

# **USD 101 Acceptable Use Policy(AUP)**

## **Computers, Networks, & Internet 2023-2024**

The Internet is a tool for life-long learning and a key to efficient business processes. Internet access allows USD 101 students to develop digital citizenship skills and prepares them to live and work in the 21st Century. It also provides district employees access to tools that help them perform their jobs. Internet access is a **privilege**. This privilege can be revoked for violating any USD 101 policy, rule, or guideline as determined by administration.

All users of USD 101 network resources have a responsibility to use these resources in a professional manner and to promote the overall educational experience. Users will be held accountable for the misuse of school resources. USD 101 expects that all users utilizing district network services, including district Internet access, will adhere to the following.

1. Parents/Guardians agree to review the USD 101 Acceptable Use Policy with their children.
2. Agree to abide by the policies set forth in the USD 101 Acceptable Use Policy. Users under age 18 require a parent or guardian signature. Users age 18 and older require the user signature only.
3. Understand that the use of district networks and Internet services is a privilege which may be revoked for violation of any USD 101 policy, rule, or guideline as determined by administration.
4. Understand that all fees collected for district resources will not be refunded in the event a user has had his or her privileges revoked.

### **Privacy is not guaranteed**

The Superintendent, principals, or other administrators may review the Internet activity logs of any electronic device connected to a USD 101 network. Monitoring is performed in order to maintain system integrity and ensure that users are using resources responsibly. Electronic messages and files stored on district-owned computers may be treated like school lockers and are subject to search at any time. District resources are to be primarily used for the purpose of providing educational services to our students. Any use of district resources for personal or private concerns is prohibited except in cases where USD 101 has given explicit permission to use them for personal or private concerns. **NOTE CONCERNING PERSONAL OR PRIVATE USE:** USD 101 understands that users will occasionally access personal accounts (i.e. personal email, music streaming, social media, etc.) using district resources. This type of use is acceptable as long as it does not interfere with USD 101 educational goals or business processes and does not violate responsible use guidelines set in this AUP. Excessive personal or private use may be subject to disciplinary action.

### **Use is a Privilege**

Use of the network and the Internet is a privilege, not a right. Users violating policies pertaining to standards of conduct or any other violation of this Acceptable Use Policy shall be subject to revocation of privileges and potential disciplinary and/or appropriate legal action. Any suspected illegal activity will be reported to the appropriate authorities.

### **Liability**

USD 101 makes no assurances of any kind, whether expressed or implied, regarding any Internet services provided. USD 101 will not be responsible for any damages the user suffers. Use of any information obtained via the Internet is at the user's own risk. USD 101 will not be responsible for any damages a user suffers, including -- but not limited to -- loss of data resulting from delays or interruptions in service. USD 101 will not be responsible for the accuracy, nature, or quality of information stored on district diskettes, hard drives, or servers; nor for the accuracy, nature or quality of information gathered through the use of district Internet access. USD 101 will not be responsible for the loss or damage of personal property used to access USD 101 computers or networks. USD 101 is not responsible for unauthorized financial obligations resulting from the use of USD 101 computers or networks. All illegal activity will be reported to the appropriate authorities.

### **Parental Advisory**

Access to inappropriate and/or unwanted Internet content through district networks is restricted through the use of "content filtering" solutions which are updated regularly, however, the constantly changing nature of World Wide Web content makes it extremely difficult for USD 101 to completely regulate and monitor the information received or sent by users. As such, USD 101 cannot guarantee that access to undesirable materials will be completely controlled. It is possible that users could receive or access objectionable communications or other media.

Parents, guardians and users of district network resources should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain

goods and services via the Internet, which could result in unwanted financial obligations that the parent, guardian or user could be liable. While the intent of USD 101 is to make Internet access available in order to further educational goals and objectives, it is possible that users may find ways to access inappropriate materials intentionally or non-intentionally.

### **Acceptable Use**

The educational value of district Internet access is the joint responsibility of students, teachers, administration, parents, guardians and all other employees of USD 101. Since district Internet access is a valuable and limited resource, users are expected to place a premium on the quality of use. Taking up valuable district network resources to pursue frivolous ends, not consistent with the mission of USD 101, is prohibited. All use must be consistent with the educational mission and goals of USD 101.

### **Examples of User Requirements**

- Users shall not use school district computers or networks for purposes of personal profit, any non-instructional, or non-administrative purpose (e.g., activities for personal profit).
- Users shall not install any software or modify hardware on district owned equipment (laptops, desktops, iPads, etc.) without express permission from administration.
- Users shall not use a computer for unlawful purposes, such as the illegal copying or installation of software, or violation of copyright laws.
- Users shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
- Accessing another person's materials, information, or files without the implied or direct permission of that person is prohibited.
- Users shall not use or try to discover another user's password or share passwords.
- Users shall not copy, change or transfer any software or documentation provided by the school district, teachers, or another student without permission from the superintendent or his designee.
- Users shall not write, produce, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, malware, spyware, adware, ransomware, or similar name.
- Users shall not deliberately use the computer to annoy or harass others with language, images, or threats. **Cyberbullying will not be tolerated.**
- Users shall not deliberately access or create any obscene or objectionable information, language or images.
- Users shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system resources.
- Users shall not tamper with computers, networks, printers or other associated equipment except as directed by the teacher or the superintendent or his designee.
- Users shall not take home technology equipment (hardware or software) without permission of the administrator or teacher.
- Users shall not gain unauthorized access to resources or entities.
- Users shall not invade the privacy of any individual.
- Users shall not post anonymous messages.
- Users shall not use the network for commercial or private advertising. USD 101 Internet access, web pages, and other technology shall not be used for private or commercial offerings of products or services for sale, or to solicit products or services or to raise funds for non-district related activities or organizations.
- Users shall not use the network while access privileges are suspended or revoked.
- Users shall not attempt to bypass network firewalls or content filtering services by any means.
- Users shall not use or provide personal smart device data “tethering” while on school property.
- Users shall report illegal or unauthorized use of the network to the supervising teacher or the authorized technical and information services administrator.
- Users shall immediately forfeit any electronic device when instructed to do so by an administrator or teacher.

**This policy is subject to change at any time. The most recent version can be found at [www.usd101.com](http://www.usd101.com) . Please contact Angie Simmons at (620) 244-3264 or via email at [asimmons@usd101.com](mailto:asimmons@usd101.com) if you have any questions.**