Internet Connectivity and Technology Tools Acceptable Use Guidelines

These guidelines are based on the Children's Internet Protection Act (CIPA) and its four guiding principles of: respect, privacy, sharing and safety. These guidelines are appropriate for all technology users, and we encourage parents to follow these guidelines as well. USD 458 Basehor-Linwood School District provides access to electronic resources that promote 21st Century Learning in our school and community. Student use of communication technologies is a privilege intended for the benefit of all students in order to provide a 21st Century education. The expectations and guidelines are created to keep our students safe and create digital citizens who understand the guidelines and operating procedures of our District. Online communication constitutes email, Internet, blogging, any use of network resources, etc. USD 458 electronic resources include, but are not limited to all hardware, software, data, communication devices, printers, servers, filtered Internet access, and local and wide area networks.

The ability to communicate and collaborate online is critical for 21st Century learners to apply and learn employment and life skills through the use of websites, blogs, video conferencing, podcasts, online content creation, etc., which offer authentic opportunities for students to express and share information in an appropriate manner. To keep our students safe and comply with CIPA, the Acceptable Use Guideline is put in place and updated to accommodate the changing global technological world that we live in today. This Acceptable Use Guideline is written for all those who use school-provided network connections in our District. These connections may be used for classroom blogs, student emails, internet research and publishing, interactive websites, apps and any other occasion students, teachers, or community members use USD 458 network space.

The following is a statement of rules and guidelines for the acceptable use of electronic information and resources. These are provided to help understand what is acceptable behavior with the use of technology. These Acceptable Use Policies and Guidelines detail acceptable use of electronic information resources anywhere, these are rules and guidelines under which all members of the USD 458 community (students and staff) will be held accountable.

Guidelines

USD 458 provides students and staff access to a wide variety of electronic resources, including educational materials through Internet and online services. USD 458 uses content filtering technology in compliance with CIPA on all school computers with Internet access to protect against unacceptable web content. However, no web filtering technology is 100% safe. USD 458 realizes this fact and through monitoring and staying current on online threats and activities, we are vigilant in our effort to keep our environment safe for students and staff.

Student Safety: Do not send any message that includes personal information such as: home address, personal phone numbers, and/or last name of yourself or any other person. Likewise, the staff is not permitted to post this information to public domains (i.e. class web page or internet). Student pictures and/or work may be included on District/school/classroom websites without identifying captions unless the site is password protected.

Password Protection: Internet passwords are provided for each user's personal use only and are, therefore, confidential. Never share your password, steal or use another person's password. If you suspect that someone has discovered your password, you should talk with your teacher, administrator or technologist within your building who will notify the Network Administrator or the Director of Technology.

Cell Phones: Students using cell phones in the classroom will need to connect to the USD 458 wireless. If students are using their 3/4G cellular data plan the District is unable to filter the content and is not responsible or cannot be held liable for any content accessed in this manner.

Privacy: E-mail is no more private than a postcard. Students and staff need to know that files stored on school computers are not private. Network and Internet access is provided as a tool for educational purposes only. The District has the right to monitor, inspect, copy, review and store at any time, and without prior notice, any and all usage of the computer network and Internet access including transmitted and received information. All information files are the property of the District and no user shall have any expectation of privacy regarding such files.

Online Etiquette: Follow the guidelines of accepted behaviors within the school handbook. Use appropriate language and graphics. Swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening or abusive language of any kind if not acceptable. Do not use school online access to make, distribute, or redistribute jokes, stories, cyber bullying, obscene material or material which is based on slurs or stereotypes relating to race, gender,

ethnicity, nationality, religion or sexual orientation.

Use of Equipment/Services: The staff, the school, and the USD 458 Basehor-Linwood School District are not responsible for any damages incurred, including but not limited to loss of data resulting from delays or interruption of services, for the loss of data stored on Basehor-Linwood resources, or personal property used to access Basehor-Linwood resources.

Messaging: Teachers may incorporate email, blogs, podcasts, video conferencing, online collaboration, Virtual Learning Environment, and other forms of direct electronic communications (i.e. cell phones, cameras, etc.) or Web 2.0 applications for educational purposes. Although teachers monitor student online activity, it is the direct responsibility of the user to comply with this acceptable use policy.

Blogging/Pod/Vodcasting: Uses of blogs, pod/vodcasts or other Web 2.0 tools are considered an extension of the classroom. Whether at home or in school, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of internet tools. Students using these tools are expected to act safely by keeping ALL personal information out of their posts. Comments made on school related blogs should follow the rules of online etiquette detailed above and will be monitored by school personnel. If inappropriate, they will be deleted. Never link to a web site from a blog without reading the entire article to make sure it is appropriate for a school setting.

Plagiarism/Copyright/Licensing: Plagiarism is the act of using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism as stated in the school handbook. All material found on the Internet should be considered copyrighted unless the site specifically states that the material is public domain. In addition, all students and faculty must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. All students and faculty should also adhere to the Creative Commons licenses where the author/artist denotes what media may be shared, remixed or reused.

Proxies: The use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of this agreement.

Illegal Activities: Use of the network for any illegal activities is prohibited. Illegal activities include, but are not limited to:

- tampering with computer hardware or software
- unauthorized entry into computers and files (hacking)
- vandalism or destruction of equipment
- deleting files belonging to another individual other than oneself
- uploading or creating computer viruses
- distribution of obscene or pornographic materials
- sexting

These activities are considered under a crime under state and federal laws. Users must be aware that any illegal action carried out over the internet will be reported to law enforcement officers for possible prosecution. It is a federal offense (felony) to break into any security system.

Terms of Agreement

The USD 458 Basehor-Linwood School District reserves the right to deny, revoke or suspend specific user privileges and/or take other disciplinary action, up to and including suspension, expulsion (students), or dismissal (staff) for violations of these Guidelines. The District will cooperate fully with local, state and federal officials in any investigation related to any illegal activities conducted through the service. The school District and its representatives are not responsible for the actions of the users or the information they access.