

Internet/Network/Electronic Communications Acceptable Policy

Introduction

Custer School District provides access to the district computer resources, network resources, electronic mail, and the Internet. This policy also applies to any electronic device capable of receiving or transmitting information, whether privately-owned or district owned, in use on school district property. Use of these resources requires all users read this agreement and agree to follow the policy. Students under age 18 must obtain parental permission. Parents are responsible for the contents of the document and must complete any necessary forms.

General Network Use

The network is provided for students and staff to conduct research, complete or design assignments, and communicate with others. Access to network services is given to students and staff who agree to act in a considerate and responsible manner; however, parental permission is required for minors. Students and staff are responsible for appropriate behavior on school computer networks just as they are in a classroom or school hallway. Access is a privilege – not a right, and as such, entails responsibility. General school rules for behavior and communications apply, and users must comply with district standards and honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

During school hours, teachers will guide students toward appropriate materials. Families bear responsibility for such guidance outside of school hours.

Network storage areas will be treated like school lockers. Network and school administrators and their designees may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Internet/World Wide Web

Access to the Internet and the World Wide Web will enable students and staff to use thousands of libraries and databases. Within reason, freedom of speech and success to information will be honored. Be aware that some materials accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits derived by students and staff from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Custer School District supports and respects each family's right to decide whether or not to apply for access.

Publishing to the World Wide Web

Parents, your daughter or son's work may be considered for publication on the World Wide Web, specifically on his/her school's Web site. Such publishing requires parent/guardian permission. The work will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event anyone requires such permission, requests will be forwarded to the student's parent/guardian.

Your daughter or son's full name may be considered for publication on the World Wide Web, specifically on his/her school's Web site. Such publishing requires parent/guardian permission. If published, his/her name will appear on pages with school-related purpose and will be included to further instructional and/or co-curricular activities. Permission for such publishing does not grant permission to share any other information about your son/daughter beyond that implied by their inclusion on the Web page(s).

Terms and Conditions

1. **Acceptable Use:** Use of your account must be in support of education and research and consistent with the educational objectives of the Custer School District. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of federal or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is prohibited.
2. **Privileges:** As stated earlier, use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives an account will be included in a discussion with a Custer School District faculty member pertaining to the proper use of the network. System administrators will deem what is inappropriate, and their decision is final. System administrators may close an account at any time as required. The administration, faculty, and staff of Custer School District may request system administrators deny, revoke, or suspend specific user accounts.
3. **Network Etiquette:** Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
 - a. Be polite. Do not get abusive, obscene or harassing in your messages to others. Never view, send or access material you would not want your teachers or parents to see. Should such material be encountered by accident, report it to your teacher immediately.
 - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
 - c. Do not reveal your personal address or phone number or those of other students or staff.
 - d. Communications on the network are often public in nature. Note that electronic mail (e-mail) is not guaranteed to be private. Do not write or send anything you wouldn't want anyone else in the world to see. School staff may inspect network storage areas, as that is inherent in the authority granted the school. Staff members who operate the system have access to all mail and store data. Messages relating to or in support of illegal activities may be reported to law enforcement.
 - e. Do not use the network in such a way that disrupts the use of the network by other users. Hardware and software shall not be destroyed, modified, or abused in any way.
 - f. All communications and information via the network should be assumed to be private property. Be aware of copyright and be certain to cite with full credit any material use.
4. Custer School District makes no warranties of any kind, whether expressed or implied, for the services it is providing. Custer School District will not be responsible for any damages you incur including loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by negligence, error, or omission. Use of any information obtained by Custer School District is at your own risk; Custer School District specifically denies any responsibility for the accuracy or quality of information

obtained through its services.

5. **Security:** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem, you must notify a system administrator; do not demonstrate the problem to other users. Do not use another individual's account. Attempts to login to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or as having a history of problems with other computer systems may be denied access to the network. Do not share your password. Account owners are responsible for all activities under their account. Do not copy other people's work or intrude into other people's files.
6. **Vandalism:** Vandalism will result in cancellation of privileges and assessment of costs for repair or replacement. Vandalism is defined as any malicious attempt to harm or destroy the hardware, software or data of another user, of the Internet, or of any agencies or other networks that are connected with our network system. This includes, but is not limited to, the uploading or creation of computer viruses. Users should take special care with physical facilities, hardware, software, and furnishings. Users may not move, unplug, alter, or add equipment or software to the network without faculty approval. **Users may not alter computers or change the settings or system configurations in any way.**
 - a. Do not access or participate in chat rooms or multi-user environments. Do not download or play games. Students may not send or receive e-mail, unless specific permission is granted by a teacher.
 - b. Do not waste school resources by printing excessively or consuming limited server space or bandwidth.
 - c. Do not download or install any commercial software or freeware onto any computer or the network. Check with a faculty person before installing software purchased by you or the school district.
 - d. Do not use the computers or the network in any way which may disrupt service or its operation.

