

Potlatch School District #285 **Computer & Internet Acceptable Use Policy**

The Potlatch School District #285 School district provides a school-wide computer network with access to computers, printers, the Internet and other devices/services. Use of the system is a privilege, not a right. The School District is committed to provide access to the system for students, faculty and staff for educational purposes. With the privilege of using the system comes certain responsibilities. Users need to be familiar with these responsibilities. Failure to follow the policies and guidelines, and live up to these responsibilities will result in the loss of computer privileges for both students and staff and may result in other disciplinary action, which may include suspension or expulsion from school for students.

Network use is primarily intended for the support of project work conducted for school classes, and far less significantly for purposes that students determine to be of educational value. Any use of the network which adversely affects its operation or the educational process or jeopardizes its use or performance for other students is prohibited.

Idaho Code 18-2202 Subsection 2 Computer Crime states "Any person who knowingly and without authorization **alters, damages, or destroys** any computer, computer system, or computer network described in section 18-2201, Idaho Code, or any computer software program documentation or data contained in such computer, computer system, or computer network, commits computer crime." A violation of the provisions of this section shall be a **felony**.

All Potlatch School District #285 staff and students will abide by the licensing agreement that accompanies each piece of software purchased by Potlatch School District #285 or used on equipment. The Information Technology department will monitor computer hardware and software inventory. Information will include:

1. Licensing agreements for the software used on the equipment and warranties.
2. Serial numbers of equipment.
3. User information

A copy of all licensing agreements will be filed with the information technology office. Whenever a software backup copy is made, it will be used exclusively for that purpose, with the original secured in a locked location. Periodic audits will be conducted to affirm software user compliance.

All personal software used on Potlatch School District #285 equipment will be accompanied by:

1. The original discs or documentation from software downloaded from the Internet. (Where applicable);
2. A copy of the licensing agreement; and
3. A written statement by the owner of the software stating that the software is personal software and is being used observing the software agreement.

The information technology staff will monitor the observance of all policies. If deviations from the policies are observed, the responsible party will be asked to comply with this policy.

If the individual does not comply immediately, the individual will be reported to their supervisor who will take necessary steps to insure compliance.

GENERAL

The administrator of the network service is an employee of Potlatch School District #285 and reserves the rights to monitor all activity on the computer network service. On acceptance for use of the computer network service, students and staff will be given a user ID (name) and password.

Users may encounter information on the Internet and other computer network services that may be perceived as controversial or potentially harmful. Because of the changing information and sources of information on such computer network services, it is impossible to monitor the content. Potlatch School District #285 cannot control the Internet and other computer network services' sources of information. Rather, we will strive to provide students and staff with the understanding and skills needed to use computer network services in an appropriate manner through in-service and the development of computer technology classes.

PRIVILEGES AND RESPONSIBILITIES

The use of Potlatch School District #285 School District's computer networking capabilities is a privilege, not a right. Annual permission from parents/guardians is required before students may access the computer network services. (All Potlatch School District #285 users must sign an Acceptable Use Agreement before access is permitted.)

Student and staff freedom of speech and access to information will be honored; however, Potlatch School District #285 reserves the right to monitor and review all electronic transmissions and activities. Access may be denied, revoked, or suspended to specific users at any time because of inappropriate use. Further disciplinary action may also occur.

Use of Potlatch School District #285 computer networking capabilities must be directly related to education consistent with the instructional objectives of Potlatch School District #285.

INFORMATION CONTENT

Potlatch School District #285 provides students and staff access to other computer systems around the world through the Internet. Potlatch School District #285 and its administrators do not have control of the content of information that may be found in other systems. Some computer systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal materials. Potlatch School District #285 does not condone the use of such materials and does not knowingly permit use of such materials in the school environment. Parents of students should be aware that such materials exist. Students bringing such materials into the school environment will be dealt with according to the discipline policies of Potlatch School District #285. Intentionally accessing or using such materials may result in termination of access to Potlatch School District #285's computer network servicing capacities as well as in-school detention, suspension from school or school expulsion; or disciplinary actions to staff, including termination.

