

DOSS CONSOLIDATED COMMON SCHOOL DISTRICT

ACCEPTABLE USE GUIDELINES FOR ELECTRONIC COMMUNICATION SYSTEMS SCHOOL YEAR 2021-2022

DISTRICT TECHNOLOGY USAGE

The Doss Consolidated Common School District recognizes the educational and professional value of electronic-based information technology, both as a means of access to enriching information and as a tool to develop skills that students need.

The District's technology exists for the purpose of maximizing the educational opportunities and achievement of District students. The professional enrichment of the staff and Board, and increased engagement of the students' families and other patrons of the District are assisted by technology, but are secondary to the ultimate goal of student achievement.

Use of technology resources in a disruptive, inappropriate or illegal manner impairs the District's mission, wastes resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the District's technology resources. Development of students' personal responsibility is an expected benefit of the District's technology program.

Definitions

For the purposes of this policy and related regulation, procedures and forms, the following terms are defined:

- *User* - any person who is permitted by the District to utilize any portion of the District's technology resources, including but not limited to students, employees, and agents of the School District.
- *User Identification (ID)* - any identifier that would allow a user access to the District's technology resources, or to any program, including but not limited to, e-mail and Internet access.
- *Password* - a unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user id as belonging to a user.

Technology Administration

The Board directs the administrative consultant to create rules and procedures governing technology usage in the District that will protect the District from liability and will protect confidential student and employee information retained or accessible through District technology resources. The Administrative Consultant may suspend access to and/or availability of the District's technology resources to diagnose and investigate network problems or potential violations of the law or District policies, regulations and procedures.

User Identification and Network Security

Authorized students, employees, School Board members and other persons such as consultants, legal counsel and independent contractors may use the District's technology resources.

Use of the District's technology resources is a privilege, not a right. No student, employee, or other potential user will be given an id, password or other access to District technology if the Superintendent or designee considers him or her a security risk.

Users must adhere to District policies, regulations, procedures, and other District guidelines. All users shall immediately report any security problems or misuse of the District's technology resources to the administrative consultant.

User Agreement

Unless authorized by the administrative consultant, all users must have an appropriately signed **Acceptable Use Policy** on file with the District before they are allowed access to District technology resources. All users must agree to follow the District's policies, regulations and procedures. In addition, all users must recognize that they do not have a legal expectation of privacy in any e-mail use activities involving the District's technology. A user id with e-mail access, if granted, is provided to users of this District's network and technology resources only on condition that the user consents to interception or access to all communications accessed, sent, received or stored using District technology in his or her Acceptable Use Policy.

Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the District's technology resources. All District technology resources are considered School District property. The District may maintain or improve technology resources at any time. The District may remove, change or exchange hardware or other technology between buildings, classrooms, employees, students or any other user at any time, without prior notice. Authorized District personnel may load or delete new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time. The District may examine all information stored on District technology resources at any time. The District may monitor employee and student technology usage. Electronic communications, all data stored on the District's technology resources, and downloaded material, including files deleted from a user's account, may be intercepted, accessed or searched by District administrators or designees at any time.

Content Filtering and Monitoring

The District will monitor the on-line activities of minors and operate a technology protection measure ("filtering/blocking software or device") on all computers with Internet access, as required by the Children's Internet Protection Act, or CIPA. The filtering/blocking software or device will protect against access to visual depictions that are obscene, harmful to minors, and contains adult content and pornography. Because the District's technology is a shared resource, the filtering/blocking software or device will apply to all computers with Internet access in the District. Evasion or disabling of the filtering/blocking software or device installed by the District is a serious violation of District policy. The administrative consultant may authorize disabling the District's filtering/blocking device to enable an adult user access for bona fide research or other lawful purposes. In making decisions to disable the District's filtering/blocking device, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the District.

Online Safety – Disclosure, Use, and Dissemination of Personal Information

Doss Consolidated Common School District will monitor the activities of minors regarding electronic messaging, the disclosure of personal information of minors, and unlawful online activities. The District will comply with all requirements as required by the Neighborhood Children's Internet Protection Act, or NCIPA.

- All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
- Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the District.
- A student user shall promptly disclose to his/her teacher or another school employee any e-mail communication the user receives that is inappropriate or makes the user feel uncomfortable.
- Users shall receive or transmit communications using only District-approved and District-managed communication systems. For example, users may not use video conferencing or chat services, except in special cases where arrangements have been made in advance and approved by the District.
- All District employees will abide by state and federal law and Board policies and District rules, when communicating about personally identifiable student information.
- Employees shall not transmit confidential student information using District technology, unless designated for that use. Employees will take precautions to prevent negligent disclosure of student information or student records.
- No curricular or non-curricular publication distributed using District technology will include the address, phone number or e-mail address of any student without permission.

