

Pipestone Area School District No. 2689

Electronic Technologies Acceptable Use and Safety Policy

I. Purpose

The purpose of this policy is to set forth guidelines and parameters for access to acceptable and safe use of the District's electronic technologies. Electronic technologies include but are not limited to computers and peripherals, printers, telephones, electronic applications, electronic communications, the district's network and Internet social networking tools.

II. General Statement of Policy

Pipestone Area School District recognizes the value of providing technology equipment, network services and Internet access to students, staff, and community in order to enhance its mission of education. By providing electronic technologies, students and staff have access to explore libraries, databases, websites, online resources and exchange messages and communication with people around the world. The district expects instructional staff to utilize these electronic technologies and tools within its daily curriculum, while providing guidance and instruction to students in their use. Doing so promotes educational excellence at Pipestone Area Schools.

III. Definitions

The word "user" applies to any person using the District's electronic technologies. This policy shall apply to all users of the Pipestone Area School District's equipment which includes but is not limited to all computer hardware, operating system software, application software, network services and data files. This includes electronic mail, local databases, externally accessed databases (such as the Internet), CD or DVD ROM, optical media, clip art, digital images, digitized information, communications technologies and new technologies as they become available.

The term "Internet" refers to an electronic communications network that connects computer networks and organizational computer facilities around the world. The term "intranet" refers to the District's network, which restricts access to authorized users, which may include students, staff, parents, contractors, vendors and volunteers. The term "electronic technologies" refers to, but is not limited to, computers and peripherals, printers, telephones, and the applications they support and/or access.

IV. Limited Educational Purpose

Access to the educational technologies, including the Internet, in the Pipestone Area School District has been established for educational purposes. The purpose of the system goes beyond providing students and employees with general access. The educational purpose includes use of the system for classroom activities, educational research and professional or career development activities. Users are expected to use the provided Internet access and electronic technologies in accordance with the District's mission, vision, goals and policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on the school district system.

V. Acceptable Uses

The District's technology resources will be used only for the purposes of learning, teaching and administration that is consistent with the District's mission and vision. These uses should be in concordance with the District's Technology Plan.

VI. Use of the System is a Privilege

The use of the technology equipment and services by staff, students, or the public is a privilege not an inherent right. Proper use of the technology equipment, educational technologies and services is the responsibility of the individual user. This policy applies to all who access the technology resources belonging to and from this institution. This District reserves the right to limit or deny access to certain users and to certain types of information.

Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of electronic technologies may result in one or more of the following consequences: Suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate District policies,

including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

Use of Electronic Technologies during the employee duty day should be restricted exclusively to educational purposes.

VII. Guidelines in Use of Electronic Technologies

The information, communication, processing, and storage resources provided by the District are the sole property of the District. Electronic technologies, files, data, and other communication created, originating from, or stored on the District's hardware and electronic systems are the property of the District and are protected from unauthorized access, motivation, destruction or disclosure.

Pipestone Area School District reserves the right to monitor, inspect, read or copy any item on or using the district's electronic technologies, including its network. Users should not expect privacy in the contents of personal files on the district system.

Periodic routine maintenance and monitoring of electronic technologies and the district network may lead to a discovery of violations of this policy, another school district policy or the law by a user.

VIII. Electronic Technologies Acceptable Use Agreement

- a. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and staff of the District.
- b. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- c. The Electronic Technologies Acceptable Use Agreement for students must be read and signed by the user and parents or guardians.
- d. All users shall be responsible for the protection and security of their passwords. Users shall have the ability to change passwords to maintain the confidentiality of logon codes.

IX. Unacceptable Uses of Electronic Technologies and District Network

- a. The following uses of the District's electronic technologies, especially the Internet, are considered unacceptable: Users will not use the District's electronic technologies to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - i. Pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
 - ii. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, libelous, threatening, disrespectful, or sexually explicit language;
 - iii. Materials that use language or images that are inappropriate in the educational setting or disruptive to the educational process;
 - iv. Information or materials that could cause damage or danger of disruption to the educational process;
 - v. Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination, or any other material that would violate any law.
 - vi. Shopping online, including making orders, during time designated as off-limits by the District.
 - vii. Personal photos, files or music not related to educational purposes for any extended length of time.
- b. Users will not use the District's electronic technologies to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
- c. Users will not use the District's electronic technologies to engage in any illegal act or violate any local, state or federal statute or law.
- d. Users will not use the District's electronic technologies for political purposes such as campaigning.

