

**MIDDLETON SCHOOL DISTRICT #134  
POLICY AND PROCEDURE MANUAL  
SECTION 500 – Students**

**STUDENT TECHNOLOGY ACCEPTABLE USE POLICY.....POLICY 594**

**Introduction**

Middleton School District recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21<sup>st</sup>-century technology and communication skills.

To that end, we provide access to technologies for student use.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The Middleton School District network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA) and the Children’s Online Privacy Protection Act (COPPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Middleton School District makes a reasonable effort to ensure students’ safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

**Technologies Covered**

Middleton School District may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

**Usage Policies**

All technologies provided by the district are intended for education purposes. All users are expected to comply with the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don’t try to get around technological protection measures; use good common sense; and ask if you don’t know.

**Web Access**

Middleton School District provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert an IT staff member or submit the site for review.

### **Email**

Middleton School District may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

### **Social/Web 2.0 / Collaborative Content**

Recognizing the benefits collaboration brings to education, Middleton School District may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

### **Mobile Devices Policy**

Middleton School District may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same Acceptable Use Policy when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network may be monitored.

### **Personally-Owned Devices Policy**

Students should keep personally-owned devices turned off and put away during school hours.

Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from IT staff. In some cases, a separate network may be provided for personally-owned devices.

## **Security**

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

## **Responsibility for Electronic Data**

Students are encouraged to utilize the cloud-based features of their school-issued Google Apps for Education account to save work. In addition, students may back up their work frequently using removable file storage. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Upon withdrawal from the District, their user accounts will be suspended; however, student created documents will be maintained for six months.

## **Downloads**

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from the Technology Department. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

## **Digital Citizenship**

### **Respect:**

- Respect Yourself
- Respect Others
- Respect Intellectual Property and Other Property

### **Protect:**

- Protect Yourself
- Protect Others
- Protect Intellectual Property and Other Property

## **Examples of Acceptable Use**

I will:

- Use school technologies, including email, for educational and school-related purposes only for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.

- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.
- Keep passwords and personal information confidential.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

### **Examples of Unacceptable Use**

I will **not**:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally-identifying information about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.
- Plagiarize content from digital resources.
- Attempt to record and/or take pictures staff or students without their consent or knowledge, this includes:
  - Web-cams
  - Laptops
  - Cameras
  - Cell phones
  - Or any other digital device

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

### **Legal Issues and Jurisdiction**

Because the MSD #134 owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to insure that all facilities are used legally. Hence any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of MSD's network resources is subject to the rules stated in this policy. School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school.

### **Limitation of Liability**

Middleton School District will not be responsible for damage or harm to persons, files, data, or hardware. While Middleton School District employs filtering and other safety and security

mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. Middleton School District will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

**Discipline**

Student discipline for violation of any part of these rules and procedures will be at the discretion of the school administration. Student discipline may involve actions up to and including suspension and/or expulsion. Responsible parties will be held liable for damages. Illegal activities will be referred to the appropriate law enforcement agency.

**Parental Rights to Restrict Network Access**

Parents have the right to restrict their child’s network access by completing of the Student Technology Access Restriction Form: <https://www.msdl34.org/Page/1157>

**Acknowledgement**

Parents acknowledge this Student AVP via Student Information System.

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**LEGAL REFERENCE:**

17 USC Section 1001, et seq.

Children’s Internet Protection Act, Sections 1703 to 1721, U.S.C. Section 254(h)(1)

Idaho Code Sections

6-210

18-917A

18-2201

18-2202

Cowles Publishing Co. v. Kootenai County Board of Commissioners, 144 Idaho 259 (2007)

**POLICY & PROCEDURE REFERENCE:**

679.75 Student Data Privacy and Security

**ADOPTED: 12/11/17**