

# McLaughlin School District Acceptable Use Policy

## **Introduction:**

Electronic information resources are available to qualifying students in the McLaughlin School District. These resources include access to the Internet and other network files or accounts. Our goal in providing electronic services to students is to promote educational excellence by facilitating resource sharing, innovation, and communication.

Internet access is coordinated through a complex association of government agencies as well as regional and state networks. Worldwide access to computers and people may involve the availability of materials considered to be inappropriate, illegal, or of no educational value. On a global network it is virtually impossible to control all materials. However, through a filtering and monitoring system, the District has taken precautions to restrict access to inappropriate materials. Users who access, publish or attempt to access or publish inappropriate material or illegal Internet sites, will be subject to discipline; which may include the possibility of suspension or expulsion.

The smooth operation of the network is dependent upon the proper conduct of the users who must adhere to strict guidelines, rules and regulations. Such are provided so that student users are aware of the responsibilities they are about to accept. In general, their responsibilities necessitate acceptable, ethical, and appropriate utilization of the electronic network resources.

Staff and Student (“users”) use of electronic communication tools include resources such as:

- Computers and related peripherals (including printers, portable hard drives/USB/flash drives, mp3 players, etc.)
- Local and wide area networks, including wireless networks (internet and email)
- File and application servers
- Video networks, digital video camcorders, and cameras
- Telephones, cell phones, PDAs, fax, and copy machines
- Televisions, VCRs, DVDs, laserdisc players, etc.

Use of these technologies must be consistent with academic actions of the McLaughlin Public School. Users are expected to adhere to the district policies as they apply to district and personal technology resources. Users are also required to comply with all local, state, and federal laws which include regulations against computer/network hacking, software piracy, copyright infringement and other illegal behaviors.

## **Privileges:**

The use of McLaughlin Public School’s computers is a privilege, not a right. Inappropriate use will result in cancellation of those privileges. The school administration will deem what is inappropriate use and their decision is final. The system administrator shall monitor use of computers by all students and report any violations to the appropriate administrator.

## **Network Etiquette**

You are expected to abide by generally accepted rules of network etiquette. Some of the rules are, but not limited to:

- Be Polite
- Never send or encourage others to send abusive messages
- Use appropriate language
- Illegal activities are strictly forbidden
- Do not reveal personal information (address, phone number, etc.) about yourself or another student

## **Inappropriate Use:**

Inappropriate use includes, but is not limited to: intentional use that violates the law, use that violates the regulations of the McLaughlin School District, or activities on the internet not in accordance with the law.

McLaughlin School prohibits technology uses, whether district or personal technology used on district property, which could injure a person either physically or emotionally. Prohibited uses include but are not limited to:

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Harassing, insulting or attacking others.
- Damaging computers, computer systems or computer networks.
- Violating copyright laws including plagiarizing, downloading or exchanging pirated software, music, or other files.
- Using others' passwords, tampering with or forging names on electronic mail or other online environments. Trespassing in others' folders, work or files.
- Hacking with intent to damage or for the purposes of circumventing standard configurations.
- Intentionally wasting network resources.
- Storage of games and excessive picture, music, and video files.
- Unauthorized posting of personal information about others, including phone numbers, names, etc.
- Performing any action which results in a compromise of the system security.
- Using multiple-user games, internet chats, instant messaging, anonymous e-mail, and other web applications unless the use is supervised by a HPS staff member and is appropriately related to education.
- Inappropriate use of personal handheld electronic devices, including cell phones.
- Using the network for any illegal, unethical, or commercial activities.
- Negligence regarding confidential data

## **Electronic Mail and Internet Use**

- Users must adhere to this policy at all times when using the internet and/or email, including after hours, weekend and/or holiday use.
- District email accounts will be provided to all employees.
- Student email accounts will be provided. Student accounts may be revoked if used inappropriately.

- Users are prohibited from using school email or internet access for commercial or personal gain.
- Users are prohibited from using district or district provided email or internet access for unethical or illegal behaviors or activities that are contrary to any district policy.
- Material hosted on district servers and published on the internet may be reviewed for appropriateness. Materials that represent McLaughlin School and are hosted on non-district servers should adhere to this policy.

### **Internet Safety and Use of Filters:**

McLaughlin School participates in internet filtering services to help prevent access to internet content that is obscene, pornographic, or harmful as defined by the Child Internet Protection Act. By default, filtering measures shall be in operation at all times during the use of the district's computers. Some filtering protection measures may be disabled by an authorized administrator, supervisor, or other authorized person in order to provide access to valid research or for other lawful purposes. In cases where McLaughlin school staff provides minimally filtered access to students, the teachers are expected to supervise students and can be held responsible for any student act that violates the acceptable use policy. Problems with the filtering system should be reported immediately to the Technology Coordinator.

