



STUDENT ACCEPTABLE USE OF DISTRICT ELECTRONIC RESOURCES

Dear Student and Parent/Guardian,

Technology is integral to our work. The internet and other digital information and communication technologies are powerful tools, which open up new opportunities. These technologies can stimulate discussion, promote creativity and provide awareness of context to promote effective learning with quick access to information. They also bring opportunities to be more resourceful and productive in our work. All users should have an entitlement to safe district technology access at all times.

Computer access is available to qualifying students, teachers, staff, and administrators. These resources are provided and maintained at the district's expense and are to be used by members of the school community with respect for the public trust through which they have been provided. Our goal is to promote innovation and educational excellence by using technology tools for research, worldwide resource sharing, communication, and storage of student work.

The Internet is an electronic highway connecting computers all over the world. Internet services provide access to electronic mail, public shareware of all types, and massive databases at universities, government agencies, and private industry. Students may be assigned several student accounts with passwords granting access to different data. All students are assigned a Skyward Account that provides access to student records. Some students may be assigned an account with a data storage area on one of the district servers. Students may also be assigned a Google Apps for Education account and that service is hosted on many Google servers off campus. Students must remember that accounts are not private and can be viewed at any time by district administration. In order to ensure the appropriate use of the network, the district administrator reserves the right to monitor, access, and disclose files contained, stored, or transmitted using district equipment.

Issues: With access to computers and people all over the world also comes the availability of material that will not be considered to be of educational value in the context of the school setting. The Internet may contain material that is objectionable from many points of view. There is, however, a wealth of educational material available. Parents and guardians need to decide whether to permit their children to access the Internet.

Orting School District is using a content filtering system to comply with CIPA (Children's Internet Protection Act) regulations. The filtering is designed to block web sites that educators believe are inappropriate for students. Even though content filtering is automatically maintained and customized on a daily basis, it is impossible on a global network to control access to all materials that are objectionable or inappropriate. The filter will block most of the inappropriate sites, however, no system is perfect. With the constantly changing internet landscape, students may be able to gain access to sites that were previously filtered. The district cannot guarantee that users will not have access to inappropriate or objectionable material. Parents and guardians must consider this in deciding whether to permit their children access to the Internet.

Parents and guardians must be aware that when they approve access to the Internet they are also accepting the possible use of unmonitored Email and social media services

Responsibilities: Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end-users who must adhere to strict guidelines. The guidelines set forth in this Acceptable Use Policy (AUP) are provided so that students are aware of the responsibilities that they are about to acquire. In general, student responsibilities require ethical, efficient, and legal use of the network resources. If a student user violates any of these terms and conditions, his or her network/Internet access may be terminated and future access could be denied. The signature(s) at the end of this document is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance and agree(s) to abide by these terms.

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Terms and Conditions – Orting School District

