

Technology Acceptable Use Policy

Responsible Use Policy
For Hay Springs Public Schools
Computer/Technology Systems
Please Read Document Carefully Before Signing Agreement Form.

PURPOSE

It is there for the mission of The Hay Springs Public School District #3 to maintain and assure that the district and its staff have the opportunity to access, retrieve, retain, and disseminate electronic information; that students think critically and communicate effectively; and that all students learn to use technology confidently, efficiently, intelligently, and ethically while maintaining public trust.

Part of the Hay Springs Public School District responsibility in preparing students for the 21st Century is to provide access to tools they will use in jobs and as adults. We believe the district's computer network and the Internet are some of those tools. These tools can give our students the competitive skills necessary to perform well in high education and in the marketplace. The internet allows students and staff to interact with hundreds of thousands of computers on a worldwide basis. Hay Springs Public School District wishes to allow students and staff access to curriculum based information resources no matter where they may be. To this end, the district provides access to and permits use of the Internet.

This agreement is subject to change as needed and the signed form will be kept on file in the school. The responsible use of district facilities is the overriding goal of this regulation. This interconnected world-wide-web of computers can provide access to the most recent research and the most up-to-date statistics and opinions. However, the Internet can also provide users with access to controversial and offensive information. While it is in fact impossible to completely protect users from exposure to inappropriate materials, it is important that the benefits of Internet access far outweigh the risks and that the key to safe Internet usage is based on education and example.

INDIVIDUALS COVERED

All terms and conditions as stated in this document are applicable to staff, students and other individuals using district equipment. These persons include administration, students, faculty, staff, and us privileges extended by the district given the availability of these systems and agree to act in a considerate and responsible manner. A user does NOT own his network or email account, but does have exclusive access to this account. The district owns the account and gives you, and only you, the privilege of using it. DON'T MISUNDERSTAND. Access to computer resources is a privilege, not a right. It is a privilege that the district extends to users who are trusted to make responsible use of computing resources. The terms of this agreement supersede all prior oral or written agreements.

GENERAL GUIDELINES

To ensure the smooth operation of the network, end users must adhere to established guidelines regarding proper conduct and efficient, ethical and legal use. Because access to the Internet provides connections to other computer systems worldwide, district employees, students (and parents/guardians of the student if the student is under 18 years old) should understand that neither the school nor the district controls the content of the information available on these systems' or other systems. Some of the information available may be controversial and/or offensive. The Hay Springs Public School District does not condone the use of such materials. The district attempts to make the content entering the district as safe and acceptable as possible using the resources available to the district. But the Hay Springs Public Schools understand that parents and guardians are ultimately responsible for setting and conveying standards for their children's behavior. The Hay Springs Public School District respects and supports each family's decision regarding whether to permit their children network access.

RESOURCES LIMITS

The Hay Springs Public School District is the owner of technology, hardware, software and all information contained on district computers and network. Hay Springs Public School District is the decision-maker regarding acceptable use. This system will only be used for educational and career development activities and limited, high quality self-discovery activities.

Transmission of any material in violation of a United States or Nebraska State regulation is prohibited. This includes, but is not limited to, the following: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities by for-profit institutions is not acceptable. Use for product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited. Students requiring access for class-related activities will have priority over others. Users will not post or forward chain letters or engage in spamming (the sending of an annoying or unnecessary message to a large number of people.)

SYSTEM MONITORING

This system is for the use of authorized users only. Individuals using this computer system without authority, or in excess of their authority, are subject to having all their activities on this system monitored and recorded by system personnel. In the course of monitoring individuals improperly using this system, or in the course of system maintenance, the activities of authorized users might also be monitored. Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals evidence of criminal activity or violation of this agreement, the user may forfeit his network access and system personal may provide the evidence of such monitoring to law enforcement officials. The district will cooperate fully with local, state, or federal officials in an investigation concerning to or relating to any illegal activities conducted through this system. Monitoring of the system may include, but is not limited to, reviewing downloaded materials, scanning for viruses, reviewing documents in users' folders, observe user computer screens, block inappropriate sites, and review users' email.

