

Year 2015-2016

ACCEPTABLE USE POLICY 2015-2016

Purpose

The Internet is an electronic highway connecting thousands of computers and millions of users all over the world. Using the Internet as an instructional tool, students and teachers are able to communicate with individuals both within and outside the traditional school setting; gather and evaluate information from governmental, commercial and educational locations; and participate in discussion groups and interactive learning on a plethora of topics. As a complement to the Internet, Satanta Public Schools have developed an internal computer network which we refer to as our Intranet.

Our society must prepare students to live and work in an information-based, global society. Thus, they must develop and hone information gathering, evaluation and communication skills. Computers and their programs are used to support learning and enhance instruction. Our goal in providing these services to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

Local Area Networking within Satanta Public Schools allows sharing of information within and among schools, as well as access to the Internet. This offers exciting possibilities to expand the boundaries of the traditional classroom and media center, offering vast, diverse and unique resources to teachers and students. Unified School District 507 continually upgrades classroom and media center computer hardware and software, making new instructional resources available for teacher and student use in accordance with the Plan for Instructional Technology.

Both the Internet and USD 507's Intranet are excellent resources to enhance instructional opportunities and must be afforded the same respect as books, audio visual media, and other classroom materials and supplies. It shall be the responsibility of individual teachers to create and supervise rich learning experiences and opportunities utilizing these resources. It shall be the responsibility of each student to use these resources responsibly and within the guidelines set forth by the teacher, the school and the school division.

Procedures

General Principles: Unified School District 507 recognizes that certain standards are necessary to promote and insure that student and employee access to and utilization of computers and the Internet/Intranet through public school resources and equipment is consistent with the purposes set forth in Section I. While the motivating intent of this Acceptable Use Policy is to provide positive encouragement for the proper use of this educationally valuable resource for students and staff, it is recognized that any human enterprise requires well defined limits or rules as to the boundaries of acceptable behavior and practice. In the event that these rules are violated, the school system and its personnel have the right to temporarily or permanently revoke the privilege of access and use of the Internet to any student or employee guilty of such violation. Serious violations of this policy may also result in further disciplinary action in accordance with the Student Conduct Code or other applicable policies.

The Internet is an electronic community whose operation depends on courtesy and common sense. It is a complex association of thousands of computers and subscribers made possible by multitudes of networks and interconnections. In order to achieve its full potential for both students and providers, the Internet requires respect for the work and creativity of others and the exercise of mature responsibility by anyone who wishes to function in this community.

Code Of Conduct For Use Of The Internet

I recognize that the Internet is a community of users and as a participant in that community I must respect the rights of others; therefore,

- a. I will conduct myself on the Internet at all times as in a public environment. I will not use the Internet for private purposes, and I will not claim a right of privacy as to any information posted on the Internet.
- b. I will use appropriate language at all times. I will not use obscene or profane language or language which might reasonably be offensive to others. I will not create, send or otherwise distribute words, messages or materials which would reasonably be considered offensive, threatening or harassing to others.
- c. I will not use the Internet in any manner that might reasonably disrupt or interfere with the use of this network by others.
- d. I will not attempt to bypass any form of security built into the system whether by USD 507 or any user of the Internet.

I recognize that the Internet is a form of property and that it represents scarce resources which belong to and have value to both USD 507 and every individual or entity which operates on the Internet; therefore,

- a. I will not use the time or materials available to me while having access to the Internet for personal or commercial purposes_ I will not waste or take supplies made available to students in connection to the use of the Internet. I will not play games on the Internet or use the Internet or the computers made available to me for non-academic activities or purposes.
- b. I will not knowingly or inadvertently alter, rename, damage or delete all, or any part of, any files, programs or information of others which is accessible on the Internet. I will not read, use or copy non-public files, programs or information of another user without that user's prior permission. I will not knowingly or inadvertently, alter, change or rename any setting on the computers. This includes desktop wallpaper, fonts, screen size, etc.
- c. I will protect the privacy of others by not trying to learn their passwords. I will not use another person's account or password. I will protect my own privacy and work product and the integrity of the system by not revealing my password to others without the permission of my instructor/supervisor.
- d. I will not attempt to gain unauthorized access to computer equipment or programs. I will not attempt in any way to interfere with the operation of USD 507 computer system.
- e. I will be personally responsible for any damages which result to school equipment or programs from any unauthorized or inappropriate use of the equipment made available to me.

I (student) will not pass any message from one computer to another nor will I (student) use any form of email or instant messenger from the computers within USD 507 School District. I will not give or pass any personal information from any site on the Internet the without the permission of my instructor/supervisor.

Teachers and Staff will have an email account setup for their use for communicating with other teachers/staff member within the school district. USD 507 allows teachers/staff to communicate with others outside the school district for educational needs and information but does not provide email for personal use. No other email or messenger account shall be used on school computers other than the one setup by the Systems Administrator.

I recognize that both software and many of the files I may access on the Internet are protected by copyright laws; therefore,

- a. I will not make unauthorized copies of software found on school computers or otherwise accessible through the Internet, either by copying them onto my own diskettes or onto other computers through electronic mail or bulletin boards_
- b. I will not load any software onto school computers without the prior written permission of my instructor/supervisor.
- c. I will not give, lend, or sell copies of software to others unless I have the prior written permission of the copyright owner or the original software is clearly identified as

"shareware" or is otherwise in the public domain.

I recognize that the resources of USD 507 including any computer equipment, programs and access to the Internet are being provided to me as an important part of my educational progress; therefore,

- a. I will use all computer equipment, programs and Internet services in direct support of the educational objectives established by my teacher(s)/supervisor_
- b. I will not plagiarize (claim as my own work product) any information received in any form from the Internet.
- c. I will obey all written and verbal instructions given to me by my teacher(s), instructors or network managers.
- d.

Explanation of School System's Rights and Responsibilities

USD 507 has the absolute right to supervise and control the use of the Internet by its students and staff. Access to the Internet is being provided as an integral part of the educational program of this school system and the supervision and control of this access will be considered as part of the educational program for each student. Any student or employee's use of school computers and access to the Internet are under the absolute discretion, review and control of school staff. Violation by any student of this AUP may result in suspension of this privilege and, in severe or repeated violations, of termination of any privileges. Further disciplinary action may also be appropriate in accordance with the School Board's Student Conduct Code.

USD 507 makes no warranties of any kind, either express or implied, related to its provision of Internet access services to any student or other individual. USD 507 will not be responsible or liable for any damages suffered by any student or any other individual arising out of access to school system computers, programs or the Internet. This includes, but is not limited to, loss of data resulting from delays, nondeliveries, miss-deliveries, or service interruptions caused either by the school system's actions or inactions or by the student or other individual's actions.

USD 507 specifically denies and disclaims any responsibility for the accuracy or quality of information obtained through its services or Internet availability. Use of any information obtained via the Internet is at the student or individuals own risk.

Signed : _____ Date : _____

(By signing, I state that I have read and understand the Acceptable Use Policy approved by the Board of Education, USD 507)

NOTE : THIS ACCEPTABLE USE POLICY WAS APPROVED BY THE DISTRICT 507 BOARD OF EDUCATION ON APRIL 14, 2008.

“The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel, 120 SE 10th Ave., Topeka, KS 66612; 785-296-3201”.