In addition to those items listed above, the following uses of school—provided network and Internet access are not permitted:

- Accessing, viewing, uploading, downloading, or distributing pornographic, obscene or sexually explicit material.
- Transmitting obscene, abusive, or sexually explicit language.
- Violating any local, state, or federal statute.
- Intentionally disrupting network traffic.
- Degrading or disrupting equipment or system performance.
- Using the system for commercial or financial gain.
- Using the system to defraud.
- Vandalizing, damaging, or disabling the property, physical or digital, of another individual or organization.
- Violating copyright or otherwise use the intellectual property of another individual or organization without permission, including plagiarism.
- Any activities that may be construed as causing damage to or misuse of the system, including using another's work with permission but in violation of classroom rules, protocol and ethics.

Consequences: Since technology access is a privilege and not a right, users have the responsibility to use the technology in an appropriate manner. Consequences of misuse or abuse of the internet,

hardware or network, depending upon the severity of the situation, may include one or more of the following:

- A warning, followed by a review of policy and appropriate guidelines with the building principal. Loss of access.
- Additional disciplinary action determined at the building level in line with existing practice regarding inappropriate language or behavior.
- Potential loss of employment, if a school district employee.
- When applicable, law enforcement agencies may be contacted.

Fee Schedule: The following fee schedule will be assessed in the event that either the school or Dell make the determination that damage is not covered under the accidental damage plan.

- Power cord/AC adaptor - \$75.00
- Battery - \$120.00
- LCD Display - \$300.00
- Keyboard - \$30.00
- Removal of stickers/pen or pencil markings - \$10.00
- Replacement of entire Dell Latitude 2120 - \$780.00

Information Recapture: Custer School District will provide information, upon request, for the period not to exceed one (1) day (24 hours) prior to the request, provided that distribution of such information is not a violation of FERPA or other district policies.

ADOPTED: 6/30/08; Revised 2/16/09;
8/13/12

TABLET COMPUTER PROTECTION

The Custer School District recognizes that with the implementation of the Tablet initiative there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of protection: warranty, accidental damage protection and insurance. The term "Tablet" refers to the tablet machine itself, the stylus, the battery, and any other component of the device.

DELL WARRANTY: This coverage is purchased by the Custer School District a part of the purchase price of the equipment. DELL warrants the Tablets from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the Tablets from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the Tablet or Tablet replacement. The DELL warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses.

ACCIDENTAL DAMAGE PROTECTION: The Custer School District has purchased through Dell coverage to protect the Tablets against accidental damage such as: liquid spills, accidental drops, and power surges. This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage. Dell will assess the Tablet damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines. Incidences of damage can be deemed as carelessness and not covered under the accidental damage plan. The student will be charged a fee based on the schedule described in the *Internet/ Network/Electronic Communications Acceptable Policy*. These charges will occur outside of the Accidental Damage Protection Plan.

INSURANCE/PROTECTION FOR THEFT, LOSS OR FIRE: Tablets that are stolen, lost or damaged by fire are not covered by the Dell Warranty or the Accidental Damage Protection outlined above. Following are the three options that are available for these types of losses, and the student/parent must commit to one by checking the appropriate box.

- | | | |
|----------------------------|-------|--|
| No Coverage | _____ | You agree to pay for the replacement cost of the Tablet should the Tablet be stolen, lost or damaged by fire. |
| Personal Insurance | _____ | You will cover the Tablet under your own insurance policy and in the case of a theft, loss or damage by fire, you agree to pay the District the amount received from your insurance company plus any additional amount needed to cover the cost of the Tablet replacement. |
| School District Protection | _____ | You choose to pay the school district an <u>annual</u> protection payment for coverage of theft, loss or damage by fire to the Tablet in the amount of \$25.00 or \$50.00 for family coverage when there are two or more children in high school using Tablet computers. The \$25.00 payment is non-refundable. This protection coverage has a \$125.00 additional charge per occurrence. <u>This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year.</u> |

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office.

The \$125.00 additional charge is the responsibility of the student/parent and must be paid before the Tablet can be repaired or replaced.

INTENTIONAL DAMAGE: Students/Parents are responsible for full payment of intentional damages to Tablets, Warranty, Accidental Damage Protection or School District Tablet Protection **DOES NOT** cover intentional damage of the Tablets.

