

Technology Responsible Use Policy

Parents and Students:

Please go over the following information concerning our District's Responsible Use Policy. After you have read and discussed the policy, please date and sign the last page, and have your student return it to the school offices or their classroom teacher.

Thank you,

Greenbush-Middle River School

The School District of Greenbush/Middle River School supports freedom of expression as an inalienable right, which encompasses freedom of speech, and the right to receive information. In today's global society, information is acquired through technology. ISD 2683 is pleased to provide students and staff access to the internet.

In making decisions regarding student access to the Internet, Greenbush/Middle River School considered its own stated educational mission, goals and objectives. The district supports research and education as well as collaboration with other individuals and groups. The Internet provides a connection to this global community, promoting educational excellence.

The faculty/staff will blend thoughtful use of the Internet throughout curriculum, utilizing it to facilitate innovation and communication. By providing valuable electronic field trips, educators are building a community of lifelong learners. With parental and staff assistance the district will help students make good decisions regarding the use of this tremendous resource. To ensure quality use of the Internet, and for your safety and protection, acceptable use guidelines have been established.

Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from Internet access, in the form of resources and opportunities for collaboration, exceed the disadvantages. 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. Therefore the Greenbush/Middle River Schools support and respect each family's right to decide whether or not to agree to give permission for independent student access to the Internet.

All students in the district have been informed of our Acceptable Use Policy and the Internet guidelines which are outlined in the student Internet training booklet. They have also been informed of the consequences should they decide to violate our computer policy.

We are pleased to offer students of GMR access to the district's computer network. To gain access all students under the age of 18 must have a parental permission form on file. Students 18 or over may sign their own forms. Renewals are done at grades 3, 6, and 9. Please review the Internet policy that your child has brought home and if you agree that your child can have access to the school's computers and the Internet, please sign the attached **Responsible Use Agreement and parent permission form** and have it returned to the one of the school offices, classroom teachers or Mrs. Mara Gust.

Internet Use Guidelines
Greenbush/Middle River Public Schools

When using the Internet in any form, it is expected that the students of Greenbush/Middle River Public Schools will adhere to the following guidelines. Violation of the guidelines will cause immediate and possible permanent revocation of Internet Access privileges.

- 1) Be polite. All school rules regarding harassment apply to electronic communications.
- 2) Use appropriate language. In other words, don't swear; use vulgarities, or any other languages that could be considered offensive to others.
- 3) Do not reveal your personal (home) address or telephone number to or the addresses or phone numbers of others to unknown Internet users.
- 4) Be aware that Internet is NOT private. People who operate the system have access to email and other information if there is probable cause to see it. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. This includes deleted messages. They are retrievable and can be used in litigation.
- 5) Items produced by students will not be posted onto the Internet without their permission, and then only with the approval of a network administrator. Such items include, but are not limited to, photographs, scans, personal addresses and telephone numbers, personal information, etc.
- 6) The following are unacceptable uses of the Internet or any attached networks, including the local network connected to school. Violation of any item below will cause immediate and possible permanent revocation of Internet Access privileges. Unacceptable uses include, but are not limited to, the following:
 - Using the network for any illegal activity, including violation of copyright or other laws.
 - Using the network in any way that violates school policies and/or behavior standards.
 - Using the network for financial or commercial gain (unless as part of an approved class or school project).
 - Making any kind of threat whatsoever to anyone, whether or not you are "serious".
 - Degrading or disrupting network equipment or system performance.
 - Invading the privacy of other individuals by accessing and/or vandalizing their computerized data.
 - Gaining unauthorized access to resources or entities on the network.
 - Using an account owned by another user, with or without their permission.
 - Utilizing or attempting to utilize any network (not personal) password.
 - Chat rooms of any kind including Messenger or any other instant messaging.
 - Students should use their school-provided email accounts for school projects and communication.

- Downloading and/or streaming of music and/or video is permitted *only* with teacher permission.
- Do not upload or install any information onto the school's computers.

Independent School District 2683 and its network administrators reserve the right to amend these conditions and guidelines at such times as deemed necessary.

Adopted: 3-19-98 ISD 2683 Policy 524

Revised: 3-18-02

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - a. pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
4. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate

attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.

5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
9. Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.

- B. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

- A. With respect to any of its computers with Internet access, the School District will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - 1. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. An administrator, supervisor or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minnesota Statutes, Chapter 13 (the Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.

- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives or servers.
 - b. Information retrieved through school district computers, networks or online resources.
 - c. Personal property used to access school district computers, networks or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
 - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 - 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.

5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 1. A copy of the user notification form provided to the student user.
 2. A description of parent/guardian responsibilities.
 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
 5. A statement that the school district's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References: 17 U.S.C. § 101 *et. seq.* (Copyrights)
15 U.S.C. § 6501 *et. seq.*
Children’s Internet Protection Act of 2000 (CIPA) 47 U.S.C. § 254
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Title III of the Elementary and Secondary Education Act of 1965, 20 U.S.C. §1601, *et seq.*, as amended.
Minn. Stat. §§ 125B.15 and 125B.25

Cross References:

- ISD 2683 Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
- ISD 2683 Policy 406 (Public and Private Personnel Data)
- ISD 2683 Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
- ISD 2683 Policy 506 (Student Discipline)
- ISD 2683 Policy 515 (Protection and Privacy of Pupil Records)
- ISD 2683 Policy 519 (Interviews of Students by Outside Agencies)
- ISD 2683 Policy 521 (Student Disability Nondiscrimination)
- ISD 2683 Policy 522 (Student Sex Nondiscrimination)
- ISD 2683 Policy 603 (Curriculum Development)
- ISD 2683 Policy 604 (Instructional Curriculum)
- ISD 2683 Policy 606 (Textbooks and Instructional Material)
- ISD 2683 Policy 804 (Bomb Threats)
- ISD 2683 Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Personal Device Usage Policy for Students in Grades 6-12

The use of personal devices by students is optional, and students who do not participate in BYOD will not be penalized and alternate modes of participation will be available.

