

# Red Oak Community School District Technology Acceptable Use Policy

## Introduction

Because 21<sup>st</sup> century skills are a vital part of the school district curriculum and management of district business, appropriate technologies will be made available to employees and students. These resources include access to the Internet and other network files or accounts by using computers or other digital devices that may or may not be owned by the district. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through outdated means.

Students will be able to access the Internet through their assigned device. Individual student accounts and electronic mail addresses may be issued to students. Students may be permitted to use district-issued email addresses and Internet-based collaboration software to send and receive messages at school.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information which may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students' Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access, including sites that include obscenity, child pornography or are harmful to minors.

The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to:

- The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;
- Student safety with regard to:
  - safety on the Internet;
  - appropriate behavior while on online, on social networking Web sites, and
  - in chat rooms; and
  - cyberbullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act

In this digital age, student records, assignments, and on-line classes are often available via the Internet. Red Oak Community School District will implement appropriate security measures to ensure that data is available only to those who have valid reason to access the data. It is the responsibility of parents, students, and district staff to keep passwords confidential and change passwords periodically.

## Employee, Student, and Parent/Guardian Agreements

All employees, students and parents are expected to read the Red Oak Community School District Technology Acceptable Use Policy. All employees are required to sign the Red Oak Community School District Employee Technology Usage Agreement.

Parents/guardians of all students under the age of 18 are required to sign the Red Oak Community School District Student Access Release and Authorization Agreement before students will be granted access to the district's technology resources. This will be available upon registration. If for any reason, a parent or guardian does not want his/her student to have Internet access, then he/she must notify the district in writing. If access is removed at any time, the agreement must be resubmitted. Students in grades 6-12 will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations, and that they understand the consequences for violation of policy or regulations.

Students and parents of students who are provided a laptop through the One to One program must read the Student/Parent Laptop Handbook. A signed Laptop Computer Use Agreement must be on file with the District Technology Director prior to that student receiving a laptop computer.

## **Ownership**

Access to computing resources is a privilege, not a right and the privilege can be suspended immediately without notice. All user accounts issued by the district are considered property of the district. The district allows users to access some or all of these resources for the reasons listed in this policy. These user guidelines extend beyond the school district's physical building, such as school issued email accounts, hardware, or software used when off the school district's property. Staff members or students will not retain proprietary rights related to the materials designed or created by such user if district hardware/software is used unless those rights are transferred to the user.

Network access, Internet access, and hardware are provided to support the educational goals set forth by the Board of Directors and to contribute to efficient management of district business. The district has the responsibility to maintain the integrity, operation, and availability of its hardware and network for access and use. The district does not guarantee user privacy or system reliability. It is not liable for loss or corruption of data resulting from using district-owned hardware or network resources.

Occasionally, through routine monitoring or maintenance, duly authorized personnel have authority to access individual files or data. Users should not expect that anything stored on school computers or networks will be private. Software may be used to monitor computer usage, system information, and remotely observe and manage network technology.

## **Electronic Communication**

Electronic forms of communication have become the norm in many aspects of the educational process and management of a school. This includes, but is not limited to email, certain social media, discussion boards, and blogs. The Red Oak Community School District will grant email and other accounts to staff members and students as needed. These accounts are owned by the district and can be terminated at any time. Students will have their accounts disabled upon graduation or on their last day of enrollment at Red Oak Community Schools. Staff members leaving the district will have their accounts disabled as of their final contract day unless other arrangements are made.

*In compliance with federal law, this policy will be maintained at least five years beyond the termination of funding under the Children's Internet Protection Act (CIPA) or E-rate.*