Electronic Mail

- A user is responsible for all electronic mail ("e-mail") originating from the user's id or password.
- Forgery or attempted forgery of e-mail messages is illegal and prohibited.
- Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.
- Users are to utilize District electronic mail for communication that is an educationally-related function.
- All users must adhere to the same standards for communicating on-line that are expected in the classroom, and consistent with District policies, regulations and procedures.
- A student user shall promptly disclose to his/her teacher or another school employee any email communication the user receives that is inappropriate or makes the user feel uncomfortable.
- An employee shall promptly disclose to his/her administrator any email communication the employee receives, that is inappropriate or makes the user feel uncomfortable.

Online Safety and Behavior

Doss Consolidated Common School District will educate minors about appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms, as well as cyberbullying awareness and response. The District will comply with all requirements as required by the Protecting Children in the 21st Century Act.

Closed Forum

The District's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law.

The District's web page will provide information about the School District, but will not be used as an open forum. The District web page may include the District's address, telephone number, and an e-mail address where members of the public may easily communicate concerns to the administration and the Board.

All other expressive activity involving the District's technology is subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Damages

All damages incurred by the District due to the misuse of the District's technology resources, including the loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to District technology.

Student Users

No student will be given access to the District's technology resources until the District receives a User Agreement signed by the student and the student's parent(s), guardian(s), or person(s) standing in the place of a parent. Students who are eighteen or who are otherwise able to enter into an enforceable contract may sign the User Agreement without additional signatures. The administrative consultant in unusual situations may grant students who do not have a User Agreement on file with the District permission to use District technology.

Staff

Authorized employees may use the District's technology resources for reasonable, incidental personal purposes as long as the use does not violate any provision of District policy, regulation or procedure, hinder the use of the District's technology for the benefit of its students or waste District resources. Any use, which jeopardizes the safety, security or usefulness of the District's technology, is considered unreasonable. Any use that interferes with the effective and professional performance of the employee's job is considered unreasonable. All employees must model the behavior expected of students, exhibit the same judgment as expected of students and serve as role models for students. Because computers are shared resources, it is not appropriate for an employee to access, view, display, store, print or disseminate information via District resources, including e-mail or internet access, which students or other users could not access, view, display, store, print or disseminate, unless authorized by the District.

General Rules and Responsibilities

All users of the District's technology resources will follow the following rules and responsibilities:

- Using another person's user id and/or password is prohibited.
- Sharing one's user id and/or password with any other person is prohibited.
- Deletion, examination, copying or modification of files and/or data belonging to other users without their prior consent is prohibited.
- Use of District technology for soliciting, advertising, fund-raising, commercial purposes or for financial gain is prohibited, unless authorized by the District.
- 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.
- 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.
- 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.
- 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.
- Users may only install and use properly licensed software, audio or video media purchased by the District or approved for use by the District. 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.
- All users will be held accountable for any damage they cause to District technology resources.
- 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.

Technology Security and Unauthorized Access

All users shall immediately report any security problems or misuse of the District's technology resources to a teacher or administrator.

No person will be given access to District technology if the Superintendent or designee considers him/h er a security risk.

- Use of District technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
- Use of District technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
- The unauthorized copying of system files is prohibited.
- Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any District technology are prohibited.
- Any attempts to secure a higher level of privilege on the District's technology resources without authorization are prohibited.
- The introduction of computer "viruses, "hacking tools or other disruptive/destructive programs into a school computer, the school network, or any external networks are prohibited.

Violations of Technology Usage Policies and Procedures

Use of the District's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the District's technology resources. Any violation of District policy, regulations or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges.

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.

DOSS CONSOLIDATED COMMON SCHOOL DISTRICT
INTERNET ACCESS AND COMPUTER USAGE POLICY
EMPLOYEE AGREEMENT AND RELEASE FORM

I have read the Doss Consolidated Common School District 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 computers and technology, and discipline, up to and including termination of my employment from the District.

I understand that my technology usage 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.

In consideration for the privilege of using the District's Electronic Communication and Data Management System, and in consideration for having access to the public networks, **I hereby release** the District, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from any use of, or in ability to use, the system, including, without limitation, the type of damages identified in the District's Acceptable Use Policy and its other policies and administrative regulations relating to the system. **In addition, I acknowledge** being aware of the District's monitoring of electronic mail and other forms of electronic communications, and I expressly consent to such monitoring.

I understand I am responsible for any unauthorized costs arising from my use of the District's technology resources. I understand that I am responsible for any damages I incur due to my use of the District's technology resources. I have read and understand the above information about appropriate use of the computer network at the Doss Independent School District and I understand that this form will be kept on file at the school for the duration of my employment with the District. I accept the school policies to access the computers and network as outlined above.

Additional disciplinary action may be determined in line with existing school rules regarding inappropriate language or behavior.

Employee Name (Print) _____

Employee Signature: _____

Date Signed: _____