

# Scotland School District #4-3

## Technology Acceptable Use Policy

August 6, 2018

Dear Parent/Guardian:

Attached you will find a copy of the Technology Acceptable Use Policy (AUP) outlining acceptable use of the computer system in the Scotland School District. This policy must be reviewed and signed by a parent/guardian and the student before access to Scotland School's computer system can be granted. By signing and returning this policy, you will enable your son or daughter to access the local area network (LAN) where students may perform such tasks as word processing, spreadsheet and database. In addition to access to the local network, he or she will also have access to the Internet.

The "Technology Acceptable Use Policy (AUP)" was originally drafted and adopted by the Scotland Board of Education in November 1997. On an annual basis changes/updates are made to this AUP to meet changing times in technology.

In response to questions concerning what materials students will have access to, the fact must be addressed that even though measures have been taken to restrict access to inappropriate material, in the ever-changing Internet world it is impossible to block every inappropriate site. One of the measures taken to filter Internet access is the use of an Internet filtering device called "FortiGate." This Internet filter has also been implemented on students (Grades 10-12) one-to-one laptops. This device monitors what sites a student accesses on the Internet and in the event a student accesses an "inappropriate site," will provide a message stating that the site he or she is attempting to access has been blocked. A report can be generated indicating what sites a student has accessed at any given time.

IT IS EXTREMELY IMPORTANT THAT BOTH YOU AND YOUR SON OR DAUGHTER FULLY UNDERSTAND AND YOUR SON OR DAUGHTER FOLLOWS THE TECHNOLOGY ACCEPTABLE USE POLICY. Failure to follow this policy could result in removal from the schools network, which not only includes the Internet but other school network resources.

There has been a change this year in that if parents do not turn in a signed copy of the technology cover letter indicating their desired restrictions it will be assumed there will be no technology restrictions placed on their son / daughter for the 2018-19 school year. As in the past, one cover letter can be used for the entire family.

If you have further questions or concerns regarding this policy or need additional copies feel free to contact the Technology Director.

Sincerely,

*Wayne L. Brunke*

Wayne L. Brunke  
Technology Director

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# **Scotland School District 4-3**

## **Student Technology Acceptable Use Policy (AUP)**

### **I. Purpose**

The purpose of this policy is to set forth policies and guidelines for access to the school district network computer system and acceptable use of the Internet and other technologies.

### **II. General Statement of Policy**

The Scotland School District's computing resources have been established for academic purposes, this Acceptable Use Policy (AUP) as designed by the school's technology director outlines acceptable uses of these resources.

Scotland School's computing resources have not been established as a public access service or a public forum. Scotland School District 4-3 has the right to place reasonable restrictions on the material users access or post through the system. Users are also expected to follow the rules set forth in the disciplinary code (page 5), the law and the school handbook.

Users will not use school district resources for the conduct of a business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district's computing resources to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the school district's administration.

Users may not use school district system for political lobbying. However, users may use the system to communicate with elected officials and express opinions on political issues.

### **III. Student Network and Technology Access and Usage**

#### **E-mail and other websites:**

Students, by default, have access to send and receive Intranet e-mail. Students can use Intranet e-mail to communicate with other students and staff. Intranet e-mail messages cannot leave the district's local area network; in addition, the Intranet e-mail system cannot receive messages from outside the local area network.

The school district attempts to filter out free e-mail sites that students could access through the Internet and receive Internet e-mail (i.e. Hotmail). Students are allowed access to Internet e-mail access via the school's e-mail system at the discretion of the student's building principal in coordination with the technology committee. A parent or guardian may select whether or not to allow access to Internet and Intranet e-mail systems on the last page.

Other social collaboration sites such as facebook, bebo, and many others are filtered by the school's Internet filter.

#### **Web Publishing and the Local Cable Channel**

At the discretion of the building principal a student (or student's instructor) may be allowed access to the school district's Internet website ([www.scotland.k12.sd.us](http://www.scotland.k12.sd.us)) to publish class projects, and other germane educational material. The school district will take measures to ensure that no personal information about a student will be revealed on this site if requested by the parent(s)/guardians or if a parent/guardian chooses the option on the bottom sheet not to have any information about their son/daughter published. Generally, the following items (but not limited to) are considered acceptable

for Internet web publishing: child's photo, without identification; student's name; related school information (grade, teacher, school building); statistics (as in athletics); and age.

If approved by the building principal and the technology committee, students may create a personal web page on the Scotland School Internet web server. All material placed on a student webpage must be pre-approved in a manner specified by the school. Material placed on your Web page must be deemed appropriate for school use. (Specific information may be obtained from the technology director concerning rules/regulations/restrictions concerning personal web pages.)

The information published about/by students is the responsibility of the student and the sponsoring teacher. The Scotland School District reserves the right to censor any/all publications.

## **Cell Phones and Other Personal Devices ( New )**

Electronic devices may be used in the school building at the discretion and with the permission of the teachers, librarians, and the administration. If the device is interrupting class, distracting others, or negatively affecting a student's concentration or academic progress or being used as an Internet hotspot, it may be confiscated by the teacher and turned into the office. The list of electronic devices includes, but is not exclusive to, cell phones, iPods, MP3 players, wearable electronic devices, and other devices used to play music, videos, display pictures or messages, or communicate with other people. Illegal, improper, or unauthorized use of the device will result in the device being confiscated by the teacher, school administrator, or any other building staff member. Failure to release the device to the school staff member will be considered an act of insubordination. Should a student have their device confiscated, the district is not responsible for loss or theft of the device. Students who violate district or school rules and regulations may be subject to:

**First Offense:** Device will be confiscated and may be retrieved by the student after school.

**Second Offense:** Device will be confiscated and may be retrieved by the student after school. Parents will be contacted and the student will serve a detention.

