

## **Student Responsible and Acceptable Use Policy Technology Resources**

This policy applies to the student's possession, maintenance and use of district-provided technology resources and equipment, including but not limited to, District networks, e-mail accounts, devices connected to the District's networks, and all District-owned devices used on or off school property, whether connected to the District's network or connected through a personal data plan or other means of access.

The District prohibits harassment through electronic means regardless of the device, network or locations of such use. Electronic means includes any and all electronic devices and applications available on such devices.

Inappropriate use of District technology resources may result in revocation or suspension of the privilege of using these resources, as well as other disciplinary or legal action available under District policies and procedures and/or state and federal law.

### **Rules for Responsible Use of Technological Resources:**

1. You will be held responsible for proper use of District technology resources at all times, and your violation of these rules, or any other District responsible and acceptable use policies, may result in the suspension or revocation of your access to such resources.
2. If you are issued a username and password, it is a violation of this policy to share or change the username and/or the personal password issued to you by the District.
3. It will be considered a violation of this policy if you fail or delay in reporting the advertent or inadvertent disclosure of your username and/or password.
4. You should keep personal information about yourself private, including name, address, photographs or other information that may lead to your identity.
5. District technology resources are to be used for instructional and educational purposes. Limited personal use is permitted only if the rules in this agreement are followed, and so long as such limited personal use does not interfere with school work.
6. E-mail messages with the school address may be construed as representative of a District position or opinion; thus, if you are e-mailing (or otherwise electronically transmitting a message), the message should clearly state that it is your personal position or opinion.
7. Communications via electronic means must use appropriate and respectful language.
8. Students are not permitted to sign up for online resources or applications without prior written approval from their teacher or site administrator.
9. Students must acknowledge the work of others when such work is referenced in their own work.
10. Students must respect the intellectual property rights of others, including the download or use of copyrighted materials without permission of the copyright holder.
11. Responsible use of technology resources requires employees to immediately report any suspicious conduct or misuse of technology to the teacher or site administrator.
12. You will be held responsible for the proper use of your account, and violation of this policy may result in the suspension or revocation of your access to District technology resources and devices.

## **Inappropriate Uses of Technology Resources Include but are Not Limited To:**

- A. Illegal purpose, including threatening school safety.
- B. Knowingly alter, damage or delete District property or information.
- C. Breaching electronic equipment, network or electronic communications systems in violation of the law or District policy.
- D. Breaching electronic communication systems or equipment by knowingly or intentionally introducing a virus to a device or network, or by failing to take proper security steps to prevent device or network vulnerability.
- E. Disabling or attempting to bypass internet filtering systems or devices.
- F. Encrypting communications.
- G. Absent verifiable emergency, using another person's account, even with permission.
- H. Pretending to be someone else for posting, transmitting and/or receiving electronic messages.
- I. Using electronic resources in a manner that may reasonably be construed to harass, bully or threaten others.
- J. Posting, transmitting or receiving abusive, obscene, pornographic, sexually-oriented, sexually-explicit, threatening, harassing, damaging or disparaging, illegal and/or materials that may reasonably be construed to harass others or constitute "sexting."
- K. Profanity, vulgarity, discriminatory and/or inflammatory language.
- L. Posting information about yourself or others, for example, addresses, phone numbers, photographs or any other information that may lead to your identity or the identity of others.
- M. Make arrangements or appointments to meet persons met online. If you receive such a request, the request must be immediately reported to a teacher or administrator.
- N. Sending spam or other waste of school resources.
- O. Gaining or attempting to gain unauthorized access to restricted information or resources.

## **Reporting Obligations:**

Immediately report known violations of this and other District Responsible and Acceptable Use Policies. Report problems, malfunctions or damage and any other relevant issues to the teacher IMMEDIATELY during student possession. Failure to report any issues may result in liability regarding the devices repair/return.

As a student, I must adhere to the following:

- Only access educational websites or websites that have been approved, that day, by the teacher
- Be responsible for safe handling, retrieval and return during the class period in which it is being used.
- Students who damage equipment will be responsible for its repair or replacement..
- Headphones/ear buds may only be used at teacher direction.
- Students may not place a password/passcode on Capitan Municipal School-owned equipment.