain letters 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;
13. Loading or use of unauthorized games, programs, files, or other electronic media;
14. Performing any action which results in a compromise of the system security;
15. Using the network for any illegal activities;
16. Negligent release of confidential data

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

1. Interfere with the performance of that employee's duties
2. Create the appearance of impropriety
3. Result in political or personal commercial purposes
4. Increases unauthorized operational costs for the District

Sanctions

The building administrator, supervisor, and/or teacher is responsible for applying sanctions when this policy or any applicable federal or state law, rule, or regulation has been violated. Possible sanctions include, but are not limited to:

1. Removal of the student from class with loss of credit

2. Suspension
3. Termination of employment
4. Expulsion
5. Restitution for cost associated with repair of equipment, software or associated with improper use of district equipment or systems
6. Additional disciplinary action may be determined at the site or district level in line with existing discipline procedures
7. When applicable, law enforcement agencies may be involved

Documentation of all violations of this may be placed in the employee's personnel file or the student's academic file.

Consent

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

Privacy

Privacy is not guaranteed when using Ashley 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.

Notification

This policy shall be distributed following the guidelines set forth in BDA-E

Legal Disclaimer

Ashley School District 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. Ashley School District 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 through the use of 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 Ashley School District will not be held liable for the actions of users, which violate the conditions of this document.

The Ashley School District reserves the right to inspect, review, or delete contents if it has reasonable cause 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 search warrant.

Complementary Documents

- BDA-E, Policy Notification Regulations
- FFK, Suspension & Expulsion
- FFK-BR, Suspension & Expulsion Regulations

End of Ashley School District #9 Policy ACDA

Adopted: February 7, 2018