



## TECHNOLOGY ACCEPTABLE USE POLICY

### I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school technology equipment and resources, including, but not limited to school computers, devices, printers and other accessories, networks, Internet access and third-party systems the school licenses and makes available to employees and students.

### II. GENERAL STATEMENT OF POLICY

In making decisions regarding student access to the school's computer system and to the Internet, including electronic communications, the Academic Arts High School considers its own stated educational mission, goals, and objectives. Electronic information research skills are fundamental to preparation of citizens and future employees. Access to the school's computer system and the Internet enables the school community to explore thousands of libraries, databases, and other resources while exchanging messages with people around the world. Academic Arts High School expects that faculty will blend thoughtful use of the school's computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

### III. PURPOSE LIMITED TO EDUCATION

The school is providing students and employees with access to the school district's computer system, which includes Internet access. The purpose of the system is not merely to provide students and employees with general access to the Internet. The school system has a limited educational purpose, which includes use of the system for classroom activities and professional or career development. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited purpose network. Although student use of the Internet at school will be supervised by staff, we cannot guarantee that students will not gain access to inappropriate materials. We encourage families to have a discussion with their students about values and how those beliefs should guide student activities while using the Internet.

### IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school's system and access to the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school's system or the Internet may result in one or more of the following consequences: suspension, cancellation or restriction of use or access privileges, payments

for damages and repairs, discipline under other appropriate school district policies, including suspension or expulsion of students and termination of employment, or civil or criminal liability under other applicable laws.

## V. UNACCEPTABLE USES

A. The following uses of the school's system and Internet resources or accounts are considered unacceptable:

1. Users shall not use the school's system to access, review, upload, download, store, print, post, or distribute pornographic, obscene or sexually explicit material, as defined by the school Student Handbook.
2. Users shall not use the school's system to transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language, as defined by the school.
3. Users shall not use the school's system to access, review, upload, download, store, print, post, or distribute materials that use language or images that are inappropriate in the educational setting or disruptive to the educational process, as defined by the school.
4. Users shall not use the school's system to access, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination, as defined in school policy.
5. Users shall not use the school's system to knowingly or recklessly post 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.
6. Users shall not use the school's system to engage in any illegal act or violate any local, state or federal statute or law.
7. Users shall not use the school's system to vandalize, damage or disable the property of another person or organization, shall not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, shall not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district system's security, and shall not use the school's system in such a way as to disrupt the use of the system by other users.
8. Users shall not use the school's system 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.
9. Users shall not use the school's system to post private information about another person or to post personal contact information about themselves or other persons including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or

passwords, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

- a. This paragraph does not prohibit the posting of employee contact information on school webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
- b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless: (1) such information is classified by the school as directory information, and verification is made that the school has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with the Student Handbook; or (2) Such information is not classified by the school as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with the Student Handbook. In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the TPS Committee.
- c. These prohibitions specifically prohibit a user from utilizing the school's system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as Facebook, Twitter, Snapchat, Instagram, etc...

10. Users shall keep their logon account information, user name, and passwords private.

Users shall not attempt to gain unauthorized access to the school system or any other system through the school system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the appropriate permission of school authorities.

11. Users shall not use the school system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and shall not plagiarize works they find on the Internet.

12. Users shall not use the school system for the conduct of a business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school. Users shall not use the school system to offer or provide goods or services or for product advertisement. Users shall not use the school system to purchase goods or services for personal use without authorization from the appropriate school official.

13. Users will not use the school system to engage in bullying or cyberbullying in violation of the school Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school premises also may be in violation of this policy as well as other school policies. Examples of such violations are, but are not limited to, situations where the school system is compromised or if a school employee or student is negatively impacted. If the school receives a report of an unacceptable use originating from a non-school computer or resource, the school may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school's computer system and the Internet and discipline under other appropriate school policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school official. In the case of an employee, the immediate disclosure shall be to the TPS Committee. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school employee, the TPS Committee.

## VI. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school's computer system and use of the Internet shall be consistent with school policies and the mission of the school.