- e. Users will not use the district system to vandalize, damage or disable the property of another person or organization; will not make deliberate attempts to degrade or disrupt equipment through computer viruses or other measures; will not take any action to violate the District's security system; will not use the District's electronic technologies in such a way as to disrupt the use of the system by other users; and may not add or remove any software nor modify the equipment, software configuration, or environment.
- f. Users will not use the District's electronic technologies to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
- g. Users will not use the District's electronic technologies to post information in public access areas regarding private information about another person. Private information includes personal contact information about themselves or other persons, or other personally identifiable information including, but not limited to, addresses, telephone numbers, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
- h. Users must keep all account information and passwords private, and in some cases, on file with designated school officials. Users will not attempt to gain unauthorized access to the District's electronic technologies or any other system through the District's electronic technologies. Access through any means other than an individual's user logon and password is not permitted, including attempting to logon using another person's account. Messages, files and records on the District's electronic technologies may not be encrypted without the permission of appropriate administrative school authorities.
- i. Users will not use the District's electronic technologies to violate trademark copyright laws or usage licensing agreements; will not use another person's property without the person's prior approval or proper citation; will not load, download or exchange pirated software or copy software to or from any school computer including freeware and shareware; and will not plagiarize works they find using electronic technologies.
- j. Users will not use the District's electronic technologies for conducting business, unauthorized commercial purposes or for financial gain unrelated to the District's mission. Users will not use the District's electronic technologies to offer or provide goods or services or for product advertisement. Only those authorized by the District administration are acceptable.
- k. If a user inadvertently uses electronic technologies in an unacceptable manner, the user shall immediately disclose the situation to the building Principal.

X. Filter

According to the Children's Internet Protection Act of 2001 school districts are required to adopt an Internet safety policy.

- a. With respect to any of its computers with Internet access, the School District will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will use best efforts and industry standard approaches to block or filter Internet access to any visual depictions that are obscene, violent, child pornography, or harmful to minors:
- b. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - i. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, violence, sex, or excretion; or
 - ii. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - iii. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- c. Access to chat rooms, discussion boards, school-issued email and other forms of direct electronic communications are limited to applications approved by the District and/or hosted within the District domain.
- d. An administrator, supervisor or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

XI. User Notification

- a. All users shall be notified of the District policies relating to Electronic Technology Acceptable Use and Safety.
- b. This notification shall include the following:
 - i. Notification of Unacceptable Use of District Electronic Technologies;
 - ii. Notification that Internet use is subject to compliance with District policies.
 - iii. Disclaimers limiting the District's liability relative to:
 - a. Information stored on District systems including CD's, hard drives, or servers, or any other storage medium;
 - b. Information retrieved through the District's computers, networks or online resources;
 - c. Personal property used to access the District's computers, networks or online resources;
 - d. Unauthorized financial obligations resulting from use of District resources/ accounts to access the Internet.
 - e. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.

XII. Students

- a. Internet Use Agreement
 - i. The proper use of the Internet and educational technologies and the educational value to be gained from proper usage is the joint responsibility of students, parents and employees of the district.
 - ii. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a district account or educational technologies to access the Internet.
 - iii. The Internet use agreement form (see Appendix I) for students must be read and signed by the student and the parent or guardian. The agreement must be signed in order to be granted access to the Internet via the district network. This policy requires that the signed, up-to-date form be retained electronically or physically.
 - iv. A signature is required when the student begins in the district, in Kindergarten, 2nd grade, 5th grade and 9th grade.
 - v. Students have access to Internet resources through their classroom, library or school computer lab.
 - vi. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 - vii. Notification of password ownership and password protection procedures.
 - viii. Notification that, even though the District may use technical means to limit student Internet access, these limits are not impenetrable and are not the sole means of enforcing the provisions of this policy.
 - ix. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
 - x. Notification that student email addresses may be provided to District-approved third party providers for access to educational tools and content.
 - xi. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by School Board Policy 406, Public and Private Personnel Data, and School Board Policy 515, Protection and Privacy of Pupil Records.
 - xii. Notification that, should the user violate the District's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
 - xiii. Notification that all provisions of the Electronic Technologies Acceptable Use Policy are subordinate to local, state and federal laws.

- xiv. Students using social networking tools and curriculum content management software for a teacher's assignment or class are required to keep personal information as stated in Section VIII of this policy out of their postings.
- xv. Students using the district's educational technologies for social networking for a limited educational purpose must follow Policy 514, Bullying Prohibition.
- b. Parents' Responsibility; Notification of Student Internet Use.
Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with other technology information sources. Parents are responsible for monitoring their student's use of the district system and district educational technologies, if the student is accessing the district system from home or a remote location.

