



Mount Ayr Community School District Authorized User Policy

Mount Ayr Community School District provides 21st century technology for people within the district. The district cannot and does not guarantee user privacy or system reliability and is not liable for any loss or corruption of data. Users should be aware that on occasion personnel have authority to access individual user files or data.

A user **does NOT own** his/her network account(s), but does have access to the account(s). The district owns the account and gives users the privilege of using it. It is a privilege that the district extends to users who are trusted to make responsible use of computing resources.

Purpose of Providing Internet Access:

The purpose in providing Internet access to the students and staff of the Mount Ayr Community School District is to encourage educational use through access to electronic resources and to enhance productivity with tools of technology.

Network Usage Guidelines

All use of the Mount Ayr Community Schools Internet Services must be consistent with its purpose as stated above. This policy does not attempt to articulate all required or proscribed behaviors by users to this network. In any specific situation we rely upon each individual's judgement of appropriate conduct. To assist in such judgment, the following general guidelines are offered.

1. **Expectations:** Users are expected to abide by the generally accepted rules of network etiquette which includes, but are not limited to:
 - a. Be polite. User appropriate, non-abrasive language.'
 - b. Do not reveal personal information such as last names, addresses, phone numbers, photos, etc. that could identify the user or other students or staff. You must immediately disclose to your teacher any message you receive that you believe is inappropriate or makes you feel uncomfortable.
 - c. Do not use the network in such a way as to disrupt its use by others.
 - d. Remember the Internet service is a resource. Do not be wasteful.
 - e. Refrain from making defamatory remarks, sexual or racial slurs, and from using obscene or profane language.
 - f. Usernames and passwords are provided for each user's personal use only. Passwords should not be revealed or shared with anyone. Each account owner is responsible for all activity under that account.
2. Any use for, or in support of, illegal purposes or activities is prohibited. This includes, but is not limited to, gaining unauthorized access to other systems (computer hacking), arranging for the sale or purchase of drugs or alcohol, participating in criminal gang activity, threatening others, transferring obscene material, or attempting to do any of the above.
3. Any use for commercial purpose is prohibited. Users may not create web pages or other ways to advertise or sell products or services and may not offer, provide, or purchase products or services through the Mount Ayr Internet service. This does not include school-approved activities.
4. Any use for political purposes is prohibited except for using the Internet service to communicate with elected or appointed officials.
5. **Copyright:** Users should assume that all materials available on the Internet are protected by copyright. Users shall not copy and forward, copy and download, or copy and upload any copyrighted material without



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prior approval of the supervising teacher, the District Technology Director, the Principal or the Superintendent. Any material obtained from the Internet and included in one's own work must be cited and credited by name or by electronic address or path on the Internet. Information obtained through E-mail or news sources must also be credited as to sources. Mt Ayr Community Schools and its Internet service make no guarantees, implied or otherwise, regarding the factual reliability of data collected through the Internet.

6. Not all material accessible through the Internet is of educational value. Students are expected to refrain from seeking, accessing, or downloading material that is not relevant to their assignments or course work. No students may upload or download material to or from Internet sites without permission from his/her teacher. No students may access email accounts that are not issued to them by the school district or are not approved by the administration during the school day. Students must not access chat rooms or google chat unless directed by your teacher. Games must not be played, accessed or downloaded unless they are approved by the principal and the teacher in charge. Mount Ayr Community Schools will take reasonable precautions to filter out controversial materials. However, it is impossible to monitor all materials and controversial information.
7. Users shall neither download nor install any commercial software, shareware or freeware onto network drives or disks without prior permission of the District Technology Director. Users shall not change settings on the browser or any other application.
8. Users shall not upload, download, distribute, take pictures of, or attempt to look at pornographic, obscene, sexually explicit, or threatening material of any nature. Users shall not upload, download, or distribute visual depictions that are obscene, child pornography, or (in the case of use by minors) harmful to minors.
9. Users shall not receive or transmit information pertaining to dangerous instruments such as bombs, or other explosive devices, automatic weapons or other firearms, or other weaponry.
10. Users must not attempt to get unauthorized access to file servers in the Mount Ayr Community Schools, outside file servers or go beyond the user's authorized access. This includes logging in through another person's account, accessing another person's files, or attempting to do either. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.
11. **Vandalism:** Users must not vandalize school computers by causing physical damage, reconfiguring the computer system, attempting to disrupt the computer system, or destroying data by spreading computer viruses by any other means. If this happens it is the students will receive the appropriate consequences as stated below.

Personal Wireless Devices

Use of the student's electronic devices on the Mount Ayr Community Schools network is a privilege that should be used for educational purposes during the school day. Remember that the students will be bringing these devices at their own risk to school. When not being used the devices need to be locked in a locker with a combination lock.

When students are accessing information on certain devices that apps that can be downloaded the school district can



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only filter when the students are using an Internet Browser (ie: Safari, Firefox, Chrome and Explorer). If the students have applications on their devices we are unable to filter that part and the school district will not be responsible for the content they reach through their applications. We will provide an appropriate consequence if the students are caught using the device inappropriately.

Consequences of Inappropriate Use:

We trust that students will use the devices and network responsibly for academic and collaborative uses which might include the use of Social Networking. Any consequences will follow the student handbook.

If the violation involves the violation of civil or criminal law; local, state, or federal law, the student's violation may be turned over to the proper legal authorities. Any debt incurred by the student as a result of improper use of the Internet or e-mail, is the responsibility of the student and the student's parent or guardian.

Enforcement:

The District Technology Director is authorized to monitor the use of all district-wide technology resources and to manage and protect those resources and the rights of their users, and to impose sanctions against any person who violates these guidelines. Sanctions may be both internal, involving loss of privileges or other district measures, or external, involving civil or criminal action under state or federal laws. Consequences may be as follows but not limited to iTunes taken away, restricted access to websites, serving detentions, or not being allowed to take the computer home.