

## EDUCATIONAL PROGRAM

### Series 600

#### PROCEDURE TITLE INTERNET APPROPRIATE USE REGULATION (STUDENT TECHNOLOGY RESPONSIBLE USE REGULATIONS) No. 605.6R1

#### **Technology Vision**

Technology will enhance teaching and learning. To the maximum extent possible, Johnston Community School District will provide a safe and ethical digital environment where our learning community can develop and reinforce the critical thinking, creative problem solving, communication and collaboration skills needed for life-long learners.

#### **Technology Goals**

##### **Curriculum/Student Learning**

- Provide technology tools to accommodate student needs
- Provide common experiences for all students to use technology
- Provide developmentally appropriate technology integration
- Integrate Technology Literacy essential skills (Iowa Core) into all content areas
- Support Iowa Core content area standards
- Use technology to collect and analyze student performance

##### **Curriculum Resource Tools**

Digital information research, collaboration, communication and creation skills are now fundamental to preparation of citizens and future employees during the 21st Century. 21<sup>st</sup> Century Skills are part of the Iowa Core. The responsible use of electronic digital resources by students must be in support of education and be consistent with the educational objectives of the Johnston Community School District. In order to match electronic resources as closely as possible to the approved district curriculum, district personnel will review and evaluate resources in order to offer materials, which comply with Board guidelines, listed in Board Policy 603.5 that govern the selection of instructional materials. Staff will provide developmentally appropriate guidance to students as they make use of electronic information digital resources to conduct research and to support district curriculum.

All students will be informed of their digital citizenship responsibilities and their responsibilities as users of the district's network/technology resources, either as an individual user or as a member of a class or group (see Responsible User Agreement). While students may be able to move beyond selected resources to ones that have not been evaluated by staff, they shall be provided with guidelines and lists of resources particularly suited to the learning objectives. Students may pursue electronic research independent of staff supervision only if they have not been denied parental permission. Ultimately, parents and guardians are responsible for conveying the guidelines and ethics that their students should follow when using digital media, technology and information resources.

Network administrators may review files and communications, with or without notice to users, to maintain system integrity and to ensure that students are using the system responsibly. Network supervision and maintenance may require review and inspection of directories, files or messages.

Messages may sometimes be diverted accidentally to a destination other than the one intended. Users should not expect that these files or communications will be private. The district reserves the right to access stored records, examine all system activities and review directories of messages and files to ascertain compliance with network guidelines for responsible use. In addition, the district may inspect the contents of electronic mail or file directories of a system user and may disclose the contents to others when authorized or required to do so by law, subpoena, policies of the district, or to investigate complaints regarding electronic mail which is alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, offensive or illegal material (not all inclusive).

### **Digital Citizenship**

Digital Citizenship is the responsible use of information and technology. Safe, ethical and legal use of technology is a district and personal responsibility. Users are expected to advocate and practice rules of the institution, etiquette, ethics, personal safety, intellectual property, and abide by legal and ethical behavior.

- Rules of the institution (Responsible Use Agreement)
- Etiquette, standards of conduct, cyberbullying
- Personal safety, security, knowledge of digital footprint
- Intellectual property, copyright, and plagiarism
- Legal and ethical behavior

### **Unaccepted ethics and behavior includes, but is not limited to, the following:**

- Using the district's technology resources or creating, transmitting or receiving any material, information, or software in violation of district policies and regulations and/or federal or state laws and regulations, including material protected by trade secret or copyright guidelines;
- Plagiarizing any material, including audio, text, images, videos;
- Creating, transmitting or receiving threatening, obscene or pornographic material or any material that advocates violence, racism, or discrimination on the basis of race, color, creed, sex, national origin, religion, sexual orientation, gender identity, age or disability;
- Using district equipment or network for commercial activities, product advertisement, political advocacy or political lobbying;
- Participating in any form of cyber-bullying, including (not limited to) harassment, denigration, flaming, outing, trickery, stalking, impersonation;
- The use of cameras is strictly prohibited in locker rooms and restrooms;
- Capturing video, audio or pictures without the consent of all persons being recorded, their knowledge of the media's intended use, as well as the approval of a staff member;
- Accessing any service that incurs a cost; such cost will be charged to the student and sanctions may apply;
- Downloading or uploading large files, printing excessive amounts of material, and wasting resources;
- Streaming video or audio as this takes up excessive network bandwidth;
- Using or attempting to use user names, passwords, folders, or work that belongs to others or to "hack" the district's technology system;
- Subscribing to or using any unauthorized interactive site/application, such as, but not limited to, instant messaging, live journals, blogs, forums, postings, and chat rooms;

- Tampering with equipment, such as but not limited to removing cables, cords, keys or key covers, settings, access, preferences or any other equipment/settings, or tampering with data of another user, or disrupting the operation of the district's technology resources, including but not limited to introduction of computer viruses or worms, or attempting any of the foregoing;
- Use of technology devices that are not the property of Johnston Community Schools without explicit permission of the District Technology Director or designee on district campuses;
- All district equipment must use district network connections, including hardwire and wireless access points; no personal or other access points should be used in the district.
- Applying non-district approved labels/stickers/covers and other items to district devices and cases.

