

TECHNOLOGY USE BY STUDENTS

These procedures are applicable to all student use of network or Internet systems while using personal or school district property at any location, or during school activities at any location.

The district encourages the responsible use of technology-based tools and information resources by students. These resources include district-provided computers, productivity software tools, instructional software, networks, electronic media, and telecommunications tools, such as access to Internet resources. These district-provided resources and tools are the property of the district and are provided solely for the advancement and promotion of learning and teaching. The use of these resources will be consistent with the district's educational vision, mission and core values, as well as state and federal laws and regulations.

Access to district networks and electronic information resources is a privilege and not a right, and will be provided for the student as is appropriate to the school building and grade level. Students are to use district technology and communications resources at times and locations where they are supervised by district staff.

Students may be given access to Internet resources external to the district without specific parent/guardian permission. Access to telecommunications resources external to the district enables students to explore libraries, databases, and references throughout the world. Access to the instructional software and productivity tools allows students to integrate the use of technology into their learning processes. These Internet research activities provide the capability to access publicly-available file repositories throughout the world, which opens classrooms to electronic information resources that have not necessarily been screened by educators for use by students of various ages. Technology protection measures and education regarding Internet safety will be provided in accordance with applicable law; however, parents and guardians have an important role in setting and conveying the standards that their children should follow when using media and information resources, and are ultimately responsible for the student's activities or behaviors. Questions from parents or guardians concerning technology use by students should be directed to the building administrator.

All use of educational technology must be in support of education and research, and be consistent with the mission of the district. The district will provide a network account and a Google Apps for Education account for every student. In addition, educational technology may only be used in a manner consistent with federal and state law, license agreements, and district policy.

The following guidelines will be followed when students use district telecommunication tools, networks, software, computers, and other technology resources.

1. Students will use the technology equipment and resources under the supervision of district staff.
2. The use of these resources will be consistent with the district's educational mission and policies, as well as state and federal laws and regulations.
3. Use of these resources is a privilege that requires a high level of personal responsibility to act in a considerate and responsible manner.
4. Students will not violate copyright laws or otherwise use the intellectual property of another individual or organization without permission.
5. Students will not access, upload, download, transmit, or distribute obscene, profane, abusive, threatening, or sexually explicit material, or material encouraging the toleration or promotion of discrimination towards individuals or groups of individuals based upon age, race, creed, color,

- gender, sexual orientation, gender identity, socioeconomic status, national origin, religion, or disability, or any other protected trait or characteristic.
6. Students will not use district technology resources to harass, insult, attack, or threaten harm or embarrassment to others.
 7. Students will respect the property and privacy of others, including their electronic storage areas. Students will not access or attempt to access another individual's materials, information, or files without permission.
 8. Students will keep their network account access privileges private and secured with appropriate passwords as appropriate for the student's age and school guidelines. Students will not engage in the unauthorized use of another's individual password. Any violation or attempted violation of security systems will be treated as a serious disciplinary offense.
 9. Students will not leave open files or sessions unattended or unsupervised.
 10. Students will make every effort to protect district equipment from physical and electronic damage. Users will not vandalize technology equipment. Vandalizing, in this context, includes any unauthorized access and/or malicious attempt to damage computer hardware/software or networks, or destroying the data of another user, including creating, uploading, or intentionally introducing or transmitting viruses and other destructive programs.
 11. Students will not intentionally waste limited resources, including unauthorized uploading or downloading of material from the Internet.
 12. Student users will be given access to a district-provided e-mail account. Appropriate and respectful language limited to school-related purposes will be used in electronic mail and other electronic communications.
 13. Student users should protect themselves by not revealing personal information such as full name, phone numbers, and home addresses to Internet sites or persons online.
 14. District resources will not be used for personal or commercial purposes without prior approval of the building administrator.
 15. Personal network devices may, in some situations, be allowed to connect to the district network and devices. Students seeking to connect their devices to district equipment and networks, and their parents or guardians, agree that the contents of these personal devices may be inspected by district personnel on request and in accordance with this policy.
 16. Users will not seek to gain unauthorized access to information resources or other computing devices or entities.
 17. Users will not use the system to communicate, submit, publish, or display inaccurate information, rumors, disparaging portrayals, or any other information that is known to be false or misleading.
 18. Students will notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable.

