

## **Student Policy, Procedures, and Rules for Using Information Technology**

It is the policy of Colby School District to mandate and expect that students will use District-provided information technology in a responsible manner. Accordingly, the Colby School District has established a policy and procedures for the use of District-provided information technology along with rules governing the behavior of students who access such resources.

This Policy is intended to promote freedom of thought, expression and inquiry for students and staff members. It is intended to provide the protections necessary and usage guidelines for users of the Internet in the Colby School District (CSD). Paramount is that the free expression of ideas is acknowledged and encouraged in the CSD community.

Students who do not comply with the standards of behavior outlined with the rules below may lose their privilege to use District-provided information technology resources and/or be subject to other disciplinary action.

1. Unless a student's right to access have been limited or withdrawn as a disciplinary sanction, students will be permitted to access the Internet using District technology resources. The use of the Internet may be integrated within academic curriculum. Such access by students is subject to various legal requirements, including the restriction of content that may be harmful to minors. The District will meet such legal requirements by, for example, using security controls and filters that are administered by the District and/or by service providers.
2. All CSD user accounts are owned by the CSD and therefore are **not private**. All messages and files created, sent, received or stored using CSD equipment, networks or communication systems are the property of the District. CSD retains the right to review, audit, intercept, access and disclose all messages created, received, or sent over the electronic communication systems as necessary. The ADMINISTRATION may access any message for reasons including, but not limited to:
  1. to find lost messages;
  2. to study the effectiveness of the communication system;
  3. to comply with investigations into suspected criminal acts or violations of District policies, including investigations into allegations of electronic bullying using district resources;
  4. to recover from systems failures and other emergencies;
  5. to respond to public records requests, subject to the limitations imposed by state and federal law and district policy regarding the disclosure of personally identifiable student information;
  6. to comply with discovery proceedings or to be used as evidence in legal actions, subject to the limitations imposed by state and federal law and district policy regarding the disclosure of personally identifiable student information;
  7. as may otherwise be required and/or permitted by state or federal law.
3. Students shall receive and discuss information from his/her teacher regarding:
  1. Internet safety and security, including:
    - the importance of understanding what materials are inappropriate to minors
    - safe use of electronic mail, chat rooms, web sites, web blogs, social network profiles and other direct forms of electronic communication and online fora including the importance of understanding that one should never provide personal information to a site on the Internet without the supervision of an adult; such personal information includes likeness, full name, address, phone number, credit card number, and Social Security number
    - the procedures for reporting occurrences of computer-based bullying and/or harassment (See Policy 5517.01)
  2. Responsible use of information technology, including:
    - abiding by copyright laws

- understanding that unethical and unlawful activities include unauthorized access to any data or communications equipment without the owner's permission, "hacking," or unauthorized disclosure, use, or dissemination of anyone's personal information
- 3. Measures the District has taken to restrict access to materials harmful to minors, including:
  - implementing Internet filtering requiring adult supervision during student use of the Internet
- 4. An online presence includes, but is not limited to, web pages, web sites, social network profiles, posted comments, posted images or videos or other media, blogs and microblogs and participation in online fora. A public online presence is one which can be accessed by people who are not staff or students of the CSD. A public online presence created with District-provided resources or pursuant to the District's educational or business purposes must:
  1. adhere to District policies and guidelines;
    - maintain confidentiality
    - only use assigned log in information unless instructed otherwise
    - may not contain or link directly to inappropriate content
    - obtain all required permissions and clearances
    - set privacy settings and access restrictions appropriately to the content on your site
  2. adhere to the "user agreement" or "terms of service" for the hosting site;
  3. indicate that the views expressed are those of the student and do not necessarily reflect the opinions/views of the Colby School District;
  4. not violate copyright or privacy laws;
  5. be kept current and monitored on a regular basis

### **RULES**

1. Students shall:
  - adhere to same standard of conduct expected and required in a classroom;
  - follow rules for applying for password and e-mail accounts;
  - follow rules for using resources, time limits and printing instructions;
  - log off the system as soon as finished to provide others with the opportunity to access the system;
  - report violations of these rules.
2. Students shall not:
  - lend their e-mail logins and passwords to anyone else;
  - create a computer virus and place it on the network;
  - send a message that is inconsistent with the school's code of conduct, written or implied;
  - send messages that are inappropriate, obscene, sexist, contain obscenities, or contain inflammatory or abusive language;
  - send messages or use DISTRICT information technology resources to engage in bullying or harassing behavior
  - send any message with someone else's name on it;
  - read mail or files without the owner's permission;
  - interfere with the ability of other users to make effective use of school district computing and network resources.

# Student Account Agreement

## Student Section

Student Name:

Grade:

School:

I have read the Acceptable Use Policy or have had the Acceptable Use Policy read to me. I agree to follow the rules contained in this Policy. I understand that if I violate the rules my account can be terminated and I may face other disciplinary measures.

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

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## Parent or Guardian Section

I have read the Acceptable Use Policy

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 district system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the district Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

I give permission to issue an account for my child and certify that the information contained in this form is correct.

Parent Name (print)

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return to:

By: