Student Acceptable Use Policy

(Rev.2627-01)

Student's Printed Name: _____ Grade: _____

Parent's Printed Name: _____

Please read all 4 pages of this document and check/sign below to agree to the terms and conditions. Failure to complete this agreement form and/or failure to agree with all of the terms and conditions within will result in limited access to the East Buchanan C-1 School District network and technology equipment.

Students – Please complete the following:

My signature acknowledges that I have read all 4 pages of the Student Acceptable Use Policy and agree to follow all of the terms and conditions contained within.

Student's Signature	**Date**

Parents – Please complete the following:

My signature acknowledges that I have read all 4 pages of the Student Acceptable Use Policy and agree to allow my child to use the East Buchanan C-1 School District's technology equipment and network. I understand that this is a privilege, not a right, and that it may be revoked if my child does not follow all of the terms and conditions stated within. East Buchanan C-1 School District has content filters in place to block inappropriate material. I understand that no filter is 100% effective and some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use – setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

Parent's Signature	**Date**

Parents:

Occasionally the district, or it designees, will post photos of students (groups only) and/or their work to the School's Website. If you do not want your student to be a part of this, you will need to send a signed/dated letter to the school office stating such. I.E…

I (Parent's Name) do not want pictures of my child, (Children's Name), to be posted on the school's website. And/or do not want images of my student's work to be posted on the school's website.

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I.) Rights

No student will be given "privileged" access to the district's technology resources until the district receives a *User Agreement* signed by the student and the student's parent(s), guardian(s), or person(s) standing in the place of a parent. Students who do not have a *User Agreement* on file with the district may be granted permission to use district technology by the superintendent or designee.

II.) Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources. All district technology resources are considered district property. The district may examine all information stored on district technology resources at any time. The district may monitor student technology usage. Electronic communications, all data stored on the district's technology resources, and downloaded material, including files deleted from a user's account, may be intercepted, accessed or searched by district administrators or designees at any time.

III.) Violations of Technology Usage Policies and Procedures

Use of the district's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the district's technology resources. Any violation of district policy, regulations or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. The administration may use disciplinary measures to enforce district policy, regulations and procedures. Any attempted violation of district policy, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

IV.) Damages

All damages incurred by the district due to the misuse of the district's technology resources, including the loss of property and staff time, may be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

V.) General Rules and Responsibilities

The following rules and responsibilities will be followed by all users of the district technology resources. Violation of these rules my result in the termination or suspension of the user's account pending investigative measures.

A. Applying for a user ID under false pretenses is prohibited.

B. Using another person's user ID and/or password for any reason is prohibited.

C. Sharing one's user ID and/or password with any other person is prohibited.

D. Deleting, examining, copying or modifying files and/or data belonging to other users, without their prior consent, is prohibited.

E. Mass consumption of technology resources that inhibits use by others is prohibited.

F. Unless authorized by the district, non-educational Internet usage is prohibited.

G. Use of district technology for soliciting, advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the district.

H. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.

I. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.

J. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.

K. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.

L. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.

M. Any use that has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy, or the violation of any person's rights under applicable laws is prohibited.

N. Any unauthorized, deliberate, or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.

O. Users may only use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.

P. At no time will district technology or software be removed from the district premises, unless authorized by the district.

Q. All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.

R. All damages incurred due to the misuse of the district's technology may be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

VI.) Technology Security and Unauthorized Access

All users shall immediately report any security problems or misuse of the district's technology resources to a Teacher, Administrator, or the Technology Director. No person will be given access to district technology if he/she is considered a security risk by the Superintendent, Technology Director, or designee.

A. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.

B. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.

C. The unauthorized copying of system files is prohibited.

D. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.

E. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.

F. The introduction of disruptive/destructive programs into a school computer, the network, or any external networks is prohibited. Including, but not limited to; computer "viruses," "hacking" tools, scripts, & logic bombs.

G. Accessing Proxy servers for any reason without permission from the Technology Director is prohibited.

H. Any attempt to connect to other systems, in evasion of the district security systems, is prohibited.

I. Any attempt to connect to district resources using equipment not approved by the Technology Director is prohibited.

VII.) Online Safety - Disclosure, Use, and Dissemination of Personal Information

A. All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.

B. Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.

C. Student users shall not agree to meet with someone they have met online without parental approval.

D. A student user shall promptly disclose to his or her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable, in any way.

E. Users shall receive or transmit communications using only district-approved and district managed communication systems. For example, users may not use web-based e-mail, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the district.

I. East Buchanan C-1 School District reserves the right to limit access to any materials designated by the Technology Director.

VIII.) Electronic Mail

Students in grades K-12 will be provided a restricted district email account through Google Apps for Education. 11^{th}-12^{th} grade students may obtain unrestricted email privileges after signing the separate Student E-Mail AUP. **Personal e-mail accounts are not allowed to be used on school computers**.

A. Forgery or attempted forgery of e-mail messages is prohibited.

B. Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.

C. All users must adhere to the same standards for communicating online that are expected in the classroom, and consistent with district policies, regulations and procedures.

IX.) Exceptions

Exceptions to district rules may be made for district employees or agents conducting an investigation of a use that potentially violates the law, district policies, regulations or procedures. Exceptions may also be made for technology administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy.

X.) Waiver

Any user who believes he or she has a legitimate reason for using the district's technology in a manner that may violate any of the district's adopted policies, regulations and procedures may request a waiver from the Technology Director and the building principal, superintendent, or designees. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity, and level of supervision involved.

XI.) No Warranty/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products and/or access it provides. The district's technology resources are available on an "as is, as available" basis. The district is not responsible for loss of data, delays, non-deliveries, miss-deliveries or service interruptions. The district does not guarantee the accuracy, quality, or appropriateness of information obtained from the Internet or use of its technology resources. Access does not include endorsement of content or the accuracy of the information obtained.

XII.) Exception of Terms and Conditions

All terms and conditions as stated in this document are applicable to the East Buchanan C-1 School District. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Missouri, and the United States of America.