

Forrestville Valley School District #221

Student Acknowledgment of Receipt of Administrative Procedures for Acceptable Use of the Electronic Network 2016-2017

All use of electronic networks shall be consistent with the Forrestville Valley School District #221's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures may result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Access to Electronic Networks – Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. Students participating in Bring Your Own Technology (BYOT) must access the district electronic network for instructional programming. Use of data plans will not be allowed. The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum and Appropriate Online Behavior – The use of the District's electronic networks shall: (1) be consistent with curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Enforcement - Any violation of the terms of Board Policy (referred to as the "Policy"), of these Administrative Procedures, or of additional rules, regulations, or other terms or conditions of electronic network access authorized by the Superintendent or Director of Instructional Technology may result in the suspension or revocation of electronic network privileges, disciplinary action, and/or appropriate legal action up to and including dismissal. Disciplinary measures, if any, shall be considered and imposed consistent with Forrestville Valley School District #221 discipline policies. Discipline may include dismissal.

Terms and Conditions

Acceptable Use - All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Privileges - The use of the Forrestville Valley School District #221's electronic network is a privilege, not a right, and inappropriate use will result in the suspension or revocation of those privileges. The Superintendent or designee will make the final decision as to whether a user violated these procedures. If a violation is found, the Superintendent or designee may then deny, revoke, or suspend the access privileges of any user who violates the Policy, these Administrative Procedures or any other terms or conditions governing the use of the Forrestville Valley School District #221's electronic network.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers of students or colleagues.
4. Recognize that electronic mail (e-mail) and use of the Forrestville Valley School District #221's electronic network is not private. System administrators have access to all e-mail, and detailed web log history. Any discovery of messages relating to or in support of illegal activities will be reported to the authorities.
5. Consider all communications and information accessible via the network to be private property of the Forrestville Valley School District #221.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Any use which disrupts the proper and orderly operation and discipline of schools in the Forrestville Valley School District #221; threatens the integrity or efficient operation of the Forrestville Valley School District #221's electronic network; violates the rights of others, is primarily intended as an immediate solicitation of funds; is illegal or for illegal purposes of any kind; or constitutes gross disobedience or misconduct is an unacceptable use. Use of the Forrestville Valley School District #221's electronic network for any unacceptable use will result in the suspension or revocation of electronic network privileges, disciplinary action, and/or appropriate legal action. Unacceptable uses of the Forrestville Valley School District #221's electronic network specifically include, but are not limited to, the following:

1. Using the network for any illegal activity, such as fraud, libel, forgery or a violation of copyright laws of other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;

2. Unauthorized downloading of any software, music, video or other media or other file to the Forrestville Valley School District #221's electronic network without an educational or professional purpose, regardless of whether it is copyrighted or de-licensed;
3. Using the network for private financial or commercial gain, including gambling or advertising;
4. Continually using resources, such as file space, toner, or paper, in a wasteful manner;
5. Hacking or gaining unauthorized access to files, resources, or entities including using another user's account or password;
6. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, or use of information about anyone, which is of a personal nature including a photograph;
7. Posting material authored or created by another without his/her consent;
8. Posting anonymous messages;
9. Accessing, submitting, posting, publishing, or displaying any material that is defamatory, abusive, obscene, profane, sexually oriented, threatening, harassing, illegal or which violates the rights of others;
10. Using the network while access privileges are suspended or revoked;
11. Taking any steps which threaten, or which may reasonably be interpreted to threaten, any person, group of persons, building, or property with harm, regardless of whether the user intends to carry out such threat;
12. Deliberately accessing, creating, displaying, transmitting, or otherwise possessing or disseminating material which contains pornography, obscenity, or sexually explicit, pervasively lewd and vulgar, or indecent or inappropriate language, text, sounds, or visual depictions;
13. Creating or sending e-mail or other communications which purport to come from another individual (commonly known as "spoofing"), or otherwise assuming an anonymous or false identity in communicating with other individuals, businesses, or organizations;
14. Modifying, disabling, compromising, or otherwise circumventing any anti-virus, user authentication, or other security feature maintained on the Forrestville Valley School District #221 network or on any external computer, computer system, or computer account;
15. Creating or deliberately downloading, uploading, or forwarding any computer virus, or otherwise attempting to modify, destroy, or corrupt computer files maintained by any individual on any computer;
16. Participating in, or subscribing to non school-related mailing lists, newsgroups, chat services, electronic bulletin boards, or any other association or service which would cause a large number of e-mails or other electronic messages to be sent to the Forrestville Valley School District #221's electronic network;
17. Participating in, or directly connecting with current Forrestville Valley School District #221 staff in a social networking environment without an educational or professional purpose;
18. Using encryption software or otherwise encoding or password-protecting any file which is created with, sent from, received by, or stored on the Forrestville Valley School District #221's electronic network;
19. Attempting to commit any action which would constitute an unacceptable use if accomplished successfully.