The computer network services provided by Potlatch School District #285 may not always meet students or staff requirements or be uninterrupted or error-free. It is provided on an “as-is, as available” basis. No warranties are made or given with respect to any service and any information or software contained therein.

ONLINE USE

All school policies and rules pertaining to behavior and communications apply. The use of Potlatch School District #285’s computer network services capabilities must be for educational purposes only, used by Potlatch School District #285 students and staff only, and be consistent with this school’s mission.

1. Use may not be for private or commercial purposes. Users will not attempt to sell or offer for sale any goods or services that could be construed as a commercial enterprise.
2. Illegal activity is prohibited.
 - a. Sending, receiving, or accessing obscene or pornographic material is prohibited and punishable by law.
 - b. Sending, receiving, or accessing harassing or objectionable material is prohibited.
3. Using programs to infiltrate a computing system and/or damage the software components is prohibited.
4. Students and staff will use the computer network service resources efficiently to minimize interference with others.
5. Users are responsible for making back-up copies as needed.
6. Users are responsible for taking precautions against computer viruses on their own equipment and Potlatch School District #285’s equipment.

ONLINE CONDUCT

All users are expected to abide by the generally accepted rules of computer network service etiquette. These include, but are not limited to, the following:

1. Users will not use profanity, vulgar or insulting language, or be combative or harassing in any messages public or private.
2. Users may not reveal personal information of others and should be cautious when revealing users’ own personal information (home address, phone number, etc.).
3. The computer network service may not be used in such a way that use would disrupt the use of the computer network service by others.
4. All communications and information accessible via the computer network service should be assumed to be private property but open to Potlatch School District #285 scrutiny.
5. Users will not submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material, nor may they encourage the use of controlled substances.
6. Users will not transmit materials, information or software, access the network for commercial gain or activity or participate in any activity that is in violation of any local, state or federal law.
7. Attempts to log in to the system using another user’s account will result in termination of the user’s account.
8. Changes to settings on computers without permission of the network administrator are prohibited.

9. Chat programs, both programs and web sites that allow chatting, are prohibited.
10. Use of teacher computers by students is allowed with prior written permission of the teacher.
11. Internet games or games from home are not allowed.

Any action by a Potlatch School District #285 user that is determined by the information technology staff to constitute an inappropriate use of Potlatch School District #285's computer network service or to improperly restrict or inhibit other users from using and enjoying Potlatch School District #285's computer network service is strictly prohibited and may result in disciplinary action.

COPYRIGHTED MATERIAL

Copyrighted material will not be placed on any system connected to Potlatch School District #285's computer network service without the author's written permission. The following will apply to copyrighted materials:

1. Only the owner(s) or persons specifically authorized may upload copyrighted material to the computer network service.
2. Users may download only that copyrighted material or personal programs for which permission has been requested and granted by the school or system administrator, or that falls within the fair use exception to the copyright laws. Failure to do so will result in immediate termination of your account.
3. A user may redistribute a copyrighted program only with the express written permission of the owner or authorized person or as provided by the fair use exception.

ELECTRONIC MAIL

Electronic mail ("e-mail") is a private electronic message sent by or to a user in correspondence with another person having Internet mail access. The following provisions apply to e-mail:

1. Messages received by the computer network service are retained on the system until deleted by the recipient.
2. A canceled computer network service account will not retain its e-mail. Users are expected to remove old messages in a timely fashion.
3. E-mail for students is only allowed on gagle.net, which is filtered and has the capability to be monitored by the administration. These accounts will be established upon student request. Attempting to use or access any other e-mail is in strict violation of this agreement.
4. The system administrators may remove such messages if not attended to regularly by the users.
5. Users should recognize that others might view e-mail. There is no guarantee of confidentiality.
6. The system administrators will not intentionally inspect the contents of e-mail sent by one user to an identified addressee, or disclose such contents to other than the sender, or an intended recipient, without the consent of the sender or an intended recipient, unless required to do so by law or by policies of Potlatch School District #285 or to investigate complaints regarding e-mail which are alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.

7. Potlatch School District #285 will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any e-mail transmitted on POTLATCH SCHOOL DISTRICT #285's computer network service.

