

## Acceptable Use Policy

It is the goal of Nokomis CUSD #22 to provide safe and appropriate educational use of the Internet and technology so that learning may be enhanced. Advances in technology continue to change the way we communicate. From offices, schools, and homes we are able to traverse electronically all over the world to gather information and communicate across the globe. These informational networks represent a universal educational resource. Therefore, rules and their consequences have been established.

### Network

1. All use of the system must be in support of education and research and consistent with the mission of the district. District reserves the right to prioritize use and access to the system.
2. Any use of the system must be in conformity to state and federal law, network provider policies and licenses, and district policy. Use of the system for commercial solicitation is prohibited.
3. Intentional disrupts of network traffic, attempts to crash the network or connected systems, or degrade or disrupt equipment or system performance are prohibited.
4. The system constitutes public facilities and may not be used to support or oppose political candidates.
5. No use of the system shall serve to disrupt the operation of the system by others; system components including hardware or software shall not be destroyed, modified, or abused in any way.
6. Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited.
7. Use of the district's computing resources for fraud are prohibited.
8. Users are responsible for the appropriateness and content of material they transmit or publish on the system. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material is prohibited.
9. Use of the system to access, store, or distribute obscene or pornographic material is prohibited.
10. Using **any** means to bypass the content filter is prohibited.

### Security

11. System accounts are to be used only by the authorized owner of the account for the authorized purposes. Users may not share their account username or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
12. Users shall not seek information on, or use passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
13. Users should avoid easily guessed passwords.

### Personal Security

14. Personal information such as addresses and telephone numbers should remain confidential when communicating on the system. Students should never reveal such information without permission from their teacher or other adult.
15. Students should never make appointments to meet people in person that they have contacted on the system without district and parent permission.
16. Students should notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable.

### Copyright

16. The unauthorized installation, use, storage, or distribution of copyrighted software or materials on district computers is prohibited.

### General Use

17. Diligent effort must be made to conserve system resources. For example, users should delete unused files. Wasting of school resources through excessive printing or playing non educational games are prohibited.
18. A signed Acceptable Use Policy must be on file with the district. Students must have the approval of a parent or guardian.
19. Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with district policy and procedure.
20. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting for delays, nondeliveries, missed deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.
21. Indemnification – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this Authorization.
22. Use of social media websites for educational purposes is allowed under direct supervision of a teacher. Students are educated on what is appropriate and responsible online behavior.
23. Students must obtain permission from technology coordinator before downloading or installing software.

From time to time, the district will make a determination on whether specific uses of the system are consistent with the regulations stated above. Under prescribed circumstances, non-student or staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and goals of the district. For security and administrative purposes, the district reserves the right for authorized personnel to review system use and file content. The district reserves the right to remove a user account on the system to prevent further unauthorized activity. Violation of any of the conditions of use may be cause for disciplinary action. Users should notify the technology coordinator of any security problems.

### Level One Infraction

1. giving out any personal information or misinformation about yourself or others on the Internet (names, addresses, phone numbers, pictures, credit card numbers, social security numbers, etc.)

### Level Two Infractions

1. attempting to bypass the content filter or network security
2. viewing or posting any of the following:
  - a. obscenity or profanity
  - b. pornography
  - c. threatening, defamatory, or harassing material
  - d. illegal material
  - e. cyber bullying
3. vandalism: deliberate destruction of data, software, or hardware
4. logging in as another user / attempting to use someone else's credentials

### Consequences for Level One Infraction:

1<sup>st</sup> offense: detention and verbal warning

2<sup>nd</sup> offense: office referral, notification of administration and tech person,

student's privilege of system usage is suspended, revoked, or limited,

student placed on probation after suspension is complete

### Consequences for Level Two Infraction:

1<sup>st</sup> offense: meeting with administration, teacher, tech person, parent/guardian, and student.

Any one of a combination of the following: detention, office referral, limited, suspended, or revoked system privileges, removal from class for a period of time

2<sup>nd</sup> offense: permanent removal from class, long term removal of privileges for access to the system,

possible criminal charges

**Authorization for Internet Access**

Students, parent(s), and staff need to sign this Authorization for Internet Access yearly. I understand and will abide by the Authorization for Internet Access (included in the student guidelines). I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's Internet connect and having access to public networks, I hereby release the School District and its Board Members, employees, and agents from any claims and damages arising from my use, or inability to use, the Internet.

Date:\_\_\_\_\_ Grade:\_\_\_\_\_

Please print user name:\_\_\_\_\_

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

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**REQUIRED IF THE USER IS A STUDENT:**

I have read this authorization for Internet Access. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate inappropriate material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members for any harm caused by materials of software obtained via the school technology. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this Authorization with my child. I hereby request that my child be allowed access to the District's Internet.

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

Please print Parent/Guardian name:\_\_\_\_\_

Parent / Guardian Signature:\_\_\_\_\_