No Warranties - The Forrestville Valley School District #221 makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Forrestville Valley School District #221 will not be responsible for any damages the user may suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions, whether caused by the Forrestville Valley School District #221's negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The Forrestville Valley School District #221 specifically denies any responsibility for the accuracy or quality of information obtained through its electronic network services.

Indemnification - The user agrees to indemnify the Forrestville Valley School District #221 for any losses, costs, or damages, including reasonable attorneys' fees, incurred by the Forrestville Valley School District #221 relating to, or arising out of, any violation or breach of the Policy, these Administrative Procedures or any other terms or conditions governing the use of the Forrestville Valley School District #221's electronic network.

Security - Network security is a high priority. If the user observes a security problem on the network, the user must notify the system administrator or Building Principal and should not disclose the problem to other users. Users are expected to maintain the confidentiality of their account and password. Users shall not use another individual's account without permission from that individual. Attempts to log-on to the network 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.

Vandalism - Any acts of vandalism committed by the user will result in cancellation of privileges, other disciplinary action and/or legal 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.

Privacy - Any electronic communications or files created on, stored on, or sent to, from, or via the electronic network are the property of the Forrestville Valley School District #221. Consequently, users do not have any expectation of privacy with respect to such messages and files. Users should remember that such messages and files could be recovered from the electronic network's back-up system even after they have been deleted from a user's individual account.

The Superintendent, Director of Instructional Technology, and/or their designees may access and review such messages and files when necessary to maintain the integrity and efficient operation of the electronic network; to monitor compliance with the Policy, these Rules and Regulations, and all other rules, regulations, or other terms or conditions of electronic network access authorized by the Superintendent or Director of Instructional Technology; and to further all other educational, safety and instructional concerns of the Forrestville Valley School District #221. The Forrestville Valley School District #221 also reserves the right to intercept, access, and disclose to appropriate authorities all information created with, sent to, received by, or stored on the electronic network at any time, with or without user notice. Use of the Forrestville Valley School District #221's electronic network to create, store, send, receive, view, or access any electronic communication or other file constitutes consent by the user for the Forrestville

Valley School District 221 to access and review such files consistent with this paragraph.

Copyright Web Publishing Rules - Copyright law and Forrestville Valley School District #221 policy prohibit the re-publishing of text or graphics found on the Internet or on Forrestville Valley School District #221 websites or file servers without explicit written permission.

1. Material from other electronic sources (including the Internet) must not be used, unless the user has obtained written permission from the author. Additionally, any material so used must be properly cited.
2. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission.
3. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
4. Material from software owned by the Forrestville Valley School District #221 or school may not be used without permission or unless the licensing agreement specifically allows for such use.

Use of Electronic Mail - The Forrestville Valley School District #221's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the Forrestville Valley School District #221. The Forrestville Valley School District #221 provides electronic mail to aid students in grades 6-12 as an education tool.

1. The Forrestville Valley School District #221 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 user to another user's electronic mail account is strictly prohibited.
2. 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.
3. Electronic messages transmitted via the Forrestville Valley School District #221's Internet gateway are electronically labeled with an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as a user of the Forrestville Valley School District #221's electronic network. Great care should be taken, therefore, to compose messages in a manner that will reflect well on the name and reputation of the Forrestville Valley School District #221. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
4. Downloading any file attached to any Internet-based message is prohibited unless the user is certain, to the best of their ability, of that message's authenticity and the nature of the file so transmitted.
5. Use of the Forrestville Valley School District #221's electronic mail system constitutes consent to these regulations.

Cooperation with Investigations - The Forrestville Valley School District #221 reserves the right to participate and cooperate fully in any investigation requested or undertaken by either law enforcement authorities or a party alleging to have been harmed by the use of the Forrestville Valley School District #221 electronic network. Evidence of illegal activity will be reported or turned over to appropriate authorities.

Internet Safety – Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in the policy’s implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including “hacking” and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Authorization for Electronic Network Access – Each staff member must sign the District’s *Authorization for Electronic Network Access* as a condition for using the District’s electronic network. Each Student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use. All users of the District’s computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network. The failure of any student or staff member to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Non-School-Sponsored Publications/Websites - Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline
2. Violates the rights of others, including but not limited to material that is libelous,
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent or vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is distributed in kindergarten through twelfth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by Forrestville Valley School District #221.

Policy Modifications - The Board of Education may modify the terms and conditions of electronic network use and/or the provisions of the Policy and these Administrative Procedures at any time. The Superintendent or Director of Instructional Technology may also disseminate additional rules, regulations, or other terms or conditions of electronic network access as may be necessary to ensure the safe, proper, and efficient operation of the computer network and the individual Forrestville Valley School District #221 schools. Notice of any such modifications or additional rules, regulations, or other terms of conditions of access shall be promptly communicated to all authorized users, including by posting such modifications on the electronic network or in a conspicuous place at access locations. Use of the electronic network constitutes acceptance of the terms of the Policy, these Administrative Procedures, and any additional rules, regulations, or other terms or conditions of electronic network access, which may have been promulgated by the Superintendent, Director of Instructional Technology, or their designees.