

Oelwein Community School District Technology Acceptable Use Policy

The last page of this document needs to be signed by a parent and student

General

The goal of providing technology resources is to promote educational excellence by facilitating teaching and learning, research, production, innovation, communication and collaboration. The use of technology resources must be in support of the district's educational objectives. Access to various technology resources is available to users for academic related purposes only. A 'user' includes, but may not be limited to the following: student, faculty, administrator, staff, volunteer and support personnel. Access is a privilege, not a right. Permission from parents or guardians is required before students may access the school computer network services. All school district users must sign an Acceptable Use Agreement before access is permitted.

Technology resources not only include district owned hardware and servers but all resources used in the infrastructure, including personal devices. The infrastructure includes the wired network as well as the wireless network and the utilization of bandwidth associated with each segment of the network (e.g. user accessing district network using personal device).

Email accounts are provided all students in grade 2-12 through Google Applications for Education. Google Applications provides each student with email, online document access, a calendar and Google sites. For students ages 14 and under, school districts must receive parent/guardian permission before students can be given permission to post or share information online. Therefore, no student will be given access to the Google Applications for Education account without parental or guardian approval.

Official email address: All students in grades 2-12 will be assigned a username@oelwein.k12.ia.us student account. For example, a student with name John Doe graduating in 2014 would have the account: doe2014@oelwein.k12.ia.us. This account will be considered the student's official school district email address until the student is no longer in school.

Privileges & Responsibilities

Usage of the Oelwein Community School District's network and the Internet computer networking capabilities must be directly related to education consistent with the instructional objectives of this district.

Access to these facilities imposes certain responsibilities and obligations. Users are expected to abide by the generally accepted rules of digital etiquette and district policies. Users are not to modify the standard configuration of any computer or other technologies. Users should report any malfunction, inappropriate material or improper usage to the appropriate staff. Users should not use technology in any way that disrupts use by others or creates a hostile learning environment. Examples of prohibited conduct include but are not limited to the following:

- Use of another user's account
- Attempting to breach the desktop security of a computer

- Attempting to break into password protected areas of a network or tampering with network systems
- Use of the technology infrastructure to obtain or distribute racially, religiously or sexually offensive material, pornographic or sexually explicit materials, to participate in hate groups or similar groups, or to engage or enable others to engage in gambling or any other illegal activity
- Use of technology to engage in behavior prohibited by the district's anti-harassment and bullying policy.
- Use of technology to film or photograph someone without their permission.
- Use email for commercial/financial purposes
- Use a false identity in any online activity
- Interfere with OCSD technology operations through:
 - electronic chain letters
 - unsolicited electronic communications
 - disruption of electronic communications
- Misrepresentation of the Oelwein Community Schools

Any user who violates the acceptable use policy may be denied access to the school's technology resources.

Property Rights

Users must respect the property of others by crediting sources and following all copyright laws. Users may not download or install software without administrative permission. All software loaded on the District's hardware is the property of the District and may not be copied or transmitted to any outside party. No student or employee shall remove software or data from district-owned computers. No student or employee may copy, download from the Internet or install onto a District computer or otherwise use any software in violation of applicable copyrights and license agreements.

Security

Oelwein Community School District cannot guarantee the security of electronic files located on the Google Mail system. Though a powerful content filter is in place, the District cannot assure the user will not be exposed to unsolicited information.

Privacy

The district permits the use of its computer facilities for the storage of personal data and files, so long as this does not adversely impact the operation or capacity of the system in a material way. Users should not assume any right of privacy in their personal files maintained on the District's technology infrastructure. Examples of this include, but are not limited to the following:

- Cloud technology such as files stored on third party servers
- Email
- District computers, devices, network and servers

The district has the right, but not the duty, to monitor any and all aspects of its computers, computer network systems, and Internet access including, but not limited to, monitoring sites students and staff visit on the Internet and reviewing email. The administration and technology coordinator shall have both the authority and the right to review or monitor, with or without prior notice, the content of electronic communication for any reason, including but not limited to retrieval of information, investigation or

resolution of network or communications problems, prevention of system misuse, ensuring compliance with policies for use of third party software and information, ensuring compliance with legal and regulatory requests and enforcement of this policy. The district also reserves the right to review, inspect the content of, and monitor all information residing on all computers and file servers for such purposes. Students and staff waive any right to privacy in anything they create, store, send, disseminate or receive on the district's computers and computer network systems, including the Internet.

Users are permitted to access the district's wired and wireless network with their personal devices. Users may not engage in activities that consume excessive amounts of network bandwidth, such as downloading, uploading and/or live streaming non school related content. If network administrators suspect high utilization of bandwidth or inappropriate use of district technology resources, a user may be asked to turn over a device and any passwords needed to verify the suspicions.

Safety

Individuals who utilize the district's technology resources are expected to abide by the principles of digital citizenship.

Although reasonable efforts will be made to make sure students will be under supervision while the network, it is not possible to constantly monitor individuals and what they are accessing on the network. Some students may encounter information that may not be of educational value and/or may be inappropriate. If a student encounters such information, the student should terminate access to the information immediately and notify supervisory personnel or other appropriate personnel of what occurred.

Student Violations

Any student who violates the rules and expectations found in this handbook will be subject to disciplinary action. At the discretion of the district staff, an incident of misconduct may be entered into the student's record.

Misuse of the computer equipment or network may result in one or more of the following consequences depending on the severity of the infraction.

- A suspension of computer privileges.
- A warning - which will be documented in the student information system and a parent may be notified.
- Detention
- In-school or out-of-school suspension for a specified time period depending on the severity of the infraction
- Expulsion from school
- Involvement of local law enforcement

Serious violations may result in the students' use of technology restricted and/or revoked. Students and parents should reference the discipline policies found in the Student/Parent Handbook.

The interpretation, application, and modification of this policy are within the sole discretion of the Oelwein Community School District. Any questions or issues regarding this policy should be directed to the superintendent, any building principal or the technology coordinator. The board of directors will review and update this policy as necessary.

Legal References: Iowa Code 279.8(1995).

Acknowledgement Form

2015-2016

As a parent or legal guardian of the student named below, I have read, understand, and agree to the stipulations as set by the **Oelwein Community School District Technology Acceptable Use Policy** and **OCSD School Board** policies regarding technology use. I also understand my student is expected to use good judgment and follow rules when using Oelwein Community School's network.

Parent Signature: _____

Date: _____

Print Name: _____

Student

I have read, understand, and agree to the stipulations as set by the **Oelwein Community School District Technology Acceptable Use Policy** and **OCSD Board** regarding technology use. I also understand I am expected to use good judgment and follow rules when using Oelwein Community School's network. Should I commit any violations, my access privileges may be revoked and disciplinary action will be taken.

Student Signature: _____

Date: _____

Print Name: _____

Grade: _____