

Library, Media, and Technology ServicesInternet Usage**Personal Responsibility**

Access to electronic research requires students and employees to maintain consistently high levels of personal responsibility. The existing rules found in the District's Behavioral Expectations policy (Board Policy/Regulation 2610) as well as employee handbooks clearly apply to students and employees conducting electronic research or communication.

One fundamental need for acceptable student and employee use of District electronic resources is respect for, and protection of, password/account code security, as well as restricted databases files, and information banks. Personal passwords/account codes may be created to protect students and employees utilizing electronic resources to conduct research or complete work.

These passwords/account codes shall not be shared with others; nor shall students or employees use another party's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects employees and students from wrongful accusation of misuse of electronic resources or violation of District policy, state or federal law. Students or employees who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

**Acceptable Use**

The use of the District technology and electronic resources is a privilege, which may be revoked at any time. Staff and students are only allowed to conduct electronic network-based activities which are classroom or workplace related. Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software; alteration of system hardware or software; placement of unlawful information, computer viruses or harmful programs on, or through the computer system; entry into restricted information on systems or network files in violation of password/account code restrictions; violation of other users' rights to privacy; unauthorized disclosure, use or dissemination of personal information regarding minors; using another person's name/password/account to send or receive messages on the network; sending or receiving personal messages on the network; and use of the network for personal gain, commercial purposes, or to engage in political activity.

Students and employees may not claim personal copyright privileges over files, data or materials developed in the scope of their employment, nor may students or employees use copyrighted materials without the permission of the copyright holder. The Internet allows access to a wide variety of media. Even though it is possible to download most of these materials, students and staff shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain.

Access to electronic mail (E-mail) is a privilege and designed to assist students and employees in the acquisition of knowledge and in efficiently communicating with others. The District E-mail system is designed solely for educational and work related purposes. ***E-mail files are subject to review by District and school personnel.*** Chain letters, "chat rooms" or Multiple User Dimensions (MUDs) are not allowed, with the exception of those bulletin boards or "chat" groups that are created by teachers for specific instructional purposes or employees for specific work related communication.

Students or employees who engage in "hacking" are subject to loss of privileges and District discipline, as well as the enforcement of any District policy, state and/or federal laws that may have been violated. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems, or programs, or other property of the District, a business, or any other governmental agency obtained through unauthorized means.

To the maximum extent permitted by law, students and employees are not permitted to obtain, download, view or otherwise gain access to “inappropriate matter” which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current District policy or legal definitions.

The District and school administration reserve the right to remove files, limit or deny access, and refer staff or students violating the Board policy to appropriate authorities or for other disciplinary action.

### **Privileges**

The use of District technology and electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. All staff members and students who receive a password/account code will participate in an orientation or training course regarding proper behavior and use of the network. The password/account code may be suspended or closed upon the finding of user misuse of the technology system or its resources.

### **Network Etiquette and Privacy**

Students and employees are expected to abide by the generally accepted rules of electronic network etiquette. These include, but are not limited to, the following:

1. System users are expected to be polite. They may not send abusive, insulting, harassing, or threatening messages to others.
2. System users are expected to use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.
3. System users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, or other individuals during E-mail transmissions.
4. System users may not use the District’s electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
5. System users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. The system administrators may access and read E-mail on a random basis.
6. Use of the District’s electronic network for unlawful purposes will not be tolerated and is prohibited.

The following rules and responsibilities will be followed by all users of the district technology resources:

- a. Applying for a user ID under false pretenses is prohibited.
- b. Using another person’s user ID and/or password is prohibited.
- c. Sharing one’s user ID and/or password with any other person is prohibited.
- d. A user will be responsible for actions taken by any person using the ID or password assigned to the user.
- e. Deleting, examining, copying or modifying of files and/or data belonging to other users without their prior consent is prohibited.
- f. Mass consumption of technology resources that inhibits use by others is prohibited.
- g. Unless authorized by the district, non educational Internet usage is prohibited.
- h. Using district technology for soliciting, advertising, fund-raising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
- i. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
- j. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.

- k. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
- l. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum related purposes.
- m. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.
- n. Any use which has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy, or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited.
- o. Any unauthorized, deliberate, or negligent action, which damages or disrupts technology, alters its normal performance, or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
- p. Repairing or attempting to solve major technology breakdown/repairs is prohibited. All breakdown/repairs should be reported to the technology coordinator so that proper steps may be completed. Upon proof of knowledge, additional repair privileges may be granted to specific staff members by the superintendent or his designee.
- q. Authorized Users may only install and use **properly** licensed software, audio or video media purchased by the district or approved for use by the district (this includes "freeware" or "shareware" programs as well as regular commercial versions). All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license, and approved by the district.
- r. At no time will district technology or software be removed from the district premises, unless authorized by the district.
- s. All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from an administrator or technology coordinator. All users may be held accountable for any damage they cause to district technology resources.
- t. All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.
- u. Printing should be kept to a minimum. Technology users are encouraged to proofread from the monitor and to copy/paste in a word processing program while doing Internet research. Anyone desiring to print items for personal use will be charged the set district fee.

## Services

While the District is providing access to electronic resources, it makes no warranties, whether expressed or implied, for these services. The District may not be held responsible for any damages including loss of data as a result of delays, non-delivery or service interruptions caused by the information system or the user's errors or omissions. The use or distribution of any information that is obtained through the information system is at the user's own risk. The District specifically denies any responsibility for the accuracy of information obtained through Internet services.

