

## **Idalou ISD Student Acceptable Use Policy**

Idalou ISD provides students with access to the district's electronic network. This network includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This document contains the rules and procedures for students' acceptable use of the Idalou ISD electronic network.

- The Idalou ISD electronic network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
- The Idalou ISD electronic network has not been established as a public access service or a public forum. Idalou ISD has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
- Parent/guardian permission is required for all students under the age of 18. Access is a privilege not a right.
- It is presumed that students will honor this agreement that they and their parent/guardian have signed. The district is not responsible for the actions of students who commit violations beyond the clarification of standards outlined in this policy.
- The district reserves the right to monitor all activity on this electronic network. Students or their legal guardian(s) will indemnify the district for any damage that is caused by students' inappropriate use of the network.
- Students will follow the same rules and governing procedures that are set forth in the Idalou ISD Handbook and Idalou ISD Student Code of Conduct.

### **General Unacceptable Behavior**

- While utilizing any portion of the Idalou ISD electronic network, unacceptable behaviors include, but are not limited to the following:
  - Students will not post information that, if acted upon, could cause damage, danger, or disruption.
  - Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
  - Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is asked to stop sending messages, they must stop.
  - Students will not knowingly or recklessly post false or defamatory information about a person or organization.
  - Students will not use criminal speech or speech in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
  - Students will not use speech that is inappropriate in an educational setting or that violates district rules.
  - Students will not abuse network resources in manners such as sending chain letters or "spamming".
  - Students will not display, access, or send offensive messages or pictures.
  - Students will not use the Idalou ISD electronic network for commercial purposes. Students will not offer, provide, or purchase products or services through the district network.
  - Students will not use the Idalou ISD electronic network for political lobbying. Students may use the system to communicate with elected representatives and to express their opinions on political issues.
  - Students will not attempt to access non-instructional district systems, such as student information systems or business systems.
  - Students will not use any wired or wireless network (including third party internet service providers)

with equipment brought from home. Example: The use of a home computer on the network or accessing the internet from any device not owned by the district.

- Students will not use district technology, resources, or credentials to threaten employees, or cause a disruption to the educational program.

### **E-Mail**

- E-mail for students in the elementary and lower middle school grades will only be provided through a teacher or classroom e-mail account.
- Students in grades 7<sup>th</sup>-12<sup>th</sup> may be provided with e-mail accounts with the approval of the building level administrator for specific educational projects or activities.
- Students will not establish or access Web-based e-mail accounts on commercial services through the district network unless such accounts have been approved for use by the individual school and/or campus-level administrator.
- Students will not repost any message that was sent to them privately without the permission of the person who sent them the message.
- Students will not post private information about another person.

### **World Wide Web**

- Elementary School Level—Access to information for students on the Web will generally be limited to pre-screened sites that are approved by the district and closely supervised by the teacher.
- Middle and High School Level—Access to information for students on the Web will generally be provided through prescreened sites and in a manner prescribed by their school.

### **Websites**

- Elementary and Middle School Level—Group pictures without identification of individual students are permitted. Student work may be posted with either a student's first name only or other school-developed identifier (such as an alias or number).
- High School Level—Students may be identified by their full name with parental approval. Group or individual pictures of students with student identification are permitted with parental approval. Parents may elect to have their child assigned to the elementary/middle school level of use.
- Material placed on student webpages are expected to meet academic standards of proper spelling, grammar, and accuracy of information.
- Material (graphics, text, sound, etc.) that is the ownership of someone other than the student may not be used on websites unless formal permission has been obtained.
- All student webpages should have a link back to the home page of the classroom, school, or district, as appropriate.

### **Personal Safety**

- Students will not share personal contact information about themselves or other people. Personal contact information includes, but is not limited to, telephone number, address, school address, work address, e-mail address, and/or social media.
- Elementary and middle school students will not disclose their full name or any other personal contact information for any purpose.
- High school students will not disclose personal contact information, except to educational institutions for educational purposes, companies or other entities for career development purposes, or without specific campus administrative approval.
- Students will not agree to meet with someone they have met online.
- Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable.

### **System Security**

- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should students provide their password to another person.
- Students must immediately notify a teacher or the system administrator if they have identified a possible security issue. Students should not seek out security issues because this may be construed as an illegal attempt to gain access.
- Students will not attempt to gain unauthorized access to any portion of the Idalou ISD electronic network. This includes attempting to log in through another user's account or access another user's folders, work, or files. These actions are considered illegal, even if only for the purposes of "browsing."
- Students will not make deliberate attempts to disrupt or destroy the Idalou ISD system by creating, executing, or initiating computer viruses and/or by any other means. These actions are illegal.
- Users will not attempt to gain access to websites that are blocked by district policy, including through the use of proxy services, software, or websites.
- Users will not use sniffing or remote access technology to monitor the network or other user's activity.