### **Responsible Use Agreement**

The Responsible Use Agreement (RUA) outlines the expectations that students are expected to follow when using district technologies and/or using technologies on the school campuses. In addition to this agreement, students are to abide by any school technology initiative handbook/agreement (e.g. Digital Learning Environment). The RUA is intended to cover all available technologies, now or hereafter existing, not just those which may be specifically listed. Appropriate forms will be signed, collected and maintained to verify communication of such terms and conditions of use. When such forms are not used, it is still the responsibility of the user to be informed of expectations regarding usage.

### **Access to Technology Resources**

- The district's technology resources, including but not limited to the district's computers, network and internet access, are the property of the district. No student shall have any expectation of privacy with respect to any materials in or on the district's technology resources.
- All technologies provided by the district are intended for academic/educational purposes.
- Good judgment and common sense should be used and assistance sought, if necessary.
- Access is a privilege and users are expected to practice digital citizenship. Digital Citizenship involves responsibilities associated with etiquette, ethics, personal safety, intellectual property and lawful use of technology resources.
- All activity on the network or while using district technologies may be monitored or retained, with or without notice to users.
- If a user violates any provision of district policy or procedure with respect to technology use or any of the Responsible Use Agreement's or applicable handbook's terms and conditions, the user's technology privileges may be suspended, terminated, restricted or denied and appropriate disciplinary action shall be applied.
- Students may be responsible for any damage or loss they cause intentionally or by negligence

### **Internet Access**

Johnston Community School district provides its users with access to the internet and its resources. Access to online content via the network will be filtered in accordance with district policies and procedures and federal regulations, including but not limited to, the Children's Internet Protection

Act (CIPA). The compliance filter is a technology protection measure that provides blocks to internet sites that are deemed inappropriate in content, graphic, message or intent (i.e. sites that are obscene, child pornography, or harmful to minors). Although the filter is continuously updated, it is not a guaranteed security from all inappropriate content.

As part of its Internet policy, the district will educate students about appropriate online behavior, including interacting with other individuals via email, on social networking websites, and other forms of direct electronic communications, and cyber bullying awareness and response.

- Internet access provided by the district is intended for academic/educational purposes. Internet activity of students will be monitored to the extent practicable and records may be retained, with or without notice to users.
- Users must use the district wireless access points; no personal or other access points should be used on district campuses.
- Users may not attempt to or use any software, utilities, applications or other means to access internet sites or content blocked by the district filters.
- If a user finds that a blocked site should not be blocked by the filter, a request can be made through teachers. Likewise, if a user feels a site should be blocked, a request can be made.
- Johnston Community School District devices may be used on other wireless networks while off campus.
- While off campus, parents bear responsibility for the same guidance of internet use as they exercise with information sources/media. Parents are responsible for monitoring their student's use of the technologies from home or non-school campus locations.
- Users are expected to follow the same rules for appropriate behavior and respectful conduct online as offline appropriate behavior and respectful conduct.

### **Applications/Tools**

Johnston Community School District will provide users with access to websites and tools that promote communication, collaboration, creation and sharing.

- Users are to use the district-approved applications and tools.
- Users are to use the district tools for academic/educational purposes.
- The applications/tools must be for a specific classroom activity, directed by course/classroom teacher.
- Applications/tools that require an account to be created or used need to be approved by the Instructional Technology Coordinator or Executive Director of Teaching, Learning and Innovation/Designee prior to use.
- Users will be issued school email accounts. These accounts are to be used for classroom academic communications.
- Users will have accounts to the District Google Domain (jdragonmail).

### **Personally Owned Devices**

- Personally owned devices are not allowed on district networks.
- Personally owned devices are not to be used on campuses to gain access to content blocked by the district filter.
- The security of personally owned devices is not the district's responsibility.

## **Security**

Security on all district technology devices and network is a high priority.