- 1. Acceptable Use:** Network/Internet use must be consistent with the educational objectives of the district. Students will use only their school district assigned user name and password to gain access to the primary computer network.
- 2. The following are considered unacceptable uses of the district network:**
 - ◆ Attempts to obtain access to restricted sites, servers, files, databases, etc. are prohibited. Unauthorized access to other systems from district computers (e.g. “hacking”) is prohibited.
 - ◆ Use of peer-to-peer (P2P) downloading service to download non-approved software is not allowed.
 - ◆ Use of Internet games, multi-user internet games and IRCs (Internet Relay Chats) not approved by the District, as approved curriculum are not allowed.
 - ◆ Use of online radio, audio broadcast or video streaming unrelated to class curriculum is not allowed.
 - ◆ Use of social forums must be related to educational research and not used for personal activities.
 - ◆ Transmission of any material in violation of any law is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets.
 - ◆ Use of district network to communicate personal addresses, phone numbers, and/or financial information is not allowed.
 - ◆ Use of internet for commercial purposes, financial gain, personal business, product advertisement, or political lobbying is prohibited.
 - ◆ Vandalism is not permitted and will be strictly disciplined. Vandalism of data is defined as any attempt to harm or destroy data of another user or of another agency or network that is connected to the Internet. Vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses. It also includes attempts to gain unauthorized access to any network. Vandalism of hardware/software includes intentionally making computer systems inoperable by deleting, disconnecting or disabling components.
 - ◆ Harassment, intimidation or bullying, including any intentional electronic, written, verbal or physical act, also called cyber bullying, is not acceptable.
- 3. Privileges:** Network/Internet use is a privilege, not a right, and inappropriate use will result in a loss of network privileges, disciplinary action, and/or referral to legal authorities. At the direction of the district administration, student user access and /or accounts may be denied, revoked, or suspended as a result of misuse of network privileges.
- 4. Netiquette:** Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following: Be polite. Do not be abusive in your messages to others. Use appropriate language. Do not swear, use vulgarities or any other language inappropriate in a school setting.
- 5. Services:** 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 an individual suffers while on this system. These damages include loss of data resulting from delays, non-deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via Internet is at your own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- 6. Security:** If a student identifies a security problem, he/ she must notify school personnel immediately. He/she is not to demonstrate the problem to other users. Students may not use the Internet to discuss or disseminate information regarding security problems or how to gain unauthorized access to sites, servers, files, etc.
- 7. School Account:** Students may be issued a student account and password. If any information on a student’s account changes or the account password is lost or stolen, it is the student’s responsibility to notify school personnel.

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- 8. Google Apps for Education accounts:** Orting School District may provide students with Google Apps for Education accounts. Google Apps for Education includes free, web-based programs like email, document creation tools, shared calendars, and collaboration tools. This service is available through an agreement between Google and Orting School District.

Google Apps for Education runs on an Internet domain purchased and owned by the district and is intended for educational use. Your student's teachers will be using Google Apps for lessons, assignments, and communication.

Google Apps for Education is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of Apps when students are at school. Parents are responsible for monitoring their child's use of Apps when accessing programs from home. Students are responsible for their own behavior at all times.

Acceptable Use (Privacy and Safety)

Google Apps for Education (Apps) is primarily for educational use. Students may use Apps for personal use subject to the restrictions below and additional school rules and policies that may apply.

1. Privacy – School staff, administrators, and parents all have access to student email for monitoring purposes. Students have no expectation of privacy on the Apps system.
2. Limited personal use – Students may use Apps tools for personal projects but may not use them for:
 1. Unlawful activities
 2. Commercial purposes (running a business or trying to make money)
 3. Personal financial gain (running a web site to sell things)
 4. Inappropriate sexual or other offensive content
 5. Threatening another person
 6. Misrepresentation of Orting School District, staff or students. Apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.
3. Safety
 1. Students may not post personal contact information about themselves or other people. That includes last names, addresses and phone numbers.
 2. Students agree not to meet with someone they have met online without their parent's approval and participation.
 3. Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
 4. Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a student provide his or her password to another person.
4. Access Restriction – Due Process
 1. Access to Google Apps for Education is considered a privilege accorded at the discretion of the district. The district maintains the right to immediately withdraw the access and use of Apps when there is reason to believe that violations of law or district policies have occurred. In such cases, the alleged violation will be referred to the principal for further investigation and account restoration, suspension, or termination. Orting School District also reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action.

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Orting School District's Guidelines for Access and/or Accounts

Elementary students applying for access must understand all guidelines outlined in the AUP. This agreement is formalized through the parent's/guardian's signature on the application.

Secondary students applying for access and/or an account may be granted an account for as long as they are associated with the district on the following conditions:

- a. All users must read and agree to follow all guidelines outlined in the AUP.
- b. Students must obtain the signature of a parent or guardian on the application.

Student user accounts will become inactive upon leaving the district. This agreement is formalized through the student and parent's/guardian's signatures on the application.

Please keep this section for your records
and return the Student Internet Acceptable
Use Policy to your child's school.

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