# *Buhler USD 313*
# *Acceptable Technology Use Policy*

***Policies and Guidelines related to the use of District Technology***

**Approved by the Board of Education: January 1998**

## *Definition of Technology and the Internet—*

Technology is *any* form of electronic equipment or media designed to support the productivity of the students, staff and patrons of USD 313, as well as enhancing the learning process. This equipment includes, but is not limited to: desktop computers, laptops, printers, networking equipment, the Internet, e-mail, other forms of telecommunications, telephones, all forms of software, and other peripherals.

Specifically, the Internet is an electronic communications network which provides vast, diverse, and unique resources. Our goal in providing this service to teachers, staff, patrons, and ultimately the students is to promote educational excellence in the USD 313 by facilitating resource sharing, innovation, and communication.

## *Overview and Purpose—*

All of the guidelines and procedures outlined in this document pertaining to the acceptable use of technology are intended to make that technology more useful to students, staff and patrons of USD 313. These guidelines are also intended to maximize the learning environment and process. *Access to these technologies is a privilege, that comes with responsibility.*

USD 313 views information gathered from various technological resources, including the Internet, in the same manner as reference materials identified by the schools. Specifically, the district supports resources that will enhance the learning environment with *directed guidance and supervision* from the faculty and staff. Exploration and manipulation of resources is encouraged. However, it is impossible to control all materials on a global network and an industrious user may discover inappropriate information that is not consistent with the educational mission, goals and policies of the school district.

## *Guidelines for Acceptable Use—*

**1) Acceptable Use Policy—Rules of Behavior:** Informal rules of behavior have evolved for the use of technology and communication on the Internet and other on-line services. All users of Buhler USD 313 computers and networks are expected to abide by the generally accepted rules of technology usage and etiquette. Collectively, they help to identify a level of acceptable use of the technology in USD 313. These rules of behavior include, but are not limited to, the following:

✔ *Technology Usage Guidelines:*

- Treat the technology like you'd treat your own—with respect.
- Always ask for permission before using a computer or other form of technology.
- Use the technology only for school-related activities: homework, research, etc.
- Respect other people's files on the computer, network, etc. Do not change, copy, delete, read, or otherwise attempt to access files that are not yours.
- Do not install or remove any software on a computer.
- Remember that others need to use the computers and technology, too. Don't monopolize it.
- All software installed on the computers is copyrighted. Do not copy, distribute, or alter it in any way.
- Classroom and district rules and policies toward plagiarism are expanded to include technology-based research methods.

✔*'Netiquette': Rules of the Online World*

- Never give out personal information anywhere on the Internet.
- Be concerned about getting personal e-mail messages from anyone online asking you for personal information, attempting to arrange private meetings, etc.
- Do not bypass any security measures installed on the computers and network.
- Never use the Internet to harm other people in any way.
- Always ask for permission to use pictures or text from someone's Web site in your work.
- Treat other online users as you would like to be treated—with respect.
- Protect your password(s).
- "Lurk" before you leap; read what others have written before you post your comments.
- While at school, use the Internet only for school-related activities, homework, research, etc.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail.

**2) Acceptable Use Policy—State and Local Policies**: Use of district technology (as defined above) is a *privilege*, that comes with responsibility. Violations of the policies and procedures of Buhler USD 313 and/or Kansas Law concerning the use of technology will result in disciplinary action. State and local policies concerning these issues are outlined below:

- **Buhler USD 313 Board Policy: Computer Materials (IIBG) (1)** *Ownership of Employee/Student-Produced Computer Materials:* Computer materials or devices created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the board. The board's rules governing ownership of employee or student-produced computer materials are on file with the clerk and are available upon request.

(2) *Computer Use:* Use of district computers or software is for performance of official and approved assignments only. Use of district computer equipment or software for personal projects is prohibited without prior permission of the administration.

(3) *Administrative Access to Computerized Information:* All computer-generated information produced by students and employees are subject to administration or board review.

- **Kansas Law *K.S.A. 21-3755 Computer crime; criminal computer access.***

*(a) As used in this section, the following word and phrases shall have the meanings respectively ascribed thereto:*

(1) "Access" means to approach, instruct, communicate with, store data in, retrieve data from, or otherwise make use of any resources

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of a computer, computer system or computer network.
(2) "Computer" means an electronic device which performs work using programmed instruction and which has one or more of the capabilities of storage, logic, arithmetic or communication and includes all input, output, processing, storage, software or communication facilities which are connected or related to such a device in a system or network.
(3) "Computer network" means the interconnection of communication lines, including microwave or other means of electronic communication, with a computer through remote terminals, or a complex consisting of two or more interconnected computers.
(4) "Computer program" means a series of instructions or statements in a form acceptable to a computer which permits the functioning of a computer system in a manner designed to provide appropriate products from such computer system.
(5) "Computer software" means computer programs, procedures and associated documentation concerned with the operation of a computer system.
(6) "Computer system" means a set of related computer equipment or devices and computer software which may be connected or unconnected.
(7) "Financial instrument" means any check, draft, money order, certificate of deposit, letter of credit, bill of exchange, credit card, debit card or marketable security.
(8) "Property" includes, but is not limited to, financial instruments, information, electronically produced or stored data, supporting documentation and computer software in either machine or human readable form.
(9) "Services" includes, but are not limited to, computer time, data processing and storage functions and other uses of a computer, computer system or computer network to perform useful work.
(10) "Supporting documentation" includes, but is not limited to, all documentation used in the construction, classification, implementation, use or modification of computer software, computer programs or data.

*(b) Computer crime is:*
(1) Intentionally and without authorization gaining or attempting to gain access to and damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property;
(2) using a computer, computer system, computer network or any other property for the purpose of devising or executing a scheme or artifice with the intent to defraud or for the purpose of obtaining money, property, services or any other thing of value by means of false or fraudulent pretense or representation, or;
(3) intentionally exceeding the limits of authorization and damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property.