XIII. Guest Access and Internet Use

- a. Guest access to the district's open wireless network is provided as a service to the community and is subject to all policies and guidelines covered in the Electronic Technologies Acceptable Use and Safety Policy, along with any state and federal laws related to Internet use, including copyright laws.
- b. Guest access provides limited bandwidth, filtered for the following services:
 - i. Web access (http and https)
 - ii. Email services (pop and imap)
 - iii. VPN services
- c. Limited technical support is provided for guest access and is identified in the building usage form found on the district website.

XIV. Employees

Use of Email: The district provides access to electronic mail for purposes of school-related communication between district employees and its customers.

- i. Appropriate language must be used when communicating using the district email system or network.
- ii. The email system will not be used for outside business ventures not related to educational purposes.
- iii. All emails received by, sent through, or generated by computers using the district network are subject to review by the district.
- iv. All information contained in an email must be treated in accordance with Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records, regarding student and employee data privacy.
- v. Employees will not provide access to their email accounts to nonemployees.
- vi. It is recommended that electronic mail must contain a confidentiality notice, similar to the following:

If the information in this email relates to an individual or student, it may be private data under state or federal privacy laws. This individual private data should not be reviewed, distributed or copied by any person other than the intended recipient(s), unless otherwise permitted under law. If you are not the intended recipient, any further review, dissemination, distribution, or copying of this electronic communication or any attachment is strictly prohibited. If you have received an electronic communication in error, you should immediately return it to the sender and delete it from your system. Thank you for your compliance.

- b. District Electronic Technologies
 - i. Employees may utilize public internet discussion groups for instruction but only to the extent that it is consistent with district policy and mission and goals.
 - ii. Employees may not use proxy servers to access online content that is blocked by district filters.
 - iii. Employees who are transferring positions or leaving their current position must leave all work-related files and electronic technologies such as handbooks, databases, manuals and procedures, regardless of authorship, for their replacements.

XV. District Web Presence

Pipestone Area School District allowed the creation of a district website to provide a learning experience for employees and students and to provide a venue for communications with parents and the community.

- a. District Website
 - i. The district will establish and maintain a website. The website will include information regarding the district, its schools, district curriculum, extracurricular activities and community education.
 - ii. The superintendent will designate a coordinator(s) responsible for maintaining the district website and monitoring district web activity. This includes oversight of all schools within the district.
 - iii. All website content will support and promote the district's mission, goals and strategic direction.
 - iv. The district's website will provide parents with a web portal to classroom related calendars, grades, attendance, assignments and resources for all schools within the district.
 - v. Each school will establish and maintain a website that is connected to the District website. The website will include information regarding the school, its employees, and activities.
 - vi. The district encourages all teachers to establish a web page that supports their classroom instruction. The teacher is responsible for maintaining the web page and making sure it is linked to the school website.
- b. Student Web Pages
 - i. Students may create web pages as part of classroom activities with teacher supervision.
 - ii. Student web pages must include the following notice: "This is a student produced web page. Opinions expressed on this page are not attributable to the district."
 - iii. The classroom teacher, building principal and school technology coordinator will approve all student produced web content prior to its posting.
 - iv. The classroom teacher will review student-produced web pages to determine if the contents should be removed at the conclusion of the course or grading period.
- c. Extracurricular Web Pages
 - i. With the approval of the building principal, a schoolboard sanctioned extracurricular organization will establish a web page that supports the organization and the district's mission, goals and strategic direction.
 - ii. School board-sanctioned extracurricular organizations' web pages must include the following notice: "This is an organization-produced web page. Opinions expressed on this page are not attributable to the district."

XVI. Records Management and Archiving

All technological data is data under the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act, Records Retention Schedule, and school board policy.

XVII. Consistency With Other School Policies

Use of Pipestone Area School District's computer system, use of educational technologies and use of the Internet shall be consistent with district policies and the mission and vision of the district.

XVIII. Liability

The District has adopted and shall enforce this policy to the extent practical, it does not have the resources or technical capability to ensure complete compliance by its users. The District shall not assume and hereby expressly disclaims liability for the misuse of its computers, equipment, network services, or Internet access, which violates this policy or any law.

