

## ACCEPTABLE USE POLICY FOR ELECTRONIC SERVICES FOR STUDENTS

USD 394 Rose Hill Schools (RHS) strongly believes in the educational value of electronic services and recognizes the potential to support the curriculum and student learning by facilitating resource sharing, innovation, and communication.

Access to the Internet allows students to explore thousands of libraries, databases, museums, and other repositories of information. Families should be aware that some material accessible via the Internet may contain items that are inappropriate, inaccurate, or potentially offensive. While the purposes of the school are to use electronic resources for constructive educational goals, students may find ways to access other materials. The District believes that the benefits to students from electronic services in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Authorized student use of information resources must be consistent with the educational purposes for which these resources have been provided. The use of RHS electronic services is to assist students in completing educational activities and should be used in a manner that enhances educational experiences and complies with RHS policies. All student users must adhere to the provisions of this Acceptable Use Policy as a condition for continued use of the RHS network. This policy must be followed anytime there is a connection to the District's wired or wireless network via any electronic device. RHS reserves the right to monitor any user's online activities. Users should have no expectation of privacy regarding their use of RHS property, including the network, Internet access, files, text, chat room conversations, and e-mail.

**Internet Safety:** In compliance with the Children's Internet Protection Act ("CIPA"), USD 394 Rose Hill Schools is required to adopt and implement an Internet safety policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking" and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors' access to materials harmful to them. Furthermore, each campus educates students on cyberbullying, appropriate online behavior, and social networking as required by the Broadband Data Improvement Act.

1. RHS has implemented filtering and/or blocking software to restrict access to Internet sites containing pornography, obscene depictions, or other materials harmful to minors under 18 years of age, to the extent practicable, while using its network. This control also applies to other forms of communication such as e-mail, chat rooms, social networking sites, instant messaging, and the like. However, no software is foolproof, and there is still risk a user may be exposed to a site or message containing such materials.
2. The student's parent or guardian is responsible for supervising and monitoring all computer usage that occurs outside the RHS network.
3. Students will not reveal personal information, including name, home address, telephone number, photos, and the like on the Internet. Students are advised to never access, keep, or send anything that they would not want the general public to see.
4. Students will not meet in person with anyone they have met only online via the Internet.
5. The user is personally responsible for his or her actions in accessing and utilizing the school's computer resources.

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6. Students must abide by all laws, regulations, the Student Handbook, Acceptable Use Policy, and other related RHS security policies.

**Privacy:** The Family Educational Rights and Privacy Act (“FERPA”) is a federal law that protects the privacy of student education records. Under FERPA, parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Students and qualified parents can view certain educational records of the student online through RHS’s student information system portal. These records are safeguarded through all available means, and access will be restricted to parents/guardians and the student through the use of user names and passwords.

**Acceptable Actions:** RHS students may use the network and electronic services provided by RHS to pursue educational activities. Students will learn how internet resources can provide valuable educational information. Students will be expected to follow the accepted rules of network etiquette. These rules include, but are not limited to, the following:

- Be courteous and respectful. Do not send or display offensive messages or pictures.
- Use appropriate language in any type of communication. No profane, abusive, or impolite language will be used to communicate, nor should material be accessed that is not in line with the rules of school behavior.
- Keep personal information such as logins, passwords, addresses, and phone numbers confidential.
- Use RHS electronic services for educational purposes only.
- If you encounter materials that violate the rules of appropriate use, disconnect immediately and notify an adult.

**Unacceptable Actions:** Improper use of electronic services provided by RHS is prohibited. Be prepared to be held accountable for your actions and for the loss of privileges if this Acceptable Use Policy is violated. In addition to the paragraph below labeled “Penalties for Improper Use,” the RHS Student Handbook addresses the consequences for violations. Actions that constitute unacceptable use include, but are not limited to, the following:

- Do not use a computer to harm other people or their work.
- Do not damage the computer or the network in any way.
- Do not interfere with the operation of the network by installing software, shareware, or freeware, including the alteration of any controls designed to provide Internet safety or alteration of RHS’s default computer image.
- Do not violate copyright laws or participate in any criminal activities punishable by law.
- Do not view, send, or display offensive messages or pictures.
- Do not share your password with another person or offer access to any person via your account.
- Do not reveal your personal address or phone numbers or those of other students or colleagues, including the completion of profile data.
- Do not waste limited resources such as disk space or printing capacity.
- Do not distribute advertisements, solicitations, commercial ventures, or political lobbying.
- Do not trespass in another’s folders, work, or files.
- Do not pursue internal or external “hacking,” use anonymous e-mail sites, spread viruses, initiate spam, or

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attempt to access inappropriate material. All RHS students are granted access to all electronic services available.

**Penalties for Improper Use:** The use of the network is a privilege, not a right, and may be revoked if abused. Misuse, damage, or vandalism of RHS technology resources may also lead to disciplinary and/or legal action, including suspension, expulsion, or criminal prosecution by governmental authorities.

**Disclaimer:** RHS makes no guarantee about the quality of services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the use of its network. Any charge accrued to the user of RHS's network is borne by the user. Statements by the user on the Internet are from the author's individual point of view and do not represent the views of Rose Hill Schools, its employees, or members of the Board of Education.

Enrollment in USD 394 Rose Hill Schools represents consent to conform to the Acceptable Use Policy for Electronic Services for Students.

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### High School Student Laptop Loan Agreement

**A laptop will be loaned to the student named below under the following conditions:**

- A digital copy of this student laptop loan agreement will be kept on file by the Rose Hill Schools technology department.
- Use of this equipment for any purpose other than educational use may result in loss of privileges.
- The district does not permit unethical use of the Internet, email, or any other media. Violation of this policy may result in the loss of laptop loan privileges and disciplinary action by the school.
- The configuration of the hardware equipment and all accompanying software may not be altered, nor can software be copied to or from the computer, or installed on the computer under any circumstances.
- All labels are to remain on the computer and are not to be defaced in any way.
- Parents/guardians are required to pay an insurance fee of \$60. The payment must be made prior to the student receiving the laptop. This fee is for the purchase of an insurance policy that covers accidental damage to the laptop. It in no way reduces the cost of any financial responsibility for cost related to damage due to *purposeful action or gross negligence*. It also does not reduce the cost of any deductibles or costs for accidental damage.
- Parents/guardians accept financial responsibility for the cost of any *accidental damage* to the laptop up to \$100. This includes accidental damage to the charger, laptop case, laptop, and any other related hardware. Students will not receive a loaner laptop until any related fees have been paid.
- Parents/guardians accept *all* financial responsibility for cost related to damage due to *purposeful action or gross negligence*. These fees are not covered under the district insurance policy. This includes theft of the laptop from an unlocked location (car, home, locker, etc). Cases of mysterious disappearance, which is defined as the disappearance of property without the knowledge as to place, time, or manner of its loss, are also the financial responsibility of the parent/guardian. Students will not receive a replacement laptop until all related financial responsibilities have been paid.
- Parents/guardians are responsible for filing a police report within 48 hours for any criminal damage to or theft of the laptop. They are also responsible for providing a copy of this report to the school administration and the technology department.
- Whenever a computer is damaged, missing, stolen, or not working correctly it must be reported to the technology department immediately.

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- The district will proceed with legal action, should financial obligation be ignored. For more information, refer to care of instructional materials in the student handbook.
- The district will provide a padded laptop bag, which fits inside any backpack. The laptop must be carried in the case, securely strapped at all times when not in use.
- The laptop, which is the property of USD 394 Rose Hill Schools, must be returned prior to the end of the current school year, or in the event of school change or early withdrawal.