### **Internet safety precautions are the responsibility of all users. Safety tips include:**

- Keep your personal information (name, phone numbers, address, passwords, etc.) private.
- Don't read email or download attachments from people you don't know.
- Understand that nothing done on the internet is private.
- Tell a trusted adult or supervisor if someone says things or sends you something that you consider inappropriate (do not respond to the person either directly or indirectly).
- Never meet online-only friends in person (you have no way to confirm the real identity of someone you meet online).
- Practice proper etiquette while online and avoid conflicts with other users.

### **No Warranties**

McLaughlin School District makes no warranties of any kind, either direct or implied for the service it is providing. The school will not be responsible for any damages suffered. Use of any information obtained via the internet is at the user's own risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.

### **Privacy**

Privacy is not guaranteed when using McLaughlin School technology, including the network, Files, communications (including email), and use history may be reviewed to maintain system integrity and ensure that users are adhering to the acceptable use policy and guidelines. The district will cooperate with local, state, and federal authorities when necessary. All activity could fall under South Dakota open record laws, which means that someone can ask to review this information at any time.

### **Security**

If you can identify a system problem on the network, you must notify the technology coordinator. Do not use another person's account without written permission from that person. Attempts to log on to the system as the system administrator will result in cancellation of user privileges.

### **Vandalism:**

Vandalism includes any malicious attempt to harm or destroy any McLaughlin School equipment, software, or the data of another user on a computer, local network, or global network. Vandalism is prohibited and may result in cancellation of privileges or other disciplinary action.

### **School Web Page**

Information posted on state /school provided web pages from students or staff must be appropriate and must follow all school policies. Pictures of students may be posted on the web pages as long as you have parent/guardian signature approval.

### **Legal Disclaimer**

McLaughlin School will not be responsible for damages users may suffer, including loss of data resulting from delay, non-delivery, or service interruptions; damages to personal property used to access school computers, networks, or on-line resources; or unauthorized financial obligations resulting from use of school accounts to access the internet. McLaughlin School specifically denies any responsibility for the accuracy or quality of information obtained through internet services. Since all transactions conducted through district technology resources could be perceived as authorized district activities, users of district technology resources are responsible for respecting and adhering to local, state, federal and international laws. Any attempt to break those laws through the use of district technology resources may result in legal action against the offender by the district, injured third parties and/or governmental authorities. If such an event should occur, the district will fully comply with any requests for information related to the legal proceeding, subject only to prohibitions of law. McLaughlin School will not be held liable for the actions of users, which violate the conditions of this document.

### **Exception of Terms and Conditions**

All terms and conditions as stated in this document are applicable to the McLaughlin School District. These terms and conditions shall be governed and interpreted in accordance with policies of the McLaughlin School Board, the laws of the State of South Dakota, and the United States of America. The student and parent/guardian signature at the end of this Acceptable Use Policy is legally binding. The combined signatures also indicate the student and parent/guardian have carefully read and understood the terms and conditions of appropriate use and thereby agree to abide.

## Student and Parent/Guardian Signature of Agreement

Rules of conduct are described in this Acceptable Use Policy and apply when the electronic information system is in use. I understand any violations of the above provisions will result in the loss of my user account and may result in further disciplinary and/or legal action, including but not limited to suspension or expulsion, or referral to legal authorities. I therefore agree to maintain acceptable standards and to report any misuse of the system to the appropriate teacher or administrator.

Misuse or violation of this agreement comes in many forms, but can be viewed as any messages, information or graphics sent or received that include/suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and/or other listings previously described in this user agreement. I agree to report any misuse of the electronic information resources to my principal, teacher/supervisor or systems administrator.

**I have read this Acceptable Use Agreement and understand that Internet sites are filtered and that Internet use on my district computer may be monitored. I hereby agree to comply with the above described conditions of acceptable use.**

Student Name (please print): \_\_\_\_\_ Grade: \_\_\_\_\_

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

### **PARENT OR GUARDIAN:**

As the parent or guardian of the above named student, **I have read this Acceptable Use Agreement and understand that Internet sites are filtered and that electronic information resource accounts may be monitored.** I understand my child may be disciplined for inappropriate or unacceptable use of electronic information resources. I further understand that student use of the electronic information resource system is designed for educational purposes. I understand that it is impossible for McLaughlin School District to filter or restrict access to all inappropriate materials. I will not hold the McLaughlin School District responsible for inappropriate or unacceptable materials my child may acquire on the network system.

I hereby give my permission and approve the issuance of an electronic account for my child.

Parent or Guardian Name (please print):  
\_\_\_\_\_

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