

## **Use of Technology Resources Policy**

**IIBG**

Huron School District

### **Purpose**

The Huron School District is pleased to offer students, faculty, and staff access to technology resources for schoolwork and enrichment activities. The purpose of the Huron School District's technology resources is to provide additional educational resources and communication tools for students and teachers. These resources will help teachers to facilitate education and research consistent with the objectives of the Huron School District.

### **Definition – Technology Resources**

The Huron School District's technology resources include but are not limited to the following resources: network, Internet, computer hardware, software, printers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available.

### **Regulations**

The use of the Huron School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school district is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Huron School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Huron School District's Uniform Code of Behavior shall be applied to student infractions.

### **Education, Supervision, and Monitoring**

The Huron School District believes that educating students in the proper use of technology resources is important. Therefore, it shall be the responsibility of the Huron School District staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

All schools in the district will provide age-appropriate yearly training for students who use the district's internet facilities. The training provided will be designed to promote the district's commitment to:

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The standards of acceptable use of technology resources as described in this policy.  
Student safety on the internet.  
Appropriate behavior while online.  
Awareness of and response to cyberbullying.

During each school year, building principals will document that training was delivered to students in their respective buildings.

### **General User Terms and Conditions**

The use of Huron School District's technology resources is subject to the following terms and conditions:

1. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Huron School District along with State & Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment.
2. User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. While user files will not be examined without reasonable cause, users should not expect that anything stored on school computers or networks will be private.
3. Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes him/her feel uncomfortable.
4. Prohibited technology resources activities include, but are not limited to, the following:
  - a. Computer Violations:
    - 1) Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
    - 2) Downloading or transmitting multi-player game, music, or video files using the school network.
    - 3) Vandalizing, damaging, or disabling property of the school or another individual or organization.
    - 4) Accessing another individual's materials, information, or files without permission.
    - 5) Using the network or Internet for commercial, political campaign, or financial gain purposes.
    - 6) Releasing files, home address, personal phone numbers, passwords, or other vital information to others.
    - 7) Promoting or soliciting for illegal activities (e.g., arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening or intimidating others, etc.)

- 8) Students will not post false or defamatory information about a person or organization.
- 9) Attempting to repair, remove or install hardware components reserved for an authorized service technician.
- 10) Violating copyright or other protected material laws.
- 11) Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- 12) Meeting with individuals who have been met on-line.
- 13) Intentionally wasting school resources.
- b. Computer Network Violations:
  - 1) Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
  - 2) Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
  - 3) Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
  - 4) Creating, uploading, or transmitting computer viruses.
  - 5) Attempting to defeat computer or network security.
- c. All of the above violations may result in disciplinary action.
5. Huron School District does not guarantee that its technology resources will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.
6. Users shall be responsible for any costs, fees, charges, or expenses incurred under the person's account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as the school district explicitly agrees to pay.
7. Any security or equipment problems arising from the use of technology resources must be reported to the technology department.
8. Guidelines for individuals using district resources for communication include but are not limited to:
  - a. Users must maintain high integrity with regard to e-mail and web site content.
  - b. Always use appropriate language.
  - c. Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
  - d. Do not send mass e-mails, chain letters or spam.
  - e. E-mail and web sites are subject to inspection by the school and state at any time.
  - f. Violation of these guidelines may result in suspension or loss of e-mail account web space.

### **User Terms and Conditions Specific to High School iPad Usage**

1. High school students will be held responsible for maintaining their individual iPads and keeping them in good working order as described in the iPad Student Handbook.
2. Guidelines for student iPad use include but are not limited to:
  - a. iPad batteries must be charged and ready for school each day.
  - b. Only labels or stickers approved by the Huron School District may be applied to the iPad and/or case.
  - c. Cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
  - d. iPads that malfunction or are damaged must first be reported to the Help Desk located in the room B-201. The school district will be responsible for repairing iPads that malfunction. iPads that have been damaged from normal use or accidentally will be repaired with costs charged to the students as designated in the high school student iPad handbook.
  - e. iPads that are stolen must be reported immediately to the principal's office and the police department.
  - f. Individual school iPads and accessories must be returned to the Help Desk at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Huron High School for any other reason must return their individual school iPad on the date of termination.
  - g. If a student fails to return the iPad at the end of the school year or upon termination of enrollment at Huron High School, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad or, if applicable, any insurance deductible. Failure to return the iPad will result in a grand theft report being filed with the Huron Police Department. Furthermore, the student will be responsible for any damage to the iPad, with fees assessed as described in the high school student iPad handbook. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the iPad.
3. In order for students to access the network and internet, students and their parents must sign the Acceptable Use policy upon enrollment in the Huron School District. A copy of this will remain in the students' cumulative file.

### **Plagiarism and Copyright Infringement**

Student will not plagiarize the work of others. (Plagiarism is taking the ideas or writings of others and presenting the ideas/writings as if they were yours.) Student will respect the rights of copyright owners. Copyright infringement occurs when one inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, student should follow the expressed requirements. If a student is unsure as to whether a particular work can be used, he/she should request permission from the copyright owner.

### **Students' Rights**

1. A student's right to free speech applies to use of district resources for communication purposes. However, this is considered a limited forum, similar to the school newspaper, and therefore, the district may restrict student speech for valid educational reasons.
2. Parents/guardians should instruct their children if there is additional resources or material that they think would be inappropriate for their child(ren). The district fully expects that the student will follow the instructions of parents/guardians in this matter.
3. Student should expect only limited privacy regarding the contents of his/her personal files and records of his/her on-line activity on the district system.
  - a. Routine maintenance and monitoring of district technology resources may lead to discovery that students have violated this policy or the law.
  - b. Individual searches will be conducted if there is reasonable suspicion that students have violated this policy or the law. The investigation will be reasonable and related to the suspected violation.
  - c. Parents/guardians have the right at any time to request to see the contents of their students' files.
4. Due process
  - a. The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the use of district technology resources.
  - b. In the event there is a claim that a student has violated this policy in his/her use of district technology resources, the student will be provided with notice and opportunity to be heard in the manner set forth in district policy.