

UBLY COMMUNITY SCHOOLS

Acceptable Use Policy (AUP)

Electronic Information Access and Use For Educational Purposes Policy

Uby Community Schools encourages and strongly promotes the use of electronic information technologies in educational endeavors. The District provides access to information resources for educational research, and for the development of information management skills. Together these allow learners to access current and relevant resources, provide the opportunity to communicate in a technologically rich environment and assist them in becoming responsible, self-directed, lifelong learners.

The District's information technologies are the District's property and are intended for use for educational purposes. The District retains the right to access and review all electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in or accessed by District information technologies. The District's system is not a public forum and access to the technology is a privilege and not a right. Users have no reasonable expectation that any information contained on any District information technologies is confidential or private.

The District makes no warranties of any kind, whether expressed or implied for any reason regarding the availability of its information technologies, including but not limited to the loss of data. All District information technologies are provided on an "as is, as available" basis.

District Definitions:

Equipment includes, but is not limited to, computers, electronic tablets, disk drives, printers, scanners, flash drives, networks, servers, video and audio recorders, cameras, photocopiers, phones, calculators and other related electronic resources.

Technology includes, but is not limited to, equipment, software, networks and other related systems and services.

Software includes, but is not limited to, computer software, print and non-print resources.

Networks include, but are not limited to, Internet access, intranet access, and all voice and data systems.

Users include anyone who is accessing or using District equipment, technology, software, or networks.

Minor includes any individual who has not attained the age of 18 years.

District Responsibility

Uby Community Schools is responsible for the management of the structure, hardware and software that the District uses to allow access to information technologies for educational purposes. These include:

- developing and implementing an Electronic Information Access and Use Policy (this AUP)

- ❑ developing and enforcing use regulations at each network site
- ❑ defining the rights/responsibilities of Users
- ❑ providing resources that support the mission of the School District
- ❑ assigning and removing of member accounts on the network(s) and related services
- ❑ providing training and information on new technologies, software and media as they are acquired and put into use in the District
- ❑ providing training to minors on appropriate online behavior. This includes behavior when interacting with other individuals on social networking websites, and in chat rooms, and cyberbullying awareness and response
- ❑ maintaining and repairing of equipment that comprise the network(s)
- ❑ selecting software that the network will support
- ❑ setting quota limits for disk usage by users of the District servers (Internet and LAN)
- ❑ establishing procedures for the disabling or otherwise modifying any technology protection measures

The District will designate a system administrator who will manage the system and make the final determination as to what is inappropriate use based on the Electronic Information Access and Use Policy. The system administrator may close an account at any time for infractions or temporarily remove a user account on the network to prevent further unauthorized activity.

The system administrator has the right to view, modify or remove a users electronic mailbox. This access shall be used to preserve network integrity or to prevent prohibited activity.

The system administrator may review audit trails created by information technologies. The system administrator may determine and uncover incorrect usage of the network and may also inform other staff members and the user in question.

The Ugly Community Schools will implement filtering technologies intended to block minors' access to materials that are obscene, pornographic, harmful to minors, or that the District determines to be inappropriate for minors. However, the District does not guarantee that school officials will control users access to such materials, or that users will not have access to such materials while using the District's information technologies. The filtering technologies operate only within the District local area network (LAN).

The District does not take responsibility for resources located or actions taken by the users that do not support the purposes of the School District.

It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Ugly Community Schools Network Users

Users of the Ubly Community Schools network will be granted access to appropriate services offered by the network. In addition, the following people may be account holders or members of the Ubly Community School's network:

1. Students. Students who are currently enrolled in the District may be granted a network account upon agreement to the terms stated in this policy.
2. Faculty and Staff. Staff members currently employed by the District may be granted a network account upon agreement to the terms stated in this policy.
3. Others. Anyone affiliated with the school system may request a special account on or use of the District network. These requests will be granted on a case-by-case basis, depending on need and resource availability.

Privileges and Responsibilities of Ubly Community Schools Technology Users

User Privileges

Users have the privilege to:

- ❑ use all authorized hardware and software for which they have received training to facilitate learning and enhance educational information exchange when it is available
- ❑ access information from outside resources which facilitate learning and enhance educational information exchange
- ❑ access District networks and the Internet to retrieve information to facilitate learning and enhance educational information exchange

User Responsibilities

Users are responsible for:

- ❑ using information technologies in the school only for facilitating learning, appropriate personal growth and enhancing educational information exchange consistent with the purposes of the school
- ❑ attending appropriate training sessions in the use and care of hardware, software and networks
- ❑ seeking instruction for the use of any available technology with which they are not familiar
- ❑ adhering to the rules established for the use of hardware, software, labs and networks of the District

Users are responsible for: (cont)

