

Category: 7000 PERSONNEL	Policy Number: 7429 (page 1 of 3)
Policy Title: ACCEPTABLE USE OF INTERNET, COMPUTER, AND NETWORK RESOURCES FOR EMPLOYEES AND OTHER AUTHORIZED USERS	Effective Date: July 8, 2015
<p>Snake River School District No. 52 recognizes the importance of providing positive, productive educational experiences through the district’s Internet, computer, and network services. To promote this objective and protect its staff and students, the board authorizes the superintendent or designee to:</p> <ol style="list-style-type: none"> 1. Prohibit and prevent school computers and other school owned technology-related services from sending, receiving, viewing or downloading materials that are deemed to be harmful to minors, as defined by Idaho Code Section 18-1514. 2. Prohibit and prevent unauthorized online disclosure, use, or dissemination of personally identifiable information of students. 3. Select and employ technology protection measures on the district's computers to filter or block Internet access to obscene materials, materials harmful to minors, and materials that depict the sexual exploitation of a minor or other information that is determined to be in violation of district policies. 4. Establish and enforce appropriate disciplinary measures to be taken against persons violating this policy. 5. Handle complaints regarding the enforcement of the district’s Internet use policies and procedures. 6. All accounts will remain active and files will be retained for three months unless special arrangements have been made when an employee retires, terminates employment, or after students graduate. The maximum time for file retention is six months after which files and user accounts will be deleted. Students who transfer out of district will have their files and accounts deleted within thirty days. <p>The district will limit Internet access to materials that enrich and support the curriculum and educational needs of users, contribute to the delivery of efficient and effective business or educational functions, and expedite professional district communications.</p> <p>PRIVACY</p> <p>Use of the district’s technology resources is a privilege and not a right. Except for Guest WiFi, access has not been established as a public access service or a public forum. Regardless the method or district provided resources used, the district reserves the right to monitor, inspect, copy, review, delete, and/or store at any time and without prior notice any and all results of usage of the Internet, computers, network resources, and any and all information transmitted or received in connection with such usage. All such information will be and remains the property of the district and users have no expectation of privacy regarding such materials. The district has the right to place restrictions on the use of the district’s Internet, computers, and network resources and may also deny access to staff and students who violate related policies and procedures.</p> <p>Employees and other authorized users must use district technology in a professional, legal, and responsible manner. Use of district technology for personal business must be kept to a minimum and must conform to district policies and procedures and state and federal laws and regulations.</p> <p>When acting within the capacity of a district employee or other authorized user, communication from any location and using any type of equipment, owned by the district or otherwise, must reflect professional integrity and responsibility and not have an adverse effect on students or on the performance of an employee’s or other authorized user duties for the district.</p>	
Snake River School District 52, 103 South 900 West, Blackfoot, Idaho 83221	

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PROHIBITED USES

The district’s Internet, computers, and network resources may only be used for approved district activities and educational purposes. All users must fully comply with this policy and immediately report any violations or suspicious activities to the building principal or designee. Prohibited uses of district technology include, but are not limited to:

1. Causing Harm to Individuals or to Property
 - a. Use of obscene, profane, vulgar, inflammatory, abusive, threatening, disrespectful language or images.
 - b. Making offensive, damaging, or false statements about others.
 - c. Posting or printing information that could cause danger or disruption.
 - d. Bullying, hazing or harassing another person.
 - e. Deleting, copying, modifying, or forging other users’ names, e-mails, files, or data.
 - f. Disguising one’s identity, impersonating other users, or sending an anonymous email.
 - g. Posting personal information (e.g. phone number, address) about oneself or any other person, except to responsible agencies.

2. Engaging in Illegal Activities
 - a. Participating in the sale, purchase or promotion of illegal items or substances.
 - b. Accessing or transmitting:
 - i. Pornography of any kind.
 - ii. Obscene depictions.
 - iii. Harmful materials.
 - iv. Materials that encourage others to violate the law.
 - v. Confidential information.
 - vi. Copyrighted materials without authorization or as provided by fair use regulations.
 - c. Attempting to disrupt the computer system or destroy data by any means.