## VII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing the use of the school system, the school does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy for content they store on the school system.
- B. Routine maintenance and monitoring of the school system may lead to a discovery that a user has violated this policy, another school policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school policy.
- D. Parents/Guardians have the right at any time to investigate or review content their child has stored on the system to the extent possible without compromising other students' privacy. Parents have the right to request the termination of their child's individual account at any time.
- E. School employees should be aware that data and other materials in files maintained on the school system may be subject to review, disclosure or discovery under Minnesota Statutes, Chapter 13 (the Minnesota Government Data Practices Act).

- F. The school will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school policies conducted through the school district system.

#### VIII. INFORMATION TECHNOLOGY ACCEPTABLE USE AGREEMENT

- A. The proper use of Information Technology systems, including the Internet, and the educational value to be gained from proper use, is the joint responsibility of students, parents/guardians and employees of the school.
- 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 Student Information Technology Acceptable Use Agreement must be read and signed by the user and a parent or guardian prior to the student being granted access to the district system. Signed agreements will be retained by the school. The school may require students to re-sign the agreement and periodically thereafter as Information Technology changes require. The content of this agreement shall be included in each school's student/parent handbook as an annual review.
- D. The Employee Information Technology Acceptable Use Agreement must be signed by staff at the start of their employment, and periodically thereafter as Information Technology changes required.

#### IX. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school system is at the user's own risk. The system is provided on an "as is, as available" basis. The school will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school system. The school will not be responsible for financial obligations arising through the unauthorized use of the school system or the Internet.

#### X. USER NOTIFICATION

- A. All users shall be notified of the school policies relating to Internet use.
- B. This notification shall include the following:
  - 1. Notification that Internet use is subject to compliance with school policies.
  - 2. Disclaimers limiting the school liability relative to:
    - a. Information stored on school removable media, hard drives or servers.
    - b. Information retrieved through school computers, networks or online resources.
    - c. Personal property used to access school computers, networks or online resources.
    - d. Unauthorized financial obligations resulting from the use of school resources/accounts to access the Internet.
  - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.

4. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
5. Notification that, even though the school may use technical means to limit student and employee Internet access, these limits do not provide a foolproof means for enforcing the provisions of this Acceptable Use policy.
6. 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 or the student's parents. Employees are personally responsible for unauthorized financial obligations incurred over the Internet.
7. Notification that should the user violate the school's Acceptable Use Policy, the student's or employee's access privileges may be revoked, disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the Acceptable Use Policy are subordinate to local, state and federal laws.

#### XI. PARENT RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents/guardians bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents/Guardians are responsible for monitoring their student's use of the school system and of the Internet if the student is accessing the school system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
  1. A copy of the user notification form provided to the student user.
  2. A description of parent/guardian responsibilities.
  3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
  4. A statement that the Student Information Technology Acceptable Use Agreement must be signed by the user and a parent or guardian prior to use by the student.
  5. A statement that the school district's Acceptable Use Policy is available for parental review.

#### XII. IMPLEMENTATION AND POLICY REVIEW

- A. The school administration will develop appropriate guidelines and procedures necessary to implement this policy.
- B. This policy will be reviewed annually and the administration will recommend changes as necessary.

#### XIII. INTERNET CONTENT FILTERING

- A. With respect to any of its computers with Internet Access, the school 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:
  - a. Obscene;
  - b. Child pornography; or
  - c. Harmful to minors.
- B. The Term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
  - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, excretion; or
  - b. 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
  - c. Taken as a whole, lacks serious literary, artistic, political, or scientific value to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Board may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school 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.

#### XIV. PERSONAL EQUIPMENT USE

- A. Personal computing devices such as desktops, laptops, PDA, WiFi capable cellular phones, and other such hybrid devices that are intended to be used to connect to the school computer system will be subject to discovery, mitigation, and quarantine. Dependent on the discovery procedure, access may be disallowed, limited, or permitted with appropriate security rights based access. Personal equipment brought onto school property, must adhere to the same policies and guidelines as the school computer system.
- B. Students are prohibited from using personal computing devices as wireless hotspots to circumvent the district wireless network and content filters.
- C. Student use of personal computing devices are further defined by building specific student handbooks.