**Third Offense:** Device will be confiscated and may be retrieved by the student after school. Parents will be contacted and the student will serve a Saturday School.

Each additional offense may result in the student losing his/her device privileges during school hours for the remainder of the school year.

## **Social Media**

Students and staff represent the Scotland School District both inside and outside of the school and are seen as role models in the community. As leaders, we all have the responsibility to represent our schools, and ourselves in a responsible and positive manner. Third parties including media, future employers, and law enforcement can easily access social media profiles and view all personal information. This includes pictures, videos, comments, posts, and links. It is important to understand that once something is posted online, it never disappears. Inappropriate material found by third parties affects the perception of Scotland students, staff, and the school district as a whole.

With those ideas in mind, students and staff should be aware that using any form of social media in an inappropriate manner may result in disciplinary actions by the administration.

### **Examples of inappropriate use:**

- a. Posting photos, videos, comments, posts or tweets showing the personal use of alcohol, tobacco, or drug related products.
- b. Posting photos, videos, and comments that are sexual in nature.

- c. ANY inappropriate or offensive language in comments, videos, and other postings. This includes threats of violence and derogatory comments against race, gender, or any organizations.
- d. Posting negative commentary regarding students or staff of the Scotland School District.
- e. Posting any material which reflects negatively on themselves or the Scotland School District.

## **IV. Unacceptable Uses**

The following uses of Scotland School's computing resources are considered unacceptable:

Users will not use the school district system to post private information about another person or to post personal contact information about themselves or other persons including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, and will not re-post a message that was sent to the user privately without the permission of the person who sent the message.

A user found tampering with another person's assigned school technology devices ( laptop, iPad, etc. ) without approval of staff or administration is in violation of the school technology AUP and is subject to disciplinary action.

A user will not agree to meet with anyone he/she has met online without his/her parent's approval. A user's parent should accompany them to this meeting.

A user will promptly disclose to a school employee or a school administrator any message that he/she may receive that is inappropriate or makes the user feel uncomfortable.

Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another user's account, or use computer accounts, access codes or network identification other than those assigned to the user.

Users will not use the school district system to gain unauthorized access to information resources or to access another user's materials, information or files without the implied or direct permission of that user.

Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware or wiring or take any action to violate the school district system's security, and will not use the school district system in such a way to disrupt the use of the system by other users.

Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.

Users will not use the school district system to knowingly or recklessly post false or defamatory information about a person or organization, or to harass another person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

A user is responsible for his/her individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should a user share his/her password to another person.

A user will immediately notify a teacher or the system administrator if he/she has identified a possible

security problem or concern. A user should not go searching for security problems as these types of activities are considered to be an illegal attempt to gain unauthorized access.

Users will not use the school district system to access, review, upload, download, store, print, post, or distribute pornographic, obscene or sexually explicit material.

Users will not use the school district technology resources to transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language as determined by the building principal.

Users will not use the school system to access, review, upload, download, store, print, post, or distribute materials that use language or images that are inappropriate to the educational process and will not post information or materials that could cause damage or danger of disruption.

Users will not use the school system to access, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

Users will not use the school district system to violate copyright laws, or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

Users will not download and/or install any software on any machine attached to the local area network without the consent of the system administration.

Users will not engage in the sending of chain letters or engage in "spamming." Spamming is the sending of annoying or unnecessary messages to a large number of people.

Users will not use their assigned school laptop to connect to an Internet hotspot for Internet access.

## **V. Unacceptable use consequences and responsibility to system and other users**

Any user found engaging in any of the unacceptable uses listed above with the school's technology will be subject to consequences directed from the building principal/technology director.

Each student ( 8-12 ) will have a state e-mail account setup for them. The state has set guidelines/controls for acceptable e-mail use and limits.

The Scotland School District 4-3 makes no guarantee of any kind about the accuracy of information found on the Internet.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an administrator by filling out a mistaken access form and turning it in to your building principal.

## **VI. Parent's Guidance to Inappropriate Access to Material**

Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. The district fully expects that you will follow your parent's instructions in this matter.

## **VII. Your Rights**

Your right to free speech, as set forth in the disciplinary code, applies also to your communication on

the Internet. The Scotland School computer system is considered a limited forum, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

Users should expect only limited privacy in the contents of your personal files on the District system. The situation is similar to the rights you have in the privacy of your locker. (See the section of the Parent/Student Handbook dealing with locker/locks.)

Routine maintenance and monitoring of the Scotland School computer system may lead to discovery that a user has violated this Policy, the disciplinary code, or the law.

An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the disciplinary code, or the law.

The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Scotland School computer system.

In the event there is a claim that a user has violated this Policy or disciplinary code in their use of the Scotland School computer system, the user will be provided with notification (In writing or in person) of the suspected violation and an opportunity to present an explanation before an administrator [or - will be provided with notice and opportunity to be heard in the manner set forth in the disciplinary code].

If the violation also involves a violation of other provisions of the disciplinary code, it will be handled in a manner described in the disciplinary code. Additional restrictions may be placed on a user's access to computer resources.

## **VII. Limitation of Liability**

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damages users may suffer, including but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.