- Users who identify a security problem on the network or other technologies are expected to immediately alert district personnel.
- Demonstrating a prohibited activity to other users will be considered inappropriate and may result in loss of privileges.
- Any attempt to harm or destroy data, devices or the network is prohibited.
- Any user identified as a security risk or having a history of problems with other district technology may be denied access.
- All users must understand that information/data performed on/through district equipment/services should not be considered private.
- Users are responsible for maintaining a safe environment.
- Users will keep passwords secure and will change passwords when directed by the network administrator for security purposes.
- Any user identified as a security risk or having a history of problems with other computer systems, networks or services may be denied access.

## **Downloads/Streaming Content**

- With approval of the district's Director of Technology or designee, users may be able to download file types such as images, audio, and video. For the security of the district's network such downloads should be from reputable sites and only for academic/educational purposes.
- Streaming video and audio is prohibited during the school day unless directed otherwise by district administrative personnel. Depending on bandwidth availability downloads and streaming may not be available.
- Devices and content may be monitored, with or without notice to users.
- Users may be asked to delete downloaded content from accounts/devices.
- All downloaded content should be obtained by and from authorized sources by legal practices and methods.

## **Access Privileges**

The use of the Internet is a privilege, not a right, and inappropriate use will result in a suspension/termination of those privileges. Students will take part in technology policy orientation sessions and skill building lessons pertaining to the use of electronic networks and digital tools and resources. Students' online access or use of tools/the internet will be permitted unless a written request is made by the minor student's parent or guardian to deny such access at school. The JCSD administration, faculty, or staff will determine what appropriate use is and may deny, revoke, or suspend specific user privileges.

## **Sanctions**

At all levels, the building administration is given latitude in determining the appropriate consequences. Parents will be contacted in writing as to the exact nature of the violation and the consequences. Consequences may include (not limited to) loss of access privileges, access restrictions, forfeiture of device, detention, Saturday School, suspension or recommendation for expulsion. When applicable, law enforcement agencies may be involved. Users must understand that loss of privileges will impact course activities. Activities that use technology for completion will need to be completed outside of school.

**Warranties**

Johnston Community School District makes no warranties of any kind, whether expressed or implied, for the technology resources and access or other service it is providing, nor will it be responsible for any damages incurred. This includes loss of data delays, non-deliveries, mis-deliveries, or service interruptions caused by any reason, including service, its own negligence, or user errors, or omissions. Use of any information obtained via the internet is at the user's own risk. JCSD specifically denies any responsibility for the accuracy or quality of information obtained through its network system.

Date Approved: December 11, 1995  
Last Date Reviewed: October 10, 2016  
Last Date Revised: October 24, 2016

**JCSD Community School District  
Technology Responsible Use Agreement Form**

<p><b>The following items reiterate some of the most important points covered in the Student Technology Responsible Use Policy. Review and initial each statement as your agreement and understanding of the policy and administrative regulations.</b></p>	<p><b>Student Initial</b></p>
I understand that I am responsible for my use of district technologies and the use of the tools is for academic and educational purposes.	
I will practice digital citizenship by using information and technology responsibly, legally and ethically.	
I understand the use of the Internet and technology is a privilege and not a right; there are consequences for not adhering to the Student Technology Responsible Use Policy and administrative regulations.	
I will honor property rights and copyrights with information and technology.	
I will keep my intellectual property safe by saving in specified locations, using and safeguarding passwords, and using my own account.	
I will practice personal safety by safeguarding identities while online or offline.	
I will not participate in any form of cyber-bullying or harassment.	
I will use technology in a respectful manner, sharing equipment and resources.	
I will only use district-approved technology, tools, resources and applications while on JCSD campuses.	
I understand that users must use the district wireless access points; no personal or other access points should be used on district campuses.	
I understand that personally owned devices are not allowed on district networks nor used for online access.	
I will refrain from attempting to or use any software, utilities, applications or other means to access Internet sites or content blocked by filters.	
I will only capture video, audio, or pictures with the consent of all persons being recorded, their knowledge of the media's intended use, as well as the approval of staff member.	
I will report any problems with the equipment, resources or network to a teacher or administrator in a timely manner.	
I understand that the district's technology resources are the property of the district. I have no expectation of privacy with respect to any materials therein, and all use of district technology resources may be monitored with or without notice.	
I understand that I may be responsible for any damage or loss I cause to district technology resources.	

I have read the Internet Acceptable Use (Technology Responsible Use) Policy and Administrative Regulations which are incorporated by reference herein, and agree to the stated conditions in this form as well as in the entire policy and regulations. I also agree to abide by any school technology handbook/agreement (e.g. Digital Learning Environment), which may be applicable.

Student Name (print) \_\_\_\_\_ Student Signature/Date \_\_\_\_\_