### **Software and Files**

- Software is available to students to be used as an educational resource. No student may install, upload or download software without permission from the district technology department.
- A student's account may be limited or terminated if a student intentionally misuses software on any district-owned equipment.
- Files stored on the network are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the Idalou ISD electronic network may lead to discovery that a student has violated this policy or the law. Students should not expect that files stored on district servers or devices are private.

### **Technology Hardware**

- Hardware and peripherals are provided as tools for student use for educational purposes only. Students are not permitted to relocate hardware (except for portable devices), install peripherals, or modify settings to equipment without the consent of the district technology department.

### **Vandalism**

- Any malicious attempt to harm or destroy data, network resources or components that are connected to the network backbone, and/or hardware or software will result in cancellation/termination of network/technology privileges. Disciplinary measures in compliance with the district's discipline code and policies will be enforced.

### **Plagiarism and Copyright Infringement**

- Students will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.
- District policies on copyright will govern the use of material accessed and used through the district system.
- Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system, or must be obtained directly from the author.

## **Videoconference**

- Videoconferencing is a way that students can communicate with other teachers, students, speakers, museums, etc. from other parts of the country and the world. With videoconferencing equipment, students can communicate with other students, speakers, museum personnel, etc. in real-time.
- Videoconference sessions may be videotaped by district personnel or by a participating school involved in the exchange in order to share the experience with other students or members of the participating organizations.
- Students' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session. Rules and procedures present in this policy as well as the Idalou ISD Student Code of Conduct and Idalou ISD Student Handbook apply during all videoconferencing sessions.

## **Social/Web 2.0/Collaborative Content**

- Recognizing the benefits collaboration brings to education, Idalou ISD may provide users with access to websites or tools that allow communication, collaboration, sharing, and messaging among users.
- Users are expected to communicate with the same appropriate, safe, mindful, and courteous conduct online as well as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

## **Personal Mobile Device Policy**

- Personal mobile devices shall be used only with the permission of the campus principal or administrator and when used at Idalou ISD should follow the same acceptable use policy as equipment that is provided by Idalou ISD. Any attempt to use a mobile device to bypass the district content filter, even for acceptable content, will be considered a discipline issue.

## **Downloads**

- Users should not download or attempt to download or run .exe programs over the Idalou ISD network system or onto school resources without express permission from the Idalou ISD Technology Department. Users may be permitted to download other file types, such as images or videos. For the security of the Idalou ISD system, only download such files from reputable sites, and only for educational purposes.
- The installation of non-school related content or the installation of non-Idalou ISD licensed software may result in the loss of technology-related privileges.

## **Student Rights**

- A student's right to free speech applies to communication on the Internet. The Idalou ISD electronic network is considered a limited forum, similar to the school newspaper, and therefore the district may restrict a student's speech for valid educational reasons. The district will not restrict a student's speech on the basis of a disagreement with the opinions that are being expressed.
- An individual search will be conducted if there is reasonable cause for suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

## **Due Process**

- The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the district network.
- In the event there is an allegation that a student has violated the district acceptable use regulation and policy, the student will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before a neutral administrator or the student will be provided with notice and an opportunity to be heard in the manner set forth in the Idalou ISD

Student Code of Conduct and/or Idalou ISD Student Handbook.

- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.
- If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the district policies. Additional restrictions may be placed on a student's use of his/her network account/technology resources.

#### **Limitation of Liability**

- The district makes no guarantee that the functions or the services provided by or through the district network will be error-free or without defect. The district will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.
- The district is not responsible for the accuracy or quality of the information obtained through or stored on the network. The district will not be responsible for financial obligations arising through the use of the network.

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

- Violations of this policy may result in loss of access to district technology resources as well as other disciplinary or legal action. A violation of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline, which includes but is not limited to:
  - Use of district network only under direct supervision
  - Suspension of network privileges
  - Revocation of network privileges
  - Suspension of computer privileges
  - Suspension from school
  - Expulsion from school and/or
  - Legal action and prosecution by the authorities

The particular consequences for violations of this policy shall be determined by the school administrators. The superintendent or designee and the board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

## Idalou ISD Student Acceptable Use Policy Consent Form

### ***Student Section***

Student Name: \_\_\_\_\_

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

I have read the Idalou ISD Student Acceptable Use Policy Rules and Procedures document. The document can be viewed from the School Webpage, [www.idalouisd.net](http://www.idalouisd.net), under Quick Links, Parent Links, Enrollment forms.

I agree to follow the rules contained in this policy. I understand that if I violate the rules my access can be terminated and I may face other disciplinary measures.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### ***Parent/Guardian Section***

I have read the Idalou ISD Student Acceptable Use Policy Rules and Procedures document. The document can be viewed from the School Webpage, [www.idalouisd.net](http://www.idalouisd.net), under Quick Links, Parent Links, Enrollment forms.

I hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the electronic network. This includes, but is not limited to claims that may arise from the unauthorized use of the network components.

I give permission for my child to access all components of the district electronic network, which includes Internet access, computer services, videoconferencing, computer equipment, and related equipment for educational purposes.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Your Student's Name: \_\_\_\_\_

Date: \_\_\_\_\_