## Security

The Board recognizes that security on the District's electronic network is an extremely high priority. Security poses challenges for collective and individual users. Any intrusion into secure areas by those not permitted such privileges creates a risk for all users of the information system.

The account codes/passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the user sharing his/her account code/password, are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system.

Users are required to report immediately any abnormality in the system as soon as they observe it. Abnormalities should be reported to the classroom teacher or system administrator.

The District shall use filtering, blocking or other technology to protect students and staff from accessing internet sites that contain visual depictions that are obscene, child pornography or harmful to minors. The District shall comply with the applicable provisions of the Children's Internet Protection Act (CIPA), and the Neighborhood Internet Protection Act (NCIPA).

## Vandalism of the Electronic Network or Technology System

Vandalism is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, the District information service, or the other networks that are connected to the Internet. This includes, but is not limited to the uploading or the creation of computer viruses, the alteration of data, or the theft of restricted information. Any vandalism of the District electronic network or technology system will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials.

## Consequences

The administration may use disciplinary measures to enforce district policy, regulations and procedures. Students may be suspended or expelled for violating the district's policies, regulations and procedures. Employees may be disciplined or terminated for violating the district's policies, regulations and procedures. Any attempted violation of district policy, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

If a student user violates the acceptable use policy (AUP), the following consequences will occur:

**First offense:** Teacher will report offense to principal. The student will lose technology resource privileges for 10 school days and be placed on technology probation for the remainder of the school year. The principal will notify **all** teachers of the student's violation.

**Second offense:** Student loses his/her technology privileges for the remainder of the school year. **All** teachers will be notified.

**Third offense:** An elementary student will lose his/her technology privileges until the first day of his/her seventh grade year and a high school student will lose his/her privileges for the remainder of his/her high school career.

**TECHNOLOGY USAGE**  
*(Student/Community Member User Agreement)*

The following agreement **MUST BE** signed on a yearly basis and will stay in effect until at least Tuesday, following Labor Day of the following school year OR until a new agreement is on file.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Child/Ward Grade in School: \_\_\_\_\_

I have read the Keytesville R-III School District's Technology Usage policy, administrative regulations, and netiquette guidelines. I understand that violation of these provisions may result in disciplinary action taken against my child, ward or child within my care, including but not limited to suspension or revocation of my child's or ward's access to district technology, and suspension or expulsion from school. I understand that my child's or ward's technology usage is not private and that the school district will monitor my child's or ward's use of district technology, including but not limited to accessing browser logs, e-mail logs, and any other history of use. I consent to district interception of or access to all communications sent, received or stored by my child or ward using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

I agree to be responsible for any unauthorized costs arising from my child's, ward's or child within my care's use of the district's technology resources.

Please check one (only one) of the following:

\_\_\_\_\_ My child/ward has permission to utilize all of the school district's technology resources.

**OR**

\_\_\_\_\_ My child/ward has permission to utilize the school district's technology resources **with the exception of the Internet**

**OR**

\_\_\_\_\_ My child/ward **does not** have permission to utilize any of the school district's technology resources.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

***Note: The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area.***

**TECHNOLOGY USAGE**  
(Student/Community Member User Agreement)

The following agreement **MUST BE** signed on a yearly basis and will stay in effect until at least Tuesday, following Labor Day of the following school year **OR** until a new agreement is on file.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Grade in School: \_\_\_\_\_

I have read the Keytesville R-III School District's Technology Usage policy, administrative regulations, and netiquette guidelines and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me, including but not limited to suspension or revocation of my access to district technology, and suspension or expulsion from school.

I understand that my use of the district's technology is not private and that the school district may monitor my use of district technology, including but not limited to accessing browser logs, e-mail logs, and any other history of use. I consent to district interception of or access to all communications I send, receive or store using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

***Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area***

**Keytesville R-III School District**  
**Student Permission to Publish on the Internet**

(Due by the Tuesday after Labor Day)

Student's Printed Name \_\_\_\_\_

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Consent**

I hereby give Keytesville R-III School District the right to use my

(Please check all that apply)

\_\_\_\_\_ First Name (last name will not be used; however a last name initial may need to be used to identify students with the same first name)

\_\_\_\_\_ Photograph (student will not be identified in photograph as he/she is in the newspaper; a picture only will be used. If a caption is used, it will be generic in nature; such as: members of the fourth grade class dressed in famous Missourian costumes)

\_\_\_\_\_ Published Project (web pages, written work/assignments which would include poems, letters to Santa Claus, what I liked best about ..., essays, etc)

for reproduction on the Internet. This material will only be used for activities related to the Keytesville R-III School District's web site.

Parent/Guardian's consent if student is under 18 years of age

I am the parent/legal guardian of the above-named minor and hereby approve the foregoing and consent to use the name, photograph, and published project to the pursuant terms mentioned above.

I affirm that I have the legal right to issue such consent.

**Parent/Guardian's Address** \_\_\_\_\_

\_\_\_\_\_

**Date** \_\_\_\_\_

**Parent/Guardian's Printed Name** \_\_\_\_\_

**Parent/Guardian's Signature** \_\_\_\_\_

This consent may be withdrawn at any time by contacting the Keytesville R-III School District through written request.