THIRD-PARTY SUPPLIED INFORMATION

Opinions, advice, services and all other information expressed by students, staff, information providers, service providers, or other third party personnel on the computer network service provided by Potlatch School District #285 are those of the individual and do not represent the position of Potlatch School District #285.

SECURITY

Security on any computer system is a high priority. All Potlatch School District #285 users will meet the following requirements:

1. If a user feels that he or she can identify a security problem on the computer network service, the user will notify their immediate supervisor. The user will not demonstrate the problem to others.
2. Users may not let others use their account and password nor will they leave their account open or unattended.
3. Passwords using combinations of letters and numbers will be issued and maintained by the information technology staff.
4. Users will immediately notify their immediate supervisor if their password is no longer secure, or if they have reason to believe that someone has obtained unauthorized access to their account.
5. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the computer network service.

STUDENT LAPTOP USE

It is our belief that the continued use of computer technology greatly enhances our students' educational experience. We feel there is a direct correlation between improved literacy and computer use. Therefore, elementary students at Potlatch School District #285 may be issued a laptop computer to be used for school related work. It will be the expectation of Potlatch School District #285 that these laptops will be used in the following ways:

1. Student selection to use an POTLATCH SCHOOL DISTRICT #285 laptop will be based on student need and teacher input, with the final decision being made by the Grade Level Leader or Principal.
2. Students will be directly responsible for the care of Potlatch School District #285 laptops. Students will be required to check in with their teacher or grade level leader monthly, to verify the condition of the Potlatch School District #285 laptop. Any bills incurred from damage not connected to the ordinary use of a laptop computer, or theft, will be the responsibility of the student user's parents.
3. Students will not loan their Potlatch School District #285 laptop to any other person.
4. After students have received training in the care and use of Potlatch School District #285 laptops, they will be allowed to take their laptops off school premises. Parents who do not wish to accept the responsibility for cost that may occur, will have the option to deny home use. Students will still be allowed to use other school computers.

5. Students will not be allowed to download any programs without specific permission or direction from their teachers.

VANDALISM

Potlatch School District #285, in an effort to prevent intentional vandalism or damage to the school's computer equipment and systems by any person, will comply with the provisions of Idaho Code 18-2202 and may seek prosecution and/or monetary restitution.

Vandalism will result in disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the computer network service, or any of the agencies or other computer network services that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

STUDENT DISCIPLINE (All computers)

Violation of this policy may result in the following disciplinary actions:

1. A student may lose computer privileges/network access. The length of loss will depend on age and severity of the infraction as determined by Potlatch School District #285 administration.
2. A student who has exhibited a pattern of abuse or flagrant violations, or who continues to engage in serious or persistent misbehavior by violating this policy may lose all computer privileges/network service access for the remainder of the school year.
3. A student may be removed from class, suspended, or expelled from school if he or she engages in conduct on the computer network service that could be considered criminal, as defined by federal and/or state law. Students committing criminal acts may be prosecuted. Expulsion may be considered for flagrant violations of this policy.
4. Each student is responsible for any damage he or she may cause to POTLATCH SCHOOL DISTRICT #285's computers or to the computer network service. The student must pay all costs incurred in restoring the computer or the network service to its previous working order.
5. If a class requires the use of a computer and/or the computer network service, a student who has lost computer privileges under this policy will be allowed to participate under constant direct teacher supervision unless he or she has been removed from the class.

UPDATING USER ACCOUNT INFORMATION

The computer network service may occasionally require updated information from users to continue the service. Users must notify the information technology staff of any changes/deletions in user information (address, phone, name, etc.).

TERMINATION OF ACCOUNT

A user's access to, and use of, the computer network service may be terminated at any time by notifying the information technology office. An account that is inactive for more than thirty (30) days may be removed along with that user's files without notice given to the user. An administrator reserves the right, at his or her sole discretion to suspend or terminate users' access to and use of the computer network service upon any violation of this policy.

Potlatch School District #285's administration, faculty and staff may request the information technology staff to deny, revoke, or suspend specific user access.