- a. The District expressly disclaims any liability resulting from any of the following:
 - i. Financial obligations resulting from the use of the District Internet Access.
 - ii. Information received through the District's computers, equipment, on-line resources, or networks.
 - iii. Damages, injuries, or improper communications resulting from contact between individuals, including students, through the Internet, e-mail or use of the Districts equipment, computers, or systems.

XIX. Implementation; Policy Review

- a. The Superintendent, or designee, is directed to develop the necessary guidelines, user notification forms and procedures for the implementation of this policy and for submission to the School Board for approval.
- b. The Superintendent, or designee, shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- c. The District's Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.
- d. Due to the rapid changes in educational technologies and the development of the Internet, the school board shall conduct an annual review of this policy.

XX. Student Online Acceptable Use Consent Form

All students will be given an online acceptable use consent form their first day of school and once signed by parents and students will be kept on file throughout their Middle and High school years. Students will not be allowed to use Pipestone Area Schools' Internet and electronic technologies without a signed consent form. New students, students going in to 5th grade and students going in to 9th grade will receive a consent form that must be signed and on file. A blank copy of the consent form is available in the High School/Middle School and Counseling offices.

**Legal Reference: Children's Internet Protection Act of 2000 (CIPA) 47 U.S.C. § 254
47 C.F.R. § 54.520 (FCC rules implementing CIPA)**

APPENDIX I

Sample Copy *Student Online Acceptable Use Consent Form*
Is available in all school offices

APPENDIX II

Online Code of Ethics *Attached

APPENDIX I
****Sample Copy****



STUDENT ONLINE ACCEPTABLE USE CONSENT FORM

Student

By signing below, I have read and agree to follow Pipestone Area Schools' Internet and Electronic Technologies Acceptable Use and Safety Policy. I understand that my use of the network is a privilege and requires proper online etiquette. I further understand that misuse of the network will result in disciplinary action.

Student Name (PRINT) _____ Student's I.D. Number _____
(MIDDLE SCHOOL AND HIGH SCHOOL ONLY)

Student's Signature _____

Address Zip _____ Telephone Number _____

School Building _____

Parent/Guardian

I give permission for my child to have access to the Internet using the Pipestone Area School District's computer network. I also understand that some material accessible through the interconnected systems may be inappropriate for school-age students. I agree to defend, indemnify and hold harmless Pipestone Area Schools and TIES (School View) from any and all claims arising out of or related to the use of this interconnected computer system. I further understand that I have the right to withdraw my approval in writing at any time.

Approved _____ Disapproved _____

Parent/Guardian Name (PRINT) _____

Signature of Parent/Guardian _____ Date _____

Return this form to the PAS Middle/School/Hill/Brown Office

APPENDIX II

****Online Code of Ethics****

1. Students accessing or using Web 2.0 products including but not limited to blogs, wikis, podcasts, Google applications and PLATO for student assignments are required to keep personal information out of their postings. Students will not post or give out photographs of themselves or others, their family name, password, user name, email address, home address, school name, city, country or other information that could help someone locate or contact them in person.
 2. Students will not log in to the network as another classmate.
 3. Students using Web 2.0 tools will treat these tools as a classroom space. Speech that is inappropriate for class is not appropriate on Web 2.0 tools. Students are expected to treat others and their ideas online with respect.
 4. Assignments on Web 2.0 tools are like any other assignment in school. Students, in the course of completing the assignment, are expected to abide by policies and procedures in the student handbook, including those policies regarding plagiarism and acceptable use of technology.
 5. Student blogs are to be a forum for student expression; however, they are first and foremost a tool for learning. The district may restrict speech for valid educational reasons as outlined in board policy.
 6. Students shall not use the Internet, in connection with the teacher assignments, to harass, discriminate, bully or threaten the safety of others. If students receive a comment on a blog or other Web 2.0 tool used in school that makes them feel uncomfortable or is not respectful, they must report this to a teacher, and must not respond to the comment.
 7. Students accessing Web 2.0 tools from home or school, using school equipment, shall not download or install any software without permission, and not click on ads or competitions.
 8. Students should be honest, fair and courageous in gathering, interpreting and expressing information for the benefit of others. Always identify sources and test the accuracy of information from all sources.
 9. Students will treat information, sources, subjects, colleagues and information consumers as people deserving of respect. Gathering and expressing information should never cause harm or threaten to be harmful to any person or group of people.
 10. Students are accountable to their readers, listeners, viewers and to each other. Admit mistakes and correct them promptly. Expose unethical information and practices of others.
 11. Failure to follow this code of ethics will result in academic sanctions and/or disciplinary action.
-