

SAMPLE USE POLICY

[School Logo]

[School Name]

[School Address]

Technology Acceptable Use Policy

The purpose of this Technology Acceptable Use Policy is to ensure appropriate, responsible, ethical and legal use of technology within the [School Name] community. Acceptable use of [SCHOOL NAME] technology is for the purpose of improving student learning and to prepare students to be career-ready graduates. [SCHOOL NAME] provides technology, including, but not limited to: computers, networks and Internet services. [SCHOOL NAME] technology remains at all times the property of [SCHOOL NAME].

This policy shall conform to district policies including Board Policy ####, ####.#, ####.#, ####.# (Technology Board Policy & Administrative Regulations), established procedures and copyright laws, and shall not violate federal, state or local laws.

The [SCHOOL NAME] Acceptable Use Policy (“AUP”) is in place to prevent unauthorized access and other unlawful activities by online users, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children’s Internet Protection Act (“CIPA”). Only users who agree to this Acceptable Use Policy are authorized to access [SCHOOL NAME] technology.

This policy describes acceptable uses of district technology systems (hardware, software, network, and internet) as well as unacceptable uses. These policies are established to:

- Enhance teaching and learning;
- Increase safety for students and staff;
- Improve the efficiency of district technology systems;
- Clarify acceptable and proper use of district technology;
- Ensure alignment with [SCHOOL NAME] Core Beliefs and Commitments;
- Ensure compliance with applicable district policies, state and federal laws;
- Educate students, staff, and others who use [School Name] technology.

The District will use technology protection measures to block or filter, to the extent practicable, access of visual depictions that are obscene, pornographic, and harmful to minors over the network. The District reserves the right to monitor users’ online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should not have an expectation of privacy regarding their use of District property, network and/or Internet access or files, including email.

Violation of these policies may result in one or more of the following: loss of access privileges, suspension, and/or expulsion. The District will attempt to tailor any disciplinary action to the specific issues related to each violation.

Unacceptable Uses of [SCHOOL NAME] Technology

Below are examples of inappropriate activity on the District web site, however the District reserves the right to take immediate action regarding activities that 1) create security and/or safety issues for the District, students, employees, schools, network or computer resources, or 2) expend District resources on content the District in its sole discretion determines lacks legitimate educational content/purpose, or 3) are determined by the District as inappropriate.

Examples of Inappropriate Activity:

1. Violating any state or federal law or municipal ordinance, such as: accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials.
2. Engaging in criminal activities that can be punished under law.
3. Selling or purchasing illegal items or substances.
4. Obtaining and/or using anonymous email sites, spamming, spreading viruses.
5. Causing harm to others or damage to their property.
6. Using profane or abusive language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials.
7. Deleting, copying, modifying, or forging other users' names, emails, files, or data. Disguising one's identity, impersonating other users, or sending anonymous email.
8. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance.
9. Using any District computer to pursue "hacking," internal or external to the District, or attempting to access information protected by privacy laws.
10. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
11. Using [SCHOOL NAME] internet and intranet property, such as web sites, email, networks, or other technology for political uses or personal gain.
12. Intentionally accessing, creating, storing or transmitting material that is offensive, indecent, obscene, intimidating, or hostile; or that harasses, insults or attacks others.
13. Advertising, promoting non-district sites or commercial efforts and events
14. Not adhering to all copyright laws.
15. Using the network for non-academic related bandwidth intensive activities such as network games or transmission of large audio/video files or serving as a host for such activities.

The Technology Acceptable Use Policy contains policy and procedures stated in the related [SCHOOL NAME] Board Policies listed below: [example: Philosophy, Goals, Objectives and Comprehensive Plans DOC#: Instruction; Use of Copyrighted Materials DOC#: Use of technology In Instruction DOC#: Student Use of Technology and their supporting Administrative Regulations.

Technology Acceptable Use Policy for Students

Please PRINT the information below:

Student's First Name: _____ Last Name: _____

Grade: _____ Teacher/Class: _____ Student Number: _____

Parent/Guardian's First Name: _____ Last Name: _____

User Agreement and Parent Permission Form

STUDENT:

As a user of the [SCHOOL NAME] computer network, I hereby agree to comply with the above-stated rules. I will use the network responsibly and will honor all relevant laws and restrictions.

Student's Signature _____ **Date** _____

PARENT OR LEGAL GUARDIAN:

As the parent or legal guardian of the minor student signing above, I grant permission for the student named to access networked computer services such as electronic mail and the Internet. I understand some material on the Internet may be objectionable, but that [SCHOOL NAME] has systems to limit access to this information. Ultimately, I must work with my child to stress the importance of appropriate and responsible behavior and that there are disciplinary and legal consequences for misbehavior.

Parent/Legal Guardian Signature _____ **Date** _____

[OPTIONAL]: Parent's acceptance to allow school to post photos, artwork, or other works a child may create.

Your son or daughter may create art work or writing which would be suitable for publication on the district website or any publicly reproduced document. In addition, there are times when we would like to post your child's photo on the district website or any publicly reproduced document related to awards received, sports and/or club activities which feature your child, and other celebratory occasions. All postings of work or photos will appear in an educational context with appropriate copyright notice prohibiting the copying of such work without express written permission. No home address or telephone number will appear with such work or photos. If you would not like your child's art work, writing, or photos to appear on the [SCHOOL NAME] website or any publicly reproduced document, please contact your child's principal.