

STUDENT TECHNOLOGY REGULATIONS

I. Copy Laws

Statement:

The USD 511 BOE will adhere to all federal copyright laws. The students of the district will be expected to comply with these regulations. Individuals will be held accountable for determining whether conditions such as public domain, legal permission, legal exception, and the fair use provision are applicable in cases in which copyrighted materials are used for educational purposes.

Explanation:

This policy is intended to facilitate the district's compliance with United States of America copyright laws, fair use guidelines, and maintenance of appropriate software records.

The board will comply with the license agreements and /or policy statements of the software used by the district. Therefore, all software used on district computers will be purchased by the district, properly licensed and registered with the software publisher, and installed by or with the approval of the District Technology Coordinator.

What if?

1. *Where can I go for help with the details on copyright?* Information on copyright will be kept on file at the media center of the attendance center. The district media specialists will have the most up-to-date information.
2. *What if I find information, graphics, photos, etc. on the Internet that will enhance my projects or assignments?* Some web sites provide permission to use the information found there. These can be used in the classroom. Other sites must be contacted for permission before using the information. If in doubt, check with a teacher or the media specialist.

II. Use of Unauthorized Software/Unauthorized Copying of Software

Statement:

Students shall not be permitted to load any non-District owned software onto District computers or copy any software without the express written permission of the District Technology Coordinator or designee.

Explanation:

This is intended to have a direct impact on the compliance with copyright laws as well as to protect network systems and workstations from viruses. This will help prevent changes to the workstation configuration. This does not apply to classes where the curricular objectives include loading or copying of software as a part of the learning process. District-owned software cannot be used at home unless the software publisher's license allows such copying. Consult the District Technology Coordinator for the particulars of this situation.

What if?

1. *Can a software program on a diskette be brought in and run from Drive A: on any computer in the District?* No. The District must purchase software used on District computers.
2. *Can I bring my computer from home with personally owned software and use it at school?*

This is not a violation of the Computer Security Policy; however, this computer will not be allowed on the network.

3. *Can I play a personal game on District computers with permission?* No.

III. Unauthorized Access/Sharing Passwords

Statement:

Students shall not tamper with, attempt to gain or gain access to computer data to which the student has no security authorization (such as, but not limited to financial, employee, and student information). Students shall not share or disclose any passwords and shall be held responsible for all damages as a result of any misuse associated with the user account.

Explanation:

Students have access to areas that are in direct correlation to their educational need. This access is for their use only.

What if?

1. *What if I want to take home a data disk with my word processing or spreadsheet files so I can work at home?* This is acceptable, as long as there is a legal copy of the program that generates or reads these data files both at school and at home. Transferring data files is not a problem; however, anti-virus checking will be necessary.
2. *Does the Technology Coordinator have access to my password?* No. The Coordinator can provide a new password.

IV. Unauthorized Use of District Computers or Software

Statement:

Students shall not use District computers or software for any for-profit or non-district purpose except with the express written consent of the District Technology Coordinator or designee. Stations throughout the District that are available for access for all students include classrooms and computer labs. Stations throughout the district that are assigned for use based on specific job descriptions and should not be accessed by the student body include, but are not limited to, the following: File servers, District and Building Offices. If someone is in doubt of the availability of a specific station, he/she should contact the Technology Coordinator.

Explanation:

This is needed to protect the confidentiality, integrity, and special configurations needed to maintain the full functionality of our systems.

What if?

1. *I am taking a college class; can I use the district computers?* Yes, the district wants students to utilize the equipment to further their education. The key is to avoid abuse.
2. *My mom's birthday is tomorrow; can I use the district computers to create a present?* No, district computers are not for personal use.

3. *I found a cool screen saver; can I install it on a district computer?* No, students may not change any configurations, settings, or preferences on district computers.
4. *I want to sell my car; can I use district computers to advertise it on the Internet?* No, district computers are not to be used to make a profit.

V. Modify, Damaging, Destroying or Copying of Data

Statement:

Students shall not in any manner modify, damage, destroy, or copy any data to which they are not authorized.

Explanation:

This is intended to protect the District administrative information as well as staff and student data. It also applies to special configuration files that keep the network functioning and work

What if?

1. *What if I accidentally access files that I know I am not supposed to see?* Report this incident to your teacher immediately.
2. *I dropped a disk and now I cannot access the information saved on it.* Report the incident to your teacher. The student will be responsible for replacement of data but this may not necessarily be disciplined.
3. *Can I copy the school's software for use at home?* Some software is licensed for students to use at home, check with the Technology Coordinator.

VI. Internet Acceptable Use Policy (AUP)

Statement:

Internet access is limited to educational purpose. Teacher-directed classroom activities, individual study projects, and planned self-discovery will receive priority. **ACCESS IS A PRIVILEGE, NOT A RIGHT!** Use the rules of netiquette when communicating on the Internet. Students should immediately notify a teacher, if by accident, they encounter materials that violate appropriate use.

Objectionable Behavior

Users