



South Butler County School District

Technology

Acceptable Use Procedure

I. Technology

Students, employees and school community members of the South Butler County School District have the opportunity to access the Internet and other forms of technology through many resources. Internet access, computers, networks, video and other technological opportunities will facilitate the need to prepare those groups to be technologically literate in an increasingly advanced society, to foster educational and personal growth in technology, to gather information and to improve communication skills.

II. The Internet

The primary purpose of the Internet is educational, intended to provide students with limitless resource opportunities, increased motivation, independent and critical thinking skills, and overall educational excellence. Understanding of the Internet and its operations are now fundamental as we prepare students for the Information Age. It is expected that faculty and staff will reinforce the curriculum with thoughtful use of such information throughout the curriculum.

III. Guidelines

Monitoring every aspect of usage of the Internet, networks and other technological resources can be a difficult task. The South Butler County School District recognizes this and will work diligently in overseeing proper usage through training and a variety of safe guards. However, the purpose of the Acceptable Use of Internet, Computers and Network Resources, Policy 815, of the South Butler County School District is to foster the independent use of the School District's technology, subject to compliance with procedures and standards of appropriate behavior and communication. This Technology Acceptable Use Procedure and its guidelines applies to all users, at all times, when they access and use any South Butler County School District computer equipment and/or accessories, network connections, video or any other technology equipment.

IV. Policy

1. It is understood that cooperation is critical in the use of the Internet and other technological resources at the South Butler County School District. It is the goal for the use of the Internet and other technological resources to prepare students to become computer literate in an increasingly technological world. It is understood that a student's independent use of the School District's Internet connection, networks, and other technological resources is necessary to attain such a goal, subject to the procedures and standards for appropriate network behavior.
2. It is understood that the use of the Internet, networks, district email accounts, and other technological resources is a privilege, not a right, and inappropriate use will result in suspension or termination of those privileges along with possible disciplinary action and/or criminal penalties under applicable school, state, and federal laws and codes. The primary use of the Internet, district email accounts, networks and/or other technological resources shall be reserved to those individuals who utilize the materials that are of educational value to the students, employees, and school community members of the South Butler County School District.

For the purposes of this procedure, educational value shall mean those areas of network access that have an impact on the educational program of the South Butler County School District. The use of the Internet, district email accounts, networks, and/or other technological resources for actions that are not related to the school's curricula are not deemed to be of educational value. The South Butler County School District has the sole discretion of determining what meets the definition of educational value. Examples of unacceptable uses of the Internet, district email accounts, networks, and/or other technological resources include, but are not limited to:

- Violating the rights of privacy of students, employees, and school community members of the South Butler County School District, or other individuals.
- Attempt to illegally enter District computer networks, circumvent data protection schemes, uncover/discover

security loopholes, reveal passwords to others or attempt to gain access to other accounts or passwords.

- Using profanity, obscenity, or other language, which may be offensive or defamatory to another user.
- Copying materials in violation of copyright laws.
- Plagiarizing or taking of someone else's words, ideas, or findings, and intentionally presenting them as your own without properly giving credit to their source.
- Using the Internet, district email accounts, networks, and/or other technological resources for financial gain, or for any commercial or illegal activity.
- Attempting to degrade or disrupt system performance or unauthorized entry to and/or destruction of computer systems or files.
- Revealing home phone numbers, addresses, or other personal information, including making personal purchases or unauthorized orders using the entities of the South Butler County School District.
- Accessing, sending, downloading, storing, or printing files or messages, including emails, that are sexually explicit, obscene, offensive or degrading to others. The District invokes its discretionary rights to determine such suitability.
- Downloading or copying information onto disks or hard drives without prior supervisor approval.
- Distributing material protected by trade secrets.
- Advertising a product or lobbying for a political cause.
- Playing games or using other interactive sites not related to the school curricula.

3. All users of the Internet, district email accounts, networks, and/or other technological resources must comply with the Electronic Communications Privacy Act of 1986, as amended, and the Communications Decency Act. These Acts prohibit the unauthorized interception or disclosure of email messages by third parties, as well as the appropriateness of certain material being remitted on the Internet. The Act does permit interception or disclosure if either the sender or the receiver of the communication consents. Further, the Act recognizes that the District may monitor a user's email account, as long as the interception device is included in the email equipment. Upon written request, parents may also review their child's email account and/or stored media.

4. Authorization to use the Internet, networks, district email accounts, and/or other technological resources will only be given to those individuals who are properly trained on the appropriate use of network resources. Users who have not been trained by a District authorized instructor will not be allowed independent access to the Internet, network, or other technological resources until they have been trained and have a signed Technology Acceptable Use Policy on file.

5. Use of the Internet, networks, and/or other technological resources is by permission only. Users must always get permission from the supervising individual before using any equipment or accessing any network. Violation of this will result in loss of user privileges and/or disciplinary actions.

6. School computers, district email accounts, and/or other technological equipment are the property of the South Butler County School District. At no time does the District relinquish its exclusive control of computers and/or other technological equipment provided for the convenience of the students, employees, and school community members. The District reserves the right to inspect and review any material on district email accounts for purposes of maintaining adequate hard drive space, or for reasonable cause suspicion that an individual is using the computer, district email accounts, and/or other technological equipment for illicit or illegal purposes, or violating policy guidelines. By using the District's computers, district email accounts, and/or other technological equipment, the user consents to the District's inspection and review of any materials in the user's account(s). Such inspection may be conducted by school authorities when deemed necessary, without notice, without consent, and without a search warrant. The District also reserves the right to search any diskettes used by users to download information from District computers.

7. No personnel or student information, which is protected by the Family Educational Rights and Privacy Act, shall be disseminated through the network.

8. Time restrictions on use of the Internet, district email accounts, networks, and/or other technological

resources may be imposed to ensure equity of use. The individual school will be responsible for determining equity of use procedures.

9. The District reserves the right to monitor appropriate use of the Internet, district email accounts, and network resources through electronic media. Information gained will be used to determine whether or not the individual is using the system for items of true educational value.
10. Vandalism when utilizing the Internet, district email accounts, networks, and/or other technological resources will result in suspension or termination of those privileges, along with possible disciplinary action and/or criminal penalties under applicable school, state, and federal laws and codes. This includes, but is not limited to, the uploading or creation of computer viruses and/or the attempt to electronically or physically destroy, harm, or modify data or equipment.
11. The South Butler County School District will not be responsible for the accuracy, quality, or truthfulness of information obtained. The District will not guarantee the availability of access to the Internet and district email accounts and will not be responsible for information that may be lost, damaged, or unavailable due to technical or other difficulties. The district, along with the service provider, will not be liable for the action of anyone connecting and/or using the Internet, district email accounts, networks, and/or other technological resources. All users shall assume and accept full liability, legal, financial or otherwise, for their actions.
12. Upon issuance of passwords, users are prohibited from using another user's password. Further, each user is responsible for any actions related to usage of his/her password. The use of passwords to gain access to the district's email system does not provide users with the expectation of privacy in the respective system.
13. CIPA UPDATE/To help ensure student safety and citizenship in online activities, all students will be educated about appropriate behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber-bullying awareness and response.