

**Purpose**

KMS Public School District is now offering network connection including Internet access for use by members of the school community as well as students. This document is the Acceptable Use Policy for use of the KMS (network). The purpose of the Acceptable Use Policy is to provide the procedures, rules, guidelines, and the code of conduct for the use of technology and the information network in the KMS Public School District.

**Network Definition**

The definition of information networks is any configuration of hardware and software that connects users. The term "network" is used to include all the following: computer hardware, operating system software, application software, stored text, and data files. This also is meant to include Internet, electronic mail, local databases, externally accessed databases, disks, CD-ROM, recorded magnetic or optical media, clip art, digital images, digitized information, communication technologies, and new technologies as they become available. Stand-alone workstations also are governed by this policy.

**Benefits and Educational Use**

The KMS (network) provides resources for teaching and learning, communication services, and business data services by maintaining access to local, regional, and international sources of information. The KMS (network) has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited self-discovery activities. The KMS (network) will also be used by members of the school community. The KMS (network) has the right to place restrictions of the material you post or access through the system, and users are expected to follow the rules and procedures set forth by the school district and the law.

This Acceptable Use Policy does not attempt to articulate every required or proscribed behavior by its users. Successful operation of the network requires that all users conduct themselves in a responsible and ethical manner. The user is ultimately responsible for his or her behavior and actions when accessing the network.

**Electronic Mail (e-mail) and any other Written Communications (Including Chat Rooms)**

Generally, students are not allowed access. Some exceptions would be:

- Classroom teachers can have an e-mail account setup to use with the classroom, and the students would be allowed to participate.
- Foreign exchange students may be given special permission to access e-mail.

**Guidelines for Acceptable Use**

School computers, networks, Internet and e-mail access is provided to support the educational mission of the school. They are to be used primarily for school-related purposes. Incidental personal use of school computers must not interfere with the employees job performance, must not violate any of the rules contained in this policy, student or employment contract, and must not damage the school's hardware, software or computer communications.

- Access to the networks and to the information technology environment within KMS (network) is a privilege and must be treated as such by all users of the network and its associated systems. Access entails responsibility.
- KMS (network) will be used for the purposes of research, education, and school-related business and operations.
- Any system that requires password access, or for which the district requires a signed contract (such as the Internet), will be used only by the authorized user. Account owners are responsible for all activity under the account.
- The resources of the KMS (network) are limited. All users must exercise prudence in the shared use of this resource.
- All communications and information accessible via KMS (network) should be treated as private property.
- Students require staff supervision when using the internet.

**Unacceptable Uses**

The KMS Public School District has the right to take disciplinary action, remove computer and networking privileges, and /or take legal action, for any action characterized as unacceptable or unethical. Unacceptable or unethical uses include, but are not limited to, the activities as follows:

- Unauthorized use of and/or copying software is illegal. The user may not violate institutional or third-party copyright, license agreements, or other contracts.
- The user will not interfere with or disrupt other network users, services, or equipment. Disruptions include, but are not limited to:
  - attempting to disrupt the computer system deliberately or destroy data by spreading computer viruses or by any other means
  - distributing unsolicited advertising overwhelming the system by distributing quantities of information, i.e., "chain letters," "network games," or "broadcasting" messages
  - using the network to go beyond authorized access or as unauthorized entry into any other resource accessible via the network
  - attempting to log on to another user's account or to access another user's files
  - compromising the integrity of KMS (network) by the use of "hacking" software
  - installing unauthorized software for use on KMS (network) computers.
- The user will not attempt to gain access to or communicate passwords belonging to other users.
- A user will not use or knowingly allow others to use any part of KMS (network) to involve in or support illegal activities, harassment, vandalism, or inappropriate or obscene purposes.
  - Illegal activities are defined as a violation of local, state, and/or federal laws including, but not limited to:
    - devising or executing any scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, or representations
    - any illegal act, such as arranging for a drug sale or the purchase of alcohol
    - engaging in criminal gang activity
  - Harassment is defined as slurs, comments, jokes, innuendoes, unwelcome compliments, cartoons, pranks, and/or other verbal conduct which has the effect of creating an intimidating, offensive environment, interferes with an individual's work or performance, and/or interferes with school operations.
  - Vandalism is defined as any attempt to harm or destroy an operating system, application software, data, or equipment.
  - Inappropriate use shall be defined as a violation of the purpose and goal of the network.

- Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication system.
- The network may not be used to access inappropriate materials including, but not limited to: submission, publications, or display of any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either publicly or privately.
- The user will not destroy, alter, dismantle, disfigure, prevent rightful access to, or otherwise interfere with the integrity of the computer-based information and/or information resources whether on stand-alone or networked computers.
- Invasion of the privacy of individuals or entities is forbidden.
- The network may not be used for commercial or political activity except in the limited capacity of contacting elected officials as part of a classroom assignment.
- Non-educational games are not allowed for 7th through 12th grade students, during the school day (permission may be granted by teacher).
- With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
  - Obscene
  - Child pornography; or
  - Harmful to minors
- The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
  - Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
  - 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
  - Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

### KMS Public School District Rights

The KMS Public School District reserves the right to:

- monitor all activity on the KMS (network)
- determine whether specific uses of the KMS (network) are consistent with this policy
- remove a user's access to KMS (network) if it is determined that the user is violating this policy or otherwise engaged in inappropriate activity
- keep a log of KMS (network) use and monitor storage disk utilization by user
- determine what is considered appropriate use
- cooperate in any investigation relating to KMS (network) activity

### District Responsibilities and Limitation of Liability

The KMS Public School District will respect the privacy of individual users. In doing this the district will:

- take appropriate steps to maintain the security and integrity of individual and district files
- attempt to provide error-free and dependable access to the technology resources available through the KMS (network)
- not remove a user's right to access to KMS (network) without just cause
- make no guarantee that the functions or the services provided by or through the KMS (network) will be error-free or without defect. The KMS (network) will not be responsible for any damage that you may suffer, including but not limited to:
  - loss of data, interruptions of service and exposure to inappropriate sites
- not be responsible for the accuracy or quality of the information obtained through or stored on the system. The KMS (network) will not be responsible for financial obligations arising through the unauthorized use of the system.
- not be responsible for restricting; monitoring or controlling the communications of individuals utilizing the network.
- 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.
- The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response.

### Disciplinary Action

The procedures in this Acceptable Use Policy are applicable to any user of the KMS (network). This policy refers to all information resources, whether controlled individually, shared, stand-alone, or networked. Disciplinary action, if required, will be consistent with KMS Public School District policies and practices. Where external networks are involved, policies governing such use will be adhered to. Violations can constitute cause for:

- Revocation of access privileges
- Suspension of access to KMS (network) computers
- Other school disciplinary action and/or appropriate legal action.

Exact disciplinary measure will be determined on a case-by-case basis.

### A Personal Responsibility Note to Users

Use of the KMS (network) is a privilege. Used correctly, it can be a valuable tool to enhance your learning experience. The ultimate responsibility for each account is the user.

Kerkhoven-Murdock-Sunburg Public School District #775

**Acceptable Use Policy**

**User Agreement and Parent Permission Form**

This form applies from Grades Kindergarten to Grade 12.

**ONE STUDENT PER USER FORM**

**Note:** Student signature will be required at the beginning of every academic year. Parent/guardian signature will be required at initial signing. Parent/guardian must notify in writing to the District Office if revocation of Internet Privileges is deemed necessary by the parent/guardian. If changes are made to the Acceptable Use Policy by the school, new signatures may be required by both student and parent/guardian.

I have read, discussed with my parent/guardian, and agree to the school's policies on KMS (network) use. I will abide by these guidelines. I understand that failure to do so will result in termination of my access and may result in disciplinary measures.

Print Name Here \_\_\_\_\_ Sign below by this year's grade.

User Signature

User Signature

K

Grade 1

Grade 2

Grade 3

Grade 4

Grade 5

Grade 6

Grade 7

Grade 8

Grade 9

Grade 10

Grade 11

Grade 12

**• Parent or Guardian**

I have read the school's Acceptable Use Policy and guideline and discussed it with my child. I accept the responsibility for supervising my child's use of the Internet with the full understanding that objectionable material may exist on the Internet. The Internet is a public network system, and I release the Kerkhoven-Murdock-Sunburg School District #775, its operators, and any institutions with which they are affiliated any and all claims and damages that may arise as a result of my child's use of it.

Signature of Parent or Guardian: \_\_\_\_\_

Print Name Here: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

