

REQUIRED

Descriptor Code: ACDA

ACCEPTABLE USE POLICY FOR ELECTRONIC RESOURCES

All Beach School District (BSD) students and staff are responsible for their actions and activities involving the school district's computers, electronic devices, network and internet services, and for their computer files, passwords and accounts. These rules provide general guidance concerning the use of school computers and electronic devices and provide examples of prohibited uses. The rules and guidelines detail acceptable use of electronic information resources under which students, staff, and all members of the BSD community, herein referred to as "users", will be held accountable. The rules do not attempt to describe every possible prohibited activity. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator. These rules apply to all school computers, all-school provided electronic devices wherever used, all users of school servers, and Internet access and networks regardless of how they are accessed.

Acceptable Uses

1. School computers, network and Internet services, and electronic resources are provided for educational purposes and research consistent with BSD's educational mission, curriculum and instructional goals.
2. Users must comply with all Board policies, the student handbook, and school rules and expectations concerning conduct and communications when using school computers or school-issued electronic resources, whether on or off school property.
3. Students also must comply with all specific instructions from school staff.
4. E-mail communications using SENDIT or school issued accounts only. All other email accounts may not be accessed and used with school district technology equipment. Students must be supervised by a school staff member when using E-mail communications. Email shall be used only for educational purposes that directly relates to a school project or assignment.

Prohibited Uses

Unacceptable uses of school electronic resources include, but are not limited to, the following:

1. Accessing or Communicating Inappropriate Materials – Users may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
2. Illegal Activities – Users may not use the school district's computers, electronic devices, networks, or Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. BSD and its employees and agents assume no responsibility for illegal activities of students while using school computer or school-issued electronic resources.
3. Violating Copyrights or Software Licenses – Downloading, copying, duplication and distributing software, music, music lyrics, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright United States Copyright Law (Title 17, USC) and content is cited appropriately.
4. Plagiarism – Users may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc.). When using other sources, credit must be given to the copyright holder.
5. Use for Non-School-Related Purposes - School district's computers, electronic devices, networks and Internet services are provided for purposes related to educational programs, school operations, and performance of job responsibilities. Incidental personal use of school devices is permitted as long as such use: 1) does not interfere with the user's responsibilities and performance; 2) does not interfere with system operations or other system users; and 3) does not violate this policy and the accompanying rules, or any other Board policy, procedure or school rules.
6. Misuse of Passwords/Unauthorized Access – Users may not share passwords; use other users' passwords; access or use other users' accounts; represent oneself as another; or attempt to circumvent network security systems.
7. Malicious Use/Vandalism – Users may not engage in any malicious use, disruption or harm to the school district's computers, electronic devices, network and Internet services, including but not limited to hacking activities, creation/uploading of computer viruses, or trespassing into another's folders, work, or files.
8. Damaging computers, computer systems, or computer networks.

9. Avoiding School Filters – Users may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters.
10. Unauthorized Access to Blogs/Social Networking Sites, Etc. – Users may not access blogs, chat lines, chat rooms, social networking sites, etc. prohibited by building administration or the BSD Technology Department. Teachers and students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.
11. Wasting System Resources – Users shall not use the network in such a way that would waste system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects, as determined by the supervising instructor or building administrator.
12. Employing the network for political purposes as defined by state law, financial gain, and/or commercial purposes.
13. Unauthorized Equipment – Users may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices, to the district network without permission from the BSD Technology Department.

Supervision of Users:

Any computer user at the BSD will be under the direct supervision of a teacher or teacher-designee at all times that district electronic resources are being used. Staff members are responsible for students while under their supervision.

Education

The District shall provide education to students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness response.

Compensation for Losses, Costs and/or Damages

Users may be responsible for compensating the school district for any losses, costs or damages incurred for violations of Board policies/procedures and school rules, including the cost of investigation such violations. The school district assumes no responsibility for any unauthorized charges or costs incurred by users while using school district computers, devices, or the school network.

Student Security

Users may not reveal personal information, including a home address and phone number, about themselves or another individual on any unsecure electronic medium, such as web sites, blogs, podcasts, videos, wikis, or social networking sites. If users encounter dangerous or inappropriate information or messages, they shall notify school administration immediately.

