

**Roxana Community District No. 1  
Acceptable Use Policy  
2013-2014**

**Introduction:**

Roxana Community Unit School District No. 1 (“the District”) recognizes that access to technology in school gives students and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st century technology and communication skills.

To that end, we provide access to technologies for student and staff use. This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally owned devices on the school campus.

- The District network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as well as offline.
- The District makes a reasonable effort to ensure students safety and security online, but will not be held accountable for any harm or damages that result from misuse of school technologies.
- Users of the District network or other technologies are expected to alert Instructional Technology (“I.T.”) staff immediately of any concerns for safety or security.
- **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

**Terms and Conditions**

**Acceptable Use** - Access to the District’s electronic network must be: (a) for the purpose of education or research, and be consistent with the District’s educational objectives, or (b) for legitimate business use.

**Privileges** - The use of the District’s electronic device and network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The System Administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- Downloading of copyrighted material for other than personal use;
- Using the network for private financial or commercial gain;
- Hacking or gaining unauthorized access to files, resources, or entities;
- Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- Using another user's account or password;
- Posting anonymous messages;
- Using the network for commercial or private advertising;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
- Engaging in cyber bullying, harassment, or disrespectful conduct toward others - staff or students;
- Posting personally identifying information, about others or myself;
- Using language online that would be unacceptable in the classrooms (including inappropriate acronyms, initialisms, or emoticons)

**Examples of Acceptable:**

- Using school technologies for school-related activities and research
- Following the same guidelines for respectful, responsible behavior online that I am expected to follow offline
- Treating school resources carefully, and alert staff if there is any problem with their operation
- Encouraging positive, constructive discussion if allowed to use communicative or collaborative technologies
- Alerting a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online
- Using school technologies at appropriate times, in approved places, for educational pursuits only
- Citing sources when using online sites and resources for research; ensure there is no copyright infringement
- Recognizing that use of school technologies is a privilege and treat it as such
- Being cautious to protect the safety of others and myself
- Helping to protect the security of school resources

### **Technologies Covered**

The District may provide age-appropriate technologies for the purpose of supporting curriculum, instruction and assessment.

### **No Warranties**

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the users own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

### **Indemnification**

The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this *Authorization*.

- The District will not be responsible for damage or harm to persons, files, data, or hardware.
- While District employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.
- The District will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

### **Usage Policies**

All technologies provided by the District are intended for educational purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

### **Web Access**

The District provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow protocol to alert an I.T. staff member or administrator.

### **Use of Electronic mail**

The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District may provide Staff members, teachers and students with email accounts for the purpose of school-

related communication and education tools. Availability and use may be restricted based on school policies.

- The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an email account is strictly prohibited.
- Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of the message's authenticity and the nature of the file so transmitted.
- Use of the School District's email system constitutes consent to these regulations.
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### **Social/Web 2.0/Collaborative Content**

Recognizing that collaboration is essential to your education, the District may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally identifying information online.

### **Mobile Device Policy**

The District may provide users with mobile computers or other devices to promote learning both inside and outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care.

Use of school-issued mobile devices, including use of the school network, may be monitored.

## **Security**

Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the System Administrator or Building Principal. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

**Keep your account and password confidential.**

## **Vandalism**

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

## **Telephone Charges**

The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

## **Copyright Web Publishing Rules**

Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- Students and staff engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- Student work may only be published if there is written permission from both the parent/guardian and student.

## **Netiquette**

- Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
- Users should also recognize that among the valuable online content, there is also unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

- Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there-and can sometimes be shared and spread in ways you never intended.

### **Personal Safety**

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff; parent or guardian) immediately.

- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult supervision.
- Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.
- Users should never agree to meet someone they meet online in real life without parental permission.

### **Cyber bullying**

Cyber bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyber bullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber bullying can be a crime. Remember that your activities are monitored and retained.

### **Violations of this Acceptable Use Policy**

Violations of this policy may have disciplinary repercussions, including suspension of network technology, or computer privileges, or any other form of discipline pursuant to the District Board Policy 7:190.

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**I have read and understood this Acceptable Use Policy and agree to abide by it:**

\_\_\_\_\_  
**(Student Printed Name)**

\_\_\_\_\_  
**(Student Signature)**

\_\_\_\_\_  
**(Date)**

**I have read and discussed this Acceptable Use Policy with my child:**

\_\_\_\_\_  
**(Parent/Guardian Printed Name)**

\_\_\_\_\_  
**(Student/Guardian Signature)**

\_\_\_\_\_  
**(Date)**