

Regulation 605.06-R(1): Appropriate Use Policy - Regulation

Status: ADOPTED

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When using district-supplied technology resources, individuals agree to abide by all policies and procedures adopted by the Griswold Community School District as well as all current federal, state, and local laws. These include district policies and procedures against harassment, plagiarism, and unethical conduct; as well as local, state and federal laws prohibiting theft, copyright infringement, insertion of viruses into computer systems, vandalism, and other unlawful intrusions. In the event of violation of any these policies, procedures or laws, current district disciplinary policies and practices will be followed, including those regulating the provision of information to law enforcement authorities.

The Griswold Community School District offers a variety of technology resources for staff and student use. Access to these resources is a privilege and not a right and each student and staff member must have a signed acceptable use policy on file prior to having access. Privileges can and will be taken away for violation of the policy and regulations. All students and their parents or guardians must read and understand the acceptable use policy, then sign and turn in the form to their building office.

The following statement of acceptable use of Griswold Community School District technology resources applies to all Griswold Community School District (GCSD) staff, administration, and students.

I. Responsibility for Internet Appropriate Use.

- A. The authority for appropriate use of electronic Internet resources is delegated to the licensed employees. Internet and technology resources must be used in support of education and research, and consistent with GCSD educational objectives. Appropriate use of the network is critical for stability and smooth operation.
- B. Instruction in the proper use of the Internet will be available to licensed employees who will then provide similar instruction to their students.
- C. Employees are expected to practice appropriate use of the Internet, and violations may result in discipline up to, and including, discharge.

II. Internet Access.

- A. Access to the Internet is available to teachers and students as a source of information and a vehicle of communication. The district's computers, network, and/or internet connection is not a public access service and the district has the right to place reasonable restrictions on the material accessed and/or posted, along with the right to monitor all aspects of its computers, networks, and internet access including, but not limited to, monitoring sites students and staff visit on the internet and reviewing e-mail. The amount of time and type of access available may be limited by the school district's technology and the demands for the use of the school district's technology.
- B. Students will be able to access the Internet through their teachers. Individual Internet-based collaboration software student accounts and electronic mail addresses may be issued to students .
 - 1. Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information on the Internet appears, disappears and changes, it is not possible to predict or control what students may locate.
 - 2. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material.
 - 3. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines which require efficient, ethical and legal utilization of network resources.
 - 4. To promote accountability, users may use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher.

5. Transmission of material, information or software in violation of any board policy or regulation is prohibited.
6. System users will follow district cybersecurity policy and procedures to ensure network security.
7. The school district makes no guarantees as to the accuracy of information received on the Internet.

III.

IV. Student Use of Internet.

A. Equal Opportunity - The Internet is available to all students within the school district through teacher access.

B. On-line Protocol.

1. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.
2. Students should adhere to on-line protocol:
 - a. Respect all copyright and license agreements.
 - b. Cite all quotes, references and sources.
 - c. Remain on the system long enough to get needed information, then exit the system.
 - d. Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
3. Student access for electronic mail will be through their own account. Students should adhere to the following guidelines:
 - a. Others may be able to read or access the mail so private messages should not be sent.
 - b. Delete unwanted messages immediately.
 - c. Use of objectionable language is prohibited.
 - d. Always sign messages.
 - e. Always acknowledge receipt of a document or file.

C. Restricted Material - The school district will use filtering and monitoring on-site for protection of minors, to the extent technically possible, from inappropriate pictures that are (a) obscene, (b) child pornography, or (c) harmful to minors. The technology protection measures will block access to a large percentage of inappropriate sites, however, it should not be assumed that users are completely prevented from accessing inappropriate materials or from sending or receiving objectionable communications. Students will not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

D. Unauthorized Costs - If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

V. Student Violations--Consequences and Notifications.

Inappropriate use and/or access will result in the restriction and/or termination of the individual's privilege and may result in further discipline for students and/or other legal action and may result in further discipline for staff members and/or other legal action. All violations may be reviewed by administration to determine the severity and appropriate disciplinary action. Students who access restricted items on the Internet are subject

to the appropriate action described in board policy or regulations or the following consequences:

1. First Violation - A verbal and written "Warning" notice will be issued to the student. The student may lose Internet access for a period of 3 weeks at the discretion of the supervising teacher. A copy of the notice will be mailed to the student's parent and a copy provided to the building principal.
2. Second Violation - A verbal and written "Second Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will forfeit all Internet privileges for a minimum period of 90 days.
3. Third Violation - A verbal and written "Third Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will forfeit all Internet privileges for the balance of the school year.

VI. Email Communication

- A. School issued e-mail accounts are provided for all staff and students. E-mail access will be determined at the building level. Students should use the school issued account only and not their personal e-mail account while on-site.
 - B. Instruction will be given to students on safety and security when using email, chat, and other forms of direct electronic communications.
 - C. Email messages are not confidential. Email messages may be requested by the public under the Open Records Act.
 - D. School issued e-mail accounts are for school/educational purposes ONLY.
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