Staff may post student pictures on district/school “public” websites as long as the student’s name or other identifying information is not included. Students’ grades, test results, or identifying pictures may be stored only on district-approved secure sites that require a username and password for authorized individuals to access.

Beach School District staff must maintain the confidentiality of student data in accordance with the Federal Education Rights and Privacy Act (FERPA).

Technology Privacy

All computers, telephone systems, voice mail systems, electronic mail, and electronic communication systems are the district’s property. The district retains the right to access and review all electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with district’s computer system, telephone system, electronic mail system, and voice mail system. Students and staff should have no expectation that any information contained on such systems is confidential or private.

System Security

Any user who identifies a security problem must notify his/her teacher or building administrator immediately. The user shall not demonstrate the problem to others or access unauthorized material. Staff shall immediately report any potential security breaches to the BSD Technology Department.

Personal Devices

All users are prohibited from using privately-owned electronic devices in school unless explicitly authorized by the building Principal, superintendent, or technology department.

Additional Rules for Laptops, iPads, or other Electronic Devices Issued to Students or Staff

1. Electronic devices loaned or leased to students or staff shall be used only for educational purposes that directly relate to a school project or assignment unless otherwise explicitly authorized by building administration.
2. Users are responsible for the proper care of electronic devices at all times, whether on or off school property, including costs associated with repairing or replacing the device.
3. Users must report lost or stolen device to the building administration immediately. If a device is stolen, a report also should be made immediately with the local police.
4. This policy and these rules apply to the use of the electronic device at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of devices issued by school staff.
5. Violation of policies or rules governing the use of electronic devices or any careless use of the device may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. The student will also be subject to disciplinary action for violations of Board policies/procedures or school rules.
6. Parents are responsible for supervising their child's use of the device when not in school.
7. The device configuration shall not be altered in any way by users. No software applications, programs, music lyrics, etc. shall be installed, downloaded, removed, or altered on the device unless permission is explicitly given by the teacher, building administration or technology department.
8. The device is to be used only by the student or staff member who it is issued. The person to whom the device is issued will be responsible for any activity or action performed on this device.
9. The device must be returned in acceptable working order by the last day of each school year, upon withdrawal or exit date from the school district, or whenever requested by school staff or technology department.

Violations

Violation of this policy will, at a minimum, result in the following disciplinary consequences for students:

1. First offense (Level I)
 - a. Loss of email and electronic resources/network privileges for four weeks
 - b. Parents notified
2. Second offense (Level II)
 - a. Loss of email and electronic resources/network privileges for 18 weeks
 - b. Parents notified
3. Third offense (Level III)
 - a. Loss of email and electronic resources/network privileges for rest of school year.
 - b. Parents notified
4. A student may be subject to Level II or III disciplinary action on his/her first offense if administration deems this necessary based on the severity of the offense.

Violations of this acceptable use policy or any applicable federal or state law, rule, or regulation may also result in disciplinary action up to and including expulsion for students or termination of employment for staff.

Consent

All students and staff must consent to this policy in writing prior to accessing district networks, computers and/or electronic devices.

Complementary Documents

- FFK, Suspension & Expulsion
- FFK-BR, Suspension & Expulsion Regulations

---Please read, sign, and return this portion to the School Office or Tech Dept---

STUDENT AGREEMENT ACKNOWLEDGMENT

As a student at Beach Public Schools, I will abide by all requirements of this Acceptable Use Policy and understand that any violation will lead to possible loss of all computer privileges and possible penalties of suspension or expulsion.

_____ Student Name (please print)

_____ Student Signature

_____ Grade Level

_____ Date

Parents:

As a parent of the above-named child, I have read the policy and understand the severe consequences that could result from any violation by the student signing this document. I also understand that the Beach Public School District is making a good faith effort to abide by the Children's Internet Protection Act (CIPA). I recognize the need to update this policy on an on-going basis to best serve and protect our students and our technology resources.

_____ Parent Signature

_____ Date

----Please read, sign, and return this portion to the School Office or Tech Dept----

EMPLOYEE AGREEMENT ACKNOWLEDGMENT

As an employee of the Beach Public School District, I hereby agree to comply with the rules of the Acceptable Use Policy as stated - communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

_____ **Employee Signature**

_____ **Date**