

## ACCEPTABLE USE

Maize USD 266 provides technology resources to its students for educational and administrative purposes. The use of these technology resources is a privilege, not a right. All users are expected to use the computers and computer networks in a responsible and ethical manner or face the loss of the privilege to use this educational tool. This document is intended to clarify those expectations as they apply to computer and network usage in accordance with Board of Education policy. Information contained in computers, computer networks, email, stored files and data storage shall not be considered confidential information and may be monitored at any time by District staff. No person shall have an expectation of privacy with respect to any District equipment, software, websites, access points, files, email or data.

Students are given access to the District's electronic communications system to allow communication with other schools, colleges, organizations and people around the world through the Internet and other electronic information systems and networks. Because students will have access to educational databases, libraries and computer services from all over the world, it is possible that students may run across areas of adult content and some material that may be objectionable. While the District uses filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It is the responsibility of the student, as guided by his/her teacher, to follow the rules for appropriate use.

### ACCEPTABLE USE:

The District's technology resources will be used for learning, teaching and administrative purposes consistent with the District's mission and goals. Areas associated with acceptable use include:

- **Student Generated Work:** All student work created on district equipment or posted to online courses is the property of the school district.
- **Network Access:** A student's assigned network access and use of district provided e-mail is to be used only for identified educational purposes, both at home and at school.
- **Cyber bullying/Social Networking:** The District, as part of its age appropriate Internet safety curriculum, educates staff and students about appropriate online behavior, including rules of interaction with other individuals on social networking websites, cyber bullying awareness and response.
- **Copyright:** All users are expected to follow existing copyright laws, copies of which may be found in each school's media center and in Board of Education policy.
- **User Security Responsibilities:** Usernames and passwords should be protected from unauthorized use at all times and should not be posted where others can view it.
- **Equipment Use:** Students will not store files on hard drives or network drives unless directed to do so by a teacher or district staff person. Student owned devices will not be used to download files or material for personal use.
- **Google Accounts:** To access the district's G Suite for Education, a USD266 Google account is created for each student. These accounts are required to access district curriculum. If you would like further information, please contact the Educational Support Center.

### INAPPROPRIATE USE EXAMPLES:

- Adding or deleting software or changing standardized district settings including but not limited to changing or modifying computer background images.
- Attempting to repair hardware.
- Inappropriate web browsing or games
- Leaving equipment unattended or exposed to extreme heat or cold.
- Using the system for any illegal or immoral purpose.

- Using the network for financial gain or political activity.
- Disabling or attempting to disable any Internet filtering device.
- Encrypting communications to avoid security review.
- Borrowing someone's account information without their permission.
- Pretending to be someone else when sending or receiving messages.
- Posting personal information about yourself or others (such as address and phone numbers).
- Downloading or using copyrighted information without permission from the copyright holder or plagiarizing content accessible through the Internet or electronic media.
- Intentionally introducing a virus to the system.
- Cyber bullying - posting messages or accessing materials that are abusive, obscene, sexually oriented, harassing, threatening, damaging to another's reputation or illegal.
- Responding to suggestive, obscene or threatening messages. Show such messages to an adult/teacher immediately.
- Gaining unauthorized access to restricted information or resources.
- Theft or abuse of school files (computer and electronic equipment).
- Unauthorized entry into a file to use, read or change the contents, or for any other purpose.
- Unauthorized transfer of a file.
- Unauthorized use of another individual's identification and/or password.
- Use of computing facilities or other communication devices to interfere with the work of another student, faculty member, or school office staff.
- Use of computing facilities or other communications equipment to send obscene or abusive messages.
- Use of computing facilities to interfere with normal operation of the school computing system.
- Causing damage to computers or equipment from food, liquid, misuse, negligence or tampering.

**CONSEQUENCES FOR INAPPROPRIATE USE MAY INCLUDE BUT NOT BE LIMITED TO ANY ONE OR MORE OF THE FOLLOWING:**

- Suspension of access to the system.
- Revocation of the computer system account; or other disciplinary or legal action in accordance with Board of Education policies and applicable laws.
- Assessment of the cost of damages to hardware/software.
- Disciplinary action as assigned by school administration.