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the *right* to use his or her laptop or other electronic device while at school. When abused, privileges will be taken away. Each teacher has the discretion to allow and regulate the use of personal devices in the classroom and on specific projects.

Students and parents/guardians participating in BYOD must adhere to the Personal Device Usage Agreement, as well as all GMR policies, particularly the district **Responsible Use Policy**.

Definition of “Device”

For purposes of BYOD, “device” means privately owned wireless and/or portable electronic hand held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable Internet devices, Personal Digital Assistants (PDAs), or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

Appropriate devices include a laptop, tablet (iPad, Xoom), e-reader (Kindle, Nook), netbooks, cell phones, smart phones, or mp3 players (iPods).

Internet

Only the Internet gateway provided by the school may be accessed while on campus. The use of cellular Internet service (3G/4G on tablets, phones, etc) is prohibited. Connection to third party access points or the establishment of ad-hoc network access via Internet connection devices (hot-spots, air cards) is not permitted.

Security and Damages

Responsibility to keep the device secure rests with the individual owner. The GMR School District is not liable for any device lost, stolen or damaged, including lost or corrupted data on a device. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. Please check with your homeowner’s policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage. Specific device policies can also be purchased. Also, if the device has a locator feature, enable it. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

Safety

An important component of BYOD will be education about appropriate online behaviors. We will review cyber-safety rules with students frequently throughout the course of the school year, and will offer reminders and reinforcement about safe online behaviors. In addition to the rules outlined in these guidelines, students will be expected to comply with all class and school rules while using personal devices.

Consequences for Inappropriate Use

Inappropriate use or violation of school policies on personal equipment may also result in disciplinary action in coordination with policies. When a student misuses a device, the school may do the following, matching the severity of the school's action to the seriousness of the student's misuse of the device:

- 1) Warn the student, verbally or in writing.
- 2) Take away the device. Depending upon the offense, the school may keep the device for the rest of the school day or longer. The school may require the parents to pick up the device.
- 3) Suspend the privilege of using the device at school.
- 4) Deny the student the privilege of participating in extracurricular and athletic activities.
- 5) Contact the student's parents, school security, or the police.
- 6) Suspend or expel the student from school in accord with student discipline procedure.

Students and Parents acknowledge that:

- 1) Students must obtain teacher permission before using a personal device in class, and put it away when requested by the teacher.
- 2) Devices may only be used to access applications, files or Internet sites which are relevant to the classroom curriculum. Devices may not be used for non-instructional purposes, such as making personal voice calls, text/instant messaging, play non-educational games, viewing non-educational videos, or to cheat on assignments or tests.
- 3) Devices may not be used to record, transmit or post photographic images or video of a person, or persons on campus during school activities and/or hours, unless otherwise allowed by a teacher.
- 4) Personal technology is charged prior to bringing it to school and runs off its own battery while at school. Outlets for charging will not be universally accessible.**
- 5) The district is not responsible for the maintenance or repair of any personal technology.
- 6) The district is not responsible for any costs incurred due to the use of personal technology.
- 7) Bringing on the premises or infecting the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the Technology Usage Policy. This will result in disciplinary or legal action.
- 8) Processing or accessing information on school property related to "hacking," altering, or bypassing network security policies is in violation of the Responsible Use Policy. This will result in disciplinary or legal action.
- 9) The school district has the right to collect and examine any device if there is a reason to believe that school policies, regulations, or guidelines on use of the device have been violated.
- 10) One of the goals of the GMR technology committee is to decrease paper and ink usage and costs. Students and staff must think twice before printing any document. Students will be guided in paper-reduction strategies and techniques to avoid printing unnecessarily.

The full policy may be found at the GMR website (www.middleriver.k12.mn.us) under the Media Center Tab.

Responsible Use Agreement and Parent Permission Form

As a user of the Greenbush/Middle River schools computer network, I hereby agree to comply with the **Responsible Use Policy** rules for access to the Internet and the computer network. I will communicate over the network in a reliable fashion and honor all relevant laws and restrictions. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action pursued.

Student name (printed) _____

Date of birth _____ Grade _____

Student Signature _____

Today's Date _____

As the parent or legal guardian of the minor students signing above, I have read the District's Responsible Use Policy for Student Use of the Internet and the computer network. I understand that this access is designed for educational purposes. The Greenbush/Middle River District has taken precautions to prevent access to inappropriate or controversial Internet materials. However, I also recognize it is impossible for the School District to eliminate the risk of access to all controversial materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I understand the district's policy for acceptable student use of the Internet and the computer network, and I have discussed this issue with my child. I hereby give permission for my child to use the Internet and certify that the information contained on this form is correct.

Parent or guardian's name (please print) _____

Signature of parent or guardian _____

Today's Date _____

Grades 6-12 only:

*I have read and understand the **Personal Device Usage Policy** regarding student-owned devices.*

Signature of parent or guardian _____

Student Signature _____

Today's Date _____