- ❑ refraining from disclosing, using or disseminating personal identification information regarding students over the Internet without parent or guardian authorization
- ❑ maintaining the privacy of passwords and are prohibited from publishing or discussing passwords. District associated accounts are to be used ONLY by the authorized owner of the account for the authorized purpose
- ❑ students may use e-mail, chat, instant messaging, and other forms of two-way electronic communications only for educational purposes and only under the direct supervision of an adult
- ❑ having all electronic media scanned for virus, dirt, damage or other contamination which might endanger the integrity of District hardware, software or networks before they are used in District systems
- ❑ material received, created or distributed using information technologies
- ❑ maintaining the integrity of the electronic messaging system (voice, e-mail, etc.), deleting files or messages if they have exceeded their established limit, reporting any violations of privacy and making only those contacts which facilitate learning and enhance educational information exchange. If a user remains in non-compliance, the System Administrator may delete files and messages, freeze the account, and/or close the account
- ❑ keeping material considered pornographic by the District, inappropriate files or files dangerous to the integrity of the school's network, equipment or software, from entering the school via the Internet or from being reproduced in visual, digital or written format
- ❑ awareness of and adhering to copyright laws and guidelines and trademark laws and applicable licensing agreements in the use of information technologies and in the transmission or copying of text or files on the Internet or from other resources. Users must also comply with all other applicable laws, both state and federal, with respect to their use of the District's information technologies
- ❑ using caution (Buyer Beware) when considering the purchase of goods or services over the Internet. Ugly Community Schools is not liable for any financial obligations made nor any personal information provided while using District information technologies
- ❑ financial restitution for unauthorized costs incurred, damages or repair necessitated by inappropriate use or access
- ❑ any damages to, or incurred on, their personal equipment. Users accessing Ugly Community Schools information technologies on personal equipment do so at their own risk
- ❑ abiding by the rules set forth in this policy, as well as all other applicable District or School policies and rules. additional technology policies, Board of Education policies, staff manuals, departmental procedures, student code of conduct, and student handbooks may include such rules

Prohibitions

Use of the Ugly Community Schools information technologies is intended for legitimate educational purposes that support and enhance the District's mission statement. The following uses are strictly prohibited.

Users are prohibited from:

- ❑ using another individual's login name or password
- ❑ participating in hate mail, harassment, discriminatory remarks, bullying and other antisocial behaviors
- ❑ using e-mail, chat, instant messaging, and other forms of two-way electronic communications except for educational purposes
- ❑ using the technology for unauthorized transfer, deletion, or duplication of electronic files
- ❑ using the technology for a "for-profit" business, for product advertisement or political lobbying
- ❑ the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others and to infiltrate unauthorized computer systems
- ❑ using District information technologies to draft, send, or receive inappropriate communications and material including but not limited to, items which are pornographic, obscene, profane, vulgar, harassing, threatening, defamatory or otherwise prohibited by law
- ❑ vandalizing District or any other information technologies. Vandalism is defined as any attempt to harm, destroy, or disrupt or hack the operation of the District's information technologies. Vandalism includes, but is not limited to, the creation, intentional receipt or transmission of computer viruses

Consequences of Inappropriate Behavior

Use of the District's information technologies is a privilege and not a right. Any user who does not comply with the Information Access and Use Policy (this AUP) will face loss of technology access privileges. The District may also pursue disciplinary action, and/or legal action as deemed appropriate.

**Ubly Community Schools
Electronic Information Access and Use for Educational Purposes Policy
Member Responsibility Declaration**

(Network and technology access will not be granted to any individual without this completed form)

Ubly Community Schools has developed an Electronic Information Access and Use for Educational Purposes Policy for the Internet, local and wide area networks, computers, technology devices, and related equipment. Access and use of the Internet, local and wide area networks, computers, technology devices, and related equipment is a privilege for the user.

Members having access to the Ubly Community School's network or technology should be advised that they might locate material that could be considered offensive or controversial. Parents of minors should be aware of the existence of such materials and monitor home usage of the system. Students knowingly accessing, bringing, or downloading such material into the school environment or with school technology will be dealt with according to the discipline policies of the school district and such activities may result in termination of their technology privileges.

In consideration for the privilege of using the Ubly Community School's Network and technology systems and in consideration for having access to the information contained or accessed on or through it, I hereby release Ubly Community Schools and its operators and sponsors, its faculty and staff and all organizations, groups and institutions with which the Ubly Community Schools is affiliated for any and all claims of any nature arising from my use, and/or my child's use or inability to use, the Ubly Community School's network and technology systems.

I have read, understand and will abide by the Electronic Information Access and Use Policy (AUP) as attached or online at http://www.ublyschools.org/downloads/district_files/AUP.pdf. I agree to be responsible for and abide by all rules and regulations of this agreement. I understand that should I commit any violation, my privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

Users (Students) Name: _____
(Please Print Your Name)

Users (Students) Signature: _____ **Today's Date** _____
(Please Sign Your Name)

Grade: _____ **Class/Teacher:** _____

Your User Login will be: <Your Last Name>.<Your First Name>. For example, the login for John Smith would be: "smith.john"
Your password will be automatically assigned and communicated to you. You may change this password at any time.

(If you are under the age of 18, a parent or guardian must also read and sign this agreement)

As the parent or guardian of this student, I have read the Ubly Community Schools Electronic Access and Use for Educational Purposes Policy. Ubly Community Schools has taken precautions to prohibit access to inappropriate materials. However, I also recognize it is impossible for Ubly Community Schools to restrict access to all inappropriate or copyrighted materials and I will not hold them responsible for materials acquired on or through the network or with school technology. Further, I accept full responsibility for supervision if and when my child's use of The Ubly Community School's network or technology is not in a school setting.

Users are responsible for attending appropriate training sessions in the use and care of educational technology and should refrain from using any technology for which they have not received training.

Users may be required to make full financial restitution for any damages to district technology or unauthorized expenses incurred through the use of district technology.

As the parent or guardian of this student, I have read the Electronic Information Access and Use Policy either in print or online at http://www.ublyschools.org/downloads/district_files/AUP.pdf and understand that this access is designed for educational purposes. I hereby give permission to issue accounts and technology access to my child.

Parent/Guardian Signature _____ **Date:** _____