Student Name : _____ (Please Print)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Custer School District 16-1

Student Internet/Network/Electronic Communications User Agreement and Parent Permission Form

To use networked resources, all students must sign and return this form, and those under age 18 must obtain parental permission. The activities listed below are not permitted:

- Sending or displaying offensive pictures or messages.
- Using obscene language.
- Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian.
- Harassing, insulting, or attacking others.
- Damaging or modifying computers, computer systems, or computer networks.
- Violating copyright laws.
- Using others' passwords.
- Trespassing in others' folders, work, or files.
- Intentionally wasting resources.
- Employing the network for commercial purposes. Financial gain or fraud.

Consequences: Since technology access is a privilege and not a right, users have the responsibility to use technology in an appropriate manner. Consequences of misuse or abuse of the Internet, hardware, or network, depending upon the severity of the situation, may include one or more of the following:

- A warning, followed by a review of policy and appropriate guidelines, and possible loss of access.
- Additional disciplinary action determined at the building level in line with existing practice regarding inappropriate language or behavior, which may include suspension or expulsion from school.
- When applicable, law enforcement agencies may be contacted.

Student User Agreement:

As a user of the Custer School District computer network, I hereby agree to comply with the statements and expectations in this document and to honor all relevant laws and restrictions. I agree to use the network responsibly and follow all district policies and procedures.

Student Signature: _____ Date: _____

Parent/Guardian Permission:

All students are provided with access to district computer resources. In addition to accessing the district compute network, as the parent or legal guardian, I grant permission for the above – named student to access the Internet and e-mail systems.

These permissions are granted for an indefinite period of time, unless otherwise requested. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use – setting and conveying standards for my daughter or son to follow when selecting, sharing, or exploring information and media.

Parent Signature: _____ Date: _____

Custer School District Student Email

Students may gain access to an email account while enrolled at Custer High School. The goal of student email will be to enrich educational excellence. Email exchanges may include, but not limited to, correspondence with field experts or mentors, students in other locations, classroom teachers (to submit questions or allow the teacher to send home assignments), subscribing to list serves or transmitting class documents from home to school. Students are required to sign an Acceptable Use Policy (AUP) before receiving their email account information. The AUP provides protection for the student and Custer School District. Please keep in mind that email accounts are the property of Custer School District and as such are not completely private. The ability to periodically review email content and email use will be reserved by the district.

Student Email Acceptable Use Policy (AUP)

I understand use of the system is viewed as a privilege and as such access may be used for educational and research purposes only. I realize misuse may result in school disciplinary action, loss of email privileges, or criminal action.

I will not:

- Send electronic mail which is inappropriate for educational purposes.
- Subscribe to inappropriate newsgroups.
- Harass other users.
- Reveal personal information about myself or others.
- Participate in illegal activity.
- Engage in activity which may pose a risk to myself or others.
- Use email for commercial, political or advertising purposes.
- Allow others to use my account name or password.
- Violate school or district

I _____ have read the above guidelines and agree to abide by them.
(print first name) (print last name)

I understand that failure to abide by the above guidelines will lead to disciplinary action.

Student Signature:

Signed: _____ Date: _____

Parent/Guardian Signature

As the parent/guardian of the above student, I have read the above AUP and guidelines. I understand that this access is designed for educational purposes. I hereby give permission to issue an email account to my child.

Signed: _____ Date: _____

Student Pledge for Laptop Use

1. I will take good care of my laptop and know that I will be issued the same laptop each year.
2. I will never leave the laptop unattended.
3. I will never loan out my tablet to other individuals.
4. I will know where my laptop is at all times.
5. I will charge my laptop's battery daily.
6. I will keep food and beverages away from my laptop since they may cause damage to the device.
7. I will not disassemble any part of my laptop or attempt any repairs.
8. I will protect my laptop by only carrying it in an approved bag/case.
9. I will use my laptop computer in ways that are appropriate and educational.
10. I will not place decorations (such as stickers, markers, etc.) on the District laptop.
11. I understand that my laptop is subject to inspection at any time without notice and remains the property of Custer School District.
12. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
13. I will be responsible for all damage or loss caused by neglect or abuse.
14. I agree to pay for the replacement of my power cord and battery in the event any of these items are lost or stolen.

6 Cell Battery	- \$120.00
AC Adapter w/3 foot cord	- \$ 75.00
15. I agree to return the District tablet and power cords in good working condition.
16. I will follow all policies as they pertain to the use of my laptop computer while at school, as well as outside of the school day.

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

