



## **Southern Columbia Area School District**

### **2016 Acceptable Use Policy Regarding the Legal and Ethical Use of Technology Resources, Internet and Electronic Mail**



#### **• I N T R O D U C T I O N •**

Students, Parents or Guardians:

The Southern Columbia Area School District offers diverse and unique resources to our students via the district's local network, called TigerNet, and the internet. Our goal in providing this service to students is to promote educational excellence in our district by facilitating resource sharing, innovation, and communication. Internet access will be available for students' use in all classrooms, in the libraries and resource rooms throughout the district. The creation of a large and varied technology environment demands that technology usage be conducted in legally and ethically appropriate ways, consistent with the instructional goals of the the Southern Columbia Area School District.

The school board has approved an Acceptable Use Policy (No. 815, updated 7/2012) which establishes guidelines for use of the internet and all district computer and network resources. Thus, it is the intention of the Southern Columbia Area School District that all technology resources will be used in accordance with any and all school system policies and procedures, as well as local, state and federal laws and/or guidelines governing the usage of technology and its component parts. Additionally, it is implied that all students of the District will use the provided technology resources so as not to waste them, abuse them, interfere with, or cause harm to other individuals, institutions, or companies.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of worthy educational value in the context of the school setting. The district has taken precautions, which are limited, to restrict access to inappropriate materials. The purpose of this policy is to ensure that the use of Southern's TigerNet resources is consistent with the district's mission, goals and objectives. The smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities that you are about to acquire. If a TigerNet user violates any of these provisions, disciplinary actions will be taken, which may lead to the termination of his or her network account. To gain access to the Southern Columbia TigerNet, all users, either permanent or temporary, must sign this document. The signature at the end of this document is legally binding and indicate that the party who signed has read the terms and conditions carefully and understands their significance.

Please carefully review the attached policy and discuss it with your child/children. If you wish your child/children to have access to TigerNet resources and the Internet, it will be necessary that each child return a signed permission slip to his/her homeroom teacher. Please retain the copy of the internet policy for your records. All children will receive an orientation to our network resources and proper use of the internet in the beginning of each school year.

#### **• S O F T W A R E / N E T W O R K P O L I C Y S T A T E M E N T •**

The primary goal of the technology environment is to support the educational and instructional endeavors of the students and employees of the Southern Columbia Area School District.

1. Individuals may only use accounts, files, software, and computer resources that are assigned to them using their unique user name and password.
2. Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and outside the Southern Columbia Area School District.
3. Duplication of any copyrighted software is prohibited. Illegal copies of software may not be created or used on school equipment. Any questions about copyright provisions should be directed to the building computer coordinators.
4. All software in use on the local area network and/or individual workstations within the Southern Columbia Area School District must be installed by a member of the technology staff. Students and staff are not authorized to install software.
5. Individuals are expected to report any violations of this policy and/or problems with the security of any technology resources to the building principals, or building technology coordinator.
6. Any use of technology resources that reduces the efficiency of use for others will be considered a violation of this policy.
7. Students must not attempt to modify technology resources, utilities and/or configurations, or change the restrictions associated with network accounts, or attempt to breach any technology resources security system, either with or without malicious intent.
8. The legal and ethical practices of software and hardware usage will be taught to all students in the system (i.e. during computer lab orientation; general classes, etc.).

9. To maintain system integrity and to insure that the system is being used responsibly, technology coordinators reserve the right to review files and network communications. Users should not expect that files stored on any server will always be private. The network administrators have the authority to monitor all network accounts and delete questionable or inappropriate files without said permission from the account user.
10. Vandalism of any hardware devices or software resources in the school district, intent or malicious in nature, will result in disciplinary or legal action.
11. Students are not permitted to utilize any personal technology devices on the TigerNet without permission from a teacher or technology coordinator. These items would include, but not limited to iPods, MP3 Players, laptop computers, external storage devices, and digital cameras.