3. Breaching System Security
 - a. Sharing one’s or another person’s password with others.
 - b. Entering another person’s account or accessing another person’s files without authorization.
 - c. Allowing others to gain access to one’s individual account.
 - d. Interfering with other users’ ability to access their accounts.
 - e. Allowing student access to sensitive data.
 - f. Attempting to gain unauthorized access to another computer.
 - g. Using software or hardware tools designed to interfere with or bypass security mechanisms.
 - h. Utilizing software or hardware applications that are not approved for business use.
 - i. Attempting to evade the district’s computer filtering software.

4. Improper Use or Care of Technology
 - a. Posting chain letters or engaging in spamming.
 - b. Attempting to harm or damage district technology, files or data in any way.
 - c. Alteration of configured equipment, including the addition of unauthorized passwords and user accounts.
 - d. Leaving an account open or unattended.
 - e. Attempting to remedy a security problem and not informing a school official.

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- f. Failing to report the abuse of district technology.
- g. Installing, uploading or downloading unauthorized programs.
- h. Copying district software for personal use.
- i. Using district technology for:
 - i. Personal financial gain.
 - ii. Personal advertising or promotion.
 - iii. For-profit business activities.
 - iv. Unapproved fundraising.
 - v. Inappropriate public relations activities such as solicitation for religious purposes.
 - vi. Inappropriate political purposes.
 - vii. Personal shopping.

Consequences For Inappropriate Use

Failure to comply with this policy or inappropriate use of the district’s internet, computers, or network resources may result in usage restrictions, loss of access privileges, and/or disciplinary action up to and including termination. The superintendent or designee may also report the violation to law enforcement where appropriate.

Users are responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

NOTICE

Guest WiFi access is provided as a public convenience only and with no expectation of performance. As such, it is not intended for use during school hours. Usage will be monitored for inappropriate use and internet filtering will be implemented to meet CIPA requirements.

The district will inform staff, students, parents/guardians and other users about this policy through posting on the district website and by other appropriate methods. A copy of this policy will be available for review at the district office. The district will also file this policy with the state superintendent of public instruction every five years.

By accessing the district’s internet, computers and network resources, users acknowledge awareness of the provisions of this policy and awareness that the district uses monitoring systems to monitor and detect inappropriate use.



LEGAL REFERENCE:

Idaho Code Section 33-132 – Local School Boards – Internet Use Policy Required

ADOPTED: 05/22/13

AMENDED: 07/08/15

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**Snake River School District No. 52
Internet, Computer and Network Service Employee and Other Authorized User Agreement**

Snake River School District No. 52 recognizes the importance of providing positive, productive educational experiences through the district's Internet, computer, and network services. To promote this objective and protect its staff and students, each user must agree to abide by the terms and provisions as set forth in Policy No. 7429, Acceptable Use of Internet, Computer and Network Resources for Employees.

By signing this agreement, the user takes full responsibility for usage and agrees to indemnify and hold the school, the school district, or internet service provider (ISP) harmless from any and all loss, costs, claims, or damages resulting from user access to its Internet, computer, and network resources, including but not limited to any fees or charges incurred through purchases of goods or services by the user. Further, the user is responsible for damages to the district's equipment, systems, and software resulting from deliberate or willful acts.

The district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its Internet, computer, and network resources.

I am aware that the district uses monitoring systems to monitor and detect inappropriate use. I agree to cooperate with the school in the event of an investigation into a user's use or access of the district's Internet, computer, and network resources.

I understand that failure to comply with the policy or inappropriate use of the district's Internet, computers, or network resources may result in usage restrictions, loss of access privileges, and/or disciplinary action up to and including termination. The superintendent or designee may also report the violation to law enforcement where appropriate. This agreement is to be signed and filed in employee's personnel file annually.

Signature

Date

Printed Name

Home Phone

I am a:

- Teacher of this district, teaching _____ in grade(s) _____
at _____ (Building)
- Staff member of this district working as a _____ at _____ (Building)
- Other user authorized by the district: _____
- District Substitute I desire to have a PowerSchool Lunch Account
- I do not have a district-provided email address. Please provide me one.

Login/User Name _____ Password _____

(This form must be returned to the District Office)

Snake River School District 52, 103 South 900 West, Blackfoot, Idaho 83221