(c) (1) Computer crime which causes a loss of the value of at least $500 is a class A nonperson misdemeanor.
(2) Computer crime which causes a loss of the value of at least $500 but less than $25,000 is a severity level 9, nonperson felony.
(3) Computer crime which causes a loss of the value of $25,000 or more is a severity level 7, nonperson felony.

(d) In any prosecution for computer crime, it is a defense that the property or services were appropriated openly and avowedly under a claim of title made in good faith.

(e) Criminal computer access in intentionally, fraudulently and without authorization gaining or attempting to gain access to any computer, computer system, computer network or to any computer software, program, documentation, data or property contained in any computer, computer system or computer network. Criminal computer access is a class A nonperson misdemeanor.

(f) This section shall be part of and supplemental to the Kansas criminal code.

**3) Acceptable Use Policy—Security:** If you identify a security problem, notify a faculty member immediately.
- Do not show or identify security problems to others.
- Do not reveal your password(s) to another person for use.
- Attempts to log in as another user may result in cancellation of privileges.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

Users may occasionally be required to update/change password information in order to continue access.

**4) Acceptable Use Policy—Privileges**: Access to all forms of technology is a privilege.
Unacceptable usage may result in revoked privileges and/or district disciplinary actions.

**5) Acceptable Use Policy—Vandalism/Harassment**: Vandalism and/or harassment will result in the cancellation of the offending user's account.

✔ *Vandalism* is defined as any malicious attempt to harm or destroy data of another user, the Internet or other networks. This includes, but is not limited to, creating and/or uploading computer viruses.

✔ *Harassment* is defined as the persistent annoyance of another user or the interference in another user's work. This includes, but is not limited to, the sending of unwanted e-mail.

**6) Acceptable Use Policy—Penalties**: Any user violating these provisions, state and/or local policies, applicable state and federal laws or posted classroom and district rules is subject to loss of technology privileges and any other district disciplinary options, including criminal prosecution. School and district administrators will make the final determination as to what constitutes unacceptable use and their decision is final.

Three levels of punishment may be enforced by the administration. While the levels may be implemented in order, nothing prevents the administration from selecting any step depending on the facts and the severity of the violation.

*Level 1: Warning:* Student would lose computer privilege/ Internet access until a parent conference is held. Any additional loss of privileges as determined by the administration will be discussed in this conference.

*Level 2: Pattern of abuse, repeated abuse or flagrant violations***:** Student who, after a Level 1 warning, continues to engage in serious or persistent misbehavior by violating the district's previously communicated written standards of conduct may be removed from any computer/Internet privileges for the remainder of the school year or remaining school years and recommended for suspension.

*Level 3: Expellable offense:* Student could be expelled from school if he/she engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by state and federal law. Any student expelled for misuse of technology will also lose computer privileges for the remainder of the school year or school years.

**PLEASE NOTE: After reading the Acceptable Technology Use Policy, please sign and return this form to your student's school during enrollment.**

# *Buhler USD 313*
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## Parent - Student Agreement

**Parent Agreement:**

I agree my child will abide by the district guidelines and conditions for the use of the facilities of Buhler USD 313 and access to the Internet. I further understand any violation of the district guidelines is unethical and may constitute a criminal offense. Should my child commit any violation, his/her access privileges may be revoked. School disciplinary action and/or appropriate legal action shall/may be taken. In order to make sure that all members of the Buhler USD 313 community understand and agree to these rules of conduct, Buhler USD 313 requires you as a parent/guardian to sign the following statement:

I agree not to hold Buhler USD 313 nor any of its employees nor any of the institutions or networks providing access to networks responsible for the performance of the system or the content or costs or any material accessed through it.

As a parent or guardian of this student, I have read the terms and conditions for Buhler USD 313 facilities use and Internet access. I understand that this free access is designed for educational purposes. However, I also recognize that it is impossible to restrict all access to all controversial materials and I will not hold Buhler USD 313 responsible for materials acquired or sent via the network.

Parent's Signature _____ Date _____

**Student Agreement:**

In order to make sure that all members of the Buhler USD 313 community understand and agree to these rules of conduct, Buhler USD 313 requires you as a student to sign the following statement:

I understand and will abide by the district guidelines and conditions for the use of the facilities of Buhler USD 313 and access to the Internet. I further understand any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked. School disciplinary action and/or appropriate legal action shall/may* be taken.

I have received and read a copy of the district guidelines on computer use and the conditions of use for computer networks.

*The school may choose one or the other, but be conscious of the fact that 'shall' means all students must be disciplined if they violate any of the rules.

Student's Signature _____ Date _____

**This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.**

# Buhler USD 313 Consent to Use Laptop Computers and/or Other Peripherals

I, _____, the parent or guardian of

_____ consent to and/or authorize

the following:

1. I grant permission for my child _____ to check out a laptop computer to bring home as needed for academic use.

2. I assume responsibility for any damage to, and responsibility for, the repair and/or replacement of the computer while it is in my child's custody.

3. I assume responsibility for any unauthorized use of the computer while it is in my child's custody and will supervise its use to see that the computer is used only for academic purposes as assigned by school staff.

4. I will assume responsibility to pay for any damage, repair and/or replacement for any damage done to district software which may result from my child's use of the laptop computer.

5. I will assume responsibility to pay for any damage, repair and/or replacement for any damage done to district software which may result from a virus introduced as a result of my child's use of the laptop computer.

6. I will not allow my child to use the district's laptop computer to add, remove or copy any programs, software or information in a manner which may violate the copyright laws.

_____

Parent or Legal Guardian Date

_____

Parent or Legal Guardian Date