## • INTERNET USE •

The intent of the Southern Columbia Area School District is to provide access to resources available via the Internet with the understanding that students will access and use information that is appropriate for their various curricula. Resources used in the classroom will be screened for content prior to their introduction.

1. Students will be allowed to conduct independent research and communicate on the Internet upon the receipt of this permission form. Permission is not transferable, and therefore, may not be shared.
2. Students will gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner and by providing the written permission of parents or guardians.
3. All guidelines stated above addressing appropriate technology usage shall apply to usage of the Internet. Because communications on the Internet are, often, public in nature, all users should be careful to maintain appropriate and responsible communications.
4. Internet access is a privilege, not a right. All Internet users are expected to act in a considerate and responsible manner. The building network administrator has the authority to determine what is inappropriate use. His/her decision is final.
5. All web pages will be reviewed by the district technology team, who may reserve the right to reject part or all of a proposed web page.
6. Students cannot participate in the following without direct supervision and permission from a classroom teacher and/or the network administrator: instant messaging, bulletin boards, message boards, discussion boards, chat rooms, online games, social networking, e-mail, public domain photo galleries, online blogs, podcasts, or accessing online video or music.
7. Students are not permitted to download the following without direct supervision and permission from a classroom teacher and/or the network administrator. These items would include, but not limited to photographs, videos, music, games, or software.

## • ELECTRONIC MAIL •

The Southern Columbia Area School District will provide access to electronic mail for students on a need-be basis, so long as it supports curricular goals. E-mail access is only for the use of educational and instructional purposes.

The following are not permitted on any Southern Columbia Area School District Network or the Internet:

- \* sending, displaying, or downloading offensive messages or pictures
- \* using obscene language, harassing, insulting, or attacking others
- \* damaging computers or computer networks (includes changing workstation/printer configurations)
- \* violating copyright laws
- \* using other user's passwords
- \* trespassing in other user's files, folders, or work
- \* intentionally wasting limited resources or time

**SOUTHERN COLUMBIA AREA TIGERNET - PLEASE COMPLETE!!**

**Acceptable Use Policy (AUP) for Student Use of All Technology Resources**

As a student of Southern Columbia Area School District, I understand that, as an internet user, I am responsible for my actions and that I am responsible to act considerately and appropriately, in accordance with the following rules. When using any Southern Columbia Area Technology Resources, including the Internet...

**I will NOT:**

1. send, view, or download offensive or inappropriate messages or pictures or files
2. use obscene language,harass, insult, or attack others
3. use other users' passwords or trespass in other users' files, folders, or work
4. vandalize to any computers, computer systems, computer networks, or any peripheral devices
5. modify any technology resources (this includes changing workstation and printer configurations)
6. breach any technology security systems
7. utilize personal technology devices (iPods, MP3 players, laptop computers, digital cameras, USB drives, etc.) on the TigerNet without permission from a teacher or computer coordinator
8. violate software, image, video, or audio copyright laws
9. intentionally waste limited resources or reduce the efficiency of other users

I understand that any or all of the following sanctions could be imposed if I violate any of the policies and procedures regarding the use of Southern Columbia Area Technology Resources, including the Internet.

1. Loss of access to technology
2. Detention
3. Suspension
4. Additional disciplinary action to be determined at the individual school in line with existing practice regarding inappropriate language or behavior
5. Legal action, when applicable

**PLEASE READ, FILL OUT, and SIGN IN THE APPROPRIATE AREA, DETACH THE BOTTOM PORTION, and RETURN IT TO YOUR CHILD'S HOMEROOM TEACHER.**

**ACCEPTABLE USE POLICY for SOUTHERN COLUMBIA AREA SCHOOL DISTRICT**

**MY CHILD HAS MY PERMISSION:** (check ONE option below)

To use network resources & internet under the supervision of his/her teacher (For Grades K-4)

To use network resources & internet independently with supervision or permission from a teacher

**P L E A S E F I L L I N A L L T H E I N F O R M A T I O N B E L O W :**

Date: \_\_\_\_\_ Grade: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

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

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_