The district makes no warranties of any kind, whether expressed or implied, for the access it is providing. The district is not responsible for any damages suffered by students or by third parties in connection with technology use by students. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the district, user errors, or omissions. Use of any information obtained via the Internet is at the user's risk. The district cannot be responsible for the accuracy or quality of information obtained through the Internet.

Students and their parents or guardians will hold the district harmless from student violations of copyright laws, student violations of software licensing requirements, student access of inappropriate materials, violations by the student of others' rights to confidentiality, and free speech and privacy, and damage to systems accessed by the student.

If a student accesses, whether accidentally or intentionally, any fee-based telecommunications service, or if a student incurs other types of costs, the student and his/her parents or guardians will be responsible for paying those costs. The individual in whose name a system account is issued is responsible at all times for its proper use and payment of all charges incurred for use of telecommunications and Internet reference services that impose fees or other charges for their use. Transmission of material, information, or software in violation of any law, board policy, or regulations, is prohibited. The district reserves the right, as further outlined below, to inspect all files on district-owned computers, media, and servers, and on personal devices that the user has asked to attach to district-owned equipment or networks.

Any statement of personal belief found on the computer network, Internet, or other telecommunications system, is implicitly understood to be representative of the author's individual point of view, and not that of Southeast Polk Community School District, its administrators, teachers, or staff.

System Monitoring

The district unconditionally reserves the right to monitor and examine all files and activity on district computer and network systems, and students will have no expectation of privacy regarding such areas. The district technology director or his/her designee may monitor or examine all system activities as deemed appropriate to ensure proper use of the system. In addition, the director or his/her designee may inspect the contents of electronic mail sent by a student to an identified address using the district's system, and may disclose the contents to others when required to do so by law or policies of the district, or in connection with an investigation by the district. The building administrator will determine what qualifies as inappropriate use, according to the guidelines listed and age and grade of the student. The determination may be appealed to the Superintendent or his/her designee. The director or his/her designee may close an account at any time as required to protect district systems or as a proportional consequence of inappropriate activity. In addition, the administration, faculty, and staff of the Southeast Polk Community School District may ask the Board of Education to deny, revoke, or suspend specific user accounts.

Sanctions

Communication over networks should not be considered private or secure. Messages may be diverted accidentally to another or unintentional destination. In the event of student misuse of district equipment or resources, whether accidentally or intentionally, the district may suspend or revoke a system user's privilege of access to the district's computers and network. Failure to abide by district policy and applicable laws governing the use of these resources may result in the suspension and/or revocation of access to these resources. A student is expected to provide full cooperation to district administration and staff, or other agencies, associated with any investigation concerning or relating to misuse of the district's technology resources.

The district reserves the right to charge a student for physical or electronic damages incurred from purposeful introduction of viruses or other programs that have the intent of damaging or altering computer programs or files. Fines or other charges may also be imposed as a result of misuse or damage to these technology resources by the student.

Prior to any disciplinary action or as soon as is practical, the building administrator or his/her designee will inform the student of the suspected violation and give the student an opportunity to present an explanation. The school may take disciplinary action up to and including expulsion and/or appropriate legal action upon any violation of district policy, administrative regulation, and/or state or federal law in connection with student technology use. When applicable, law enforcement or other agencies may be involved. The district will cooperate with any investigation conducted by any official or agency concerning or related to misuse of the district's technology resources.

The district technology director, with the assistance of district administrators, is responsible for disseminating and interpreting district policy and administrative regulations governing the use of the district's systems, establishing storage allocations, restrictions, and file retention policies.

BYOD (Bring Your Own Device)

Students are allowed to use their own devices to access the district's wireless network, including the Internet, for instructional purposes and in accordance with the Responsible Use Policy. Building administrators will determine whether students may bring personal devices into the building. Limited personal use of the system shall be permitted if the user's actions:

- impose no tangible cost to the district;
- do not unduly burden the district's computer or network resources;
- have no adverse effect on the student's academic performance.

Access to the district's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with district policies. Violations of law may result in criminal prosecution as well as disciplinary action by the district.