

Educational Program

Series 600

Code No. 602.15

Policy Title: Technology Responsible Use

*Please read this document carefully before signing on the last page.*

Internet and network access is available to students, faculty, and staff (users) at Postville Community School District (PCSD). The PCSD administration believes this access offers valuable, diverse, and unique resources to students, faculty and staff. The primary goal of PCSD's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of computers, technology devices and/or equipment. School technology is reserved exclusively for academic use.

With the vastness of the Internet, users should be aware that some material found on the Internet might not be considered of educational value in the context of the school setting. Users should be warned that some material might contain items that are illegal, defamatory, inaccurate, or potentially offensive. The administration and Technology Support Staff (Tech Staff) have made attempts to restrict access to controversial materials, but advise that it is impossible to filter and restrict access to all controversial materials. Therefore, it is the responsibility of the user to not access controversial/inappropriate materials, and report to a member of the PCSD administration if access to controversial/inappropriate material is found.

*Network Resources* refers to all aspects of PCSD's owned or leased equipment, including computers, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology related equipment and services. These rules apply to any use of PCSD's network resources whether this access occurs while on or off campus.

**Digital citizenship unaccepted ethics and behavior includes but is not limited to the following:**

- to create, send, access or download material which is abusive, hateful, harassing or sexually explicit;
- to download or stream Internet based music, video and large image files at school not required for school work, as this slows the performance of the network for all users;
- to alter, add or delete any files that affect the preinstalled configuration of a school computer issued to you or others;
- to conduct any commercial business;
- to conduct any illegal activity, including gambling;
- plagiarizing any material, including written information, videos, images, etc;
- to conduct any political lobbying/political campaigning;
- to access the data or account of another user (altering files of another user is considered vandalism);
- to install any software onto PCSD computers; to copy PCSD school software (copying school-owned software programs is considered theft);

**In addition, Users should not:**

- give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent);

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- give password(s) to anyone;
- post anonymous messages;
- forward email commonly known as “SPAM,” Unsolicited Commercial Email (UCE), or “junk email”;

**File Sharing and File Sharing Programs**

The installation and/or use of any non-preinstalled internet based file sharing tools is explicitly prohibited. File sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video, and images).

**Legal Issues and Jurisdiction**

Because PCSD owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to insure that all equipment/resources are used legally. Hence any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of PCSD’s network resources is subject to the rules stated in this policy.

School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including email system, the school administration reserves the right, if needed, and at its discretion, remotely access, to open, examine and/or delete electronic files that violate this Responsible Use Policy. Users of PCSD network resources should also be aware that electronic records may be subject to the Iowa Open Records law. When applicable, law enforcement agencies may be notified.

**Discipline**

The use of the Internet is a privilege, not a right, and inappropriate use may/will result in the suspension or cancellation of those privileges. Any user who violates these rules will be subject to disciplinary action.

Disclaimer:

PCSD does not have control of the information on the Internet or incoming email, nor does it provide any technical barriers to account holders accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of PCSD. While our intent is to make network access available for educational goals and objectives, account holders will have the ability to access other materials as well. At PCSD, we expect all users to obey the Responsible Use Policy when using the network. Students found in violation of the policy will be disciplined as deemed appropriate by the Administration on a case-by-case basis.

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Responsible Use Policy

User/Parent/Guardian Signature Section

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Please read the Postville Community School District (PCSD) Responsible Use Agreement (on preceding page) carefully before signing.

User Section

I have read the Responsible Use Agreement. I agree to follow the rules contained in this Agreement. I understand that if I violate the rules my account can be terminated or suspended, and I may face other disciplinary/legal measures.

User's Name (Please Print) \_\_\_\_\_

Users Signature \_\_\_\_\_

Date \_\_\_\_\_

(Users over the age of 18 are not required to have a parent/guardian complete the following section)

Parent/Guardian Section

As the parent or legal guardian of the User signing above, I have read this Responsible Use Agreement and grant permission for the student signing above to access the technology and network resources provided by PCSD. I understand that the district's computing resources are for educational purposes. I also understand that it is impossible for PCSD to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the Internet. I understand that individuals and families may be held liable for violations. Furthermore, I accept full responsibility for supervision of what the above signed User accesses on the Internet while not in a school setting.

Parent/Legal Guardian Name (Please Print) \_\_\_\_\_

Parent/Legal Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Approved: 4-9-12

Reviewed: 4-8-13

Revised: \_\_\_\_\_