SYSTEM SECURITY

System security is a high priority. If a user finds a security problem he must notify a district technology staff member only. The problem should not be demonstrated to others. Users are responsible for their individual accounts and should take all responsible precautions to prevent others from being able to use their account. Passwords should not be given out to others. Users should not trespass in another user's folder. Users should not introduce or spread any computer virus. If a user believes someone knows his password he should inform the system administrator as soon as possible. Any user identified as a security risk may have access privileges revoked. The Hay Springs School District should be notified and anyone using the district's system. Forms will be signed and kept on file with the district. Attempts to log on to any device as a system administrator or other user will result in cancellation of user privileges.

LIMITATION OF LIABILITY

The district makes no warranties of any kind, either implied or expressed, that the functions of service provided or through the system will error free or without defect. The district will not be responsible for any damage users may suffer, including, but not limited to, loss of data or interrupt or interruption of service. The student and parent will not hold the teacher, school, or district liable for any materials retrieved from the Internet. The district will not be responsible for financial obligations arising through the unauthorized use of the district system by a user.

Personal Safety

Revealing personal information is strongly discouraged. Acquaintances made over the Internet should be met. Students are NOT to give out their names, age, address, phone number, or other personal information over the Internet unless under the direction of a teacher. This includes, but is not limited to: signing up with any mail list, subscription service, online games, or any site asking for your name and other personal information. The Hay Springs School District recognizes the World Wide Web as a tool for communication with the world and to that end we place a high priority on the safety of our students. With safety in mind we will not allow the posting of student's last names.

ENFORCEMENT

District staff is authorized to monitor the use of all district-wide technology resources and to manage and protect those resources and the rights of their users, and to recommend the impositions of sanctions against any person who violates these guidelines. Sanctions may be both internal, involving loss of privileges or other district measures, and external, involving civil or criminal action under state or federal law.

VANDALISM

Vandalism will result in cancellation of privileges. Vandalism is defined as any deliberate attempt to harm or destroy data, or any deliberate action that causes physical impairment of equipment. This includes, but is not limited to, the uploading or creation of computer viruses and theft or attempting to bypass Internet filtering software.

SOFTWARE AND FILES

Only software that is purchased by the Hay Springs District can be installed or used on district computers. Other software is not supported and will be deleted during regular maintenance and troubleshooting. The use of encryption software that is not part of district operation is prohibited unless a building and system administrator know the key or password. Student use of chat, instant messaging, or ICQ or other similar software is prohibited.

CONSEQUENCES OF INAPPROPRIATE USE

The violation of this agreement may result in these consequences.

1st Offense...30 school days, 2nd Offense...60 school days, 3rd Offense 90 school days

Each of these refers to school days and not weekends, holidays or summer time. Days will be carried over from one school year to the next. If there is a violation, a letter will be sent to the student's home address by the technology coordinator. All penalties are from the time of the violation. It is hoped that during this time the parent/guardian will discuss with the student proper use of the school resources. If the violation involves the violation of civil or criminal law, local, state or federal law, the student's violation maybe turned over to the proper legal authorities parent/guardian.

Hay Springs Public Schools

Students may not be allowed computer access until this form has been completed, signed, and returned. If you have any specific questions regarding the policy, please contact the Technology Coordinator. From time to time, your child's school may wish to publish examples of student projects, group photographs, or student recognitions on the Hay Springs Website and Internet Server.

A student's personal information will NOT be published on the Hay Springs Website (Only first names will be used)

Pictures used on the Hay Springs web sites may include but are not limited to students when they are involved in projects, when they are in large groups, or when they receive recognition.

Selected school materials to be published on the web could include: art work, written papers, videos, class projects and/or computer projects.

STUDENTS:

I acknowledge that I have read, understood, and agree to all terms in the Hay Springs Technology Usage Policy as outlined in the Student Handbook. I further understand that, as a user on the Hay Springs network, I am responsible for appropriate behavior when using any Hay Springs technology resource.

I understand that any or all of the following disciplinary actions could be imposed if I break any of the rules in the policy:

- Loss of access to any technology resources such as but not limited to computers, printers, the Internet, and/or video equipment.
- Additional disciplinary action determined as appropriate at specific school by school staff, and/or
- Legal action, when applicable.

I also understand that this agreement will be binding during my entire career at my current school.

STUDENT NAME _____

STUDENT SIGNATURE _____

Parent/Guardian

My child may use the Internet while at school according to the rules outlined.

My child's picture may be published on the internet	YES	NO
My child's first name and last initial may be published on the Internet	YES	NO
My child's selected school materials may be published on the Internet	YES	NO

Parent Name _____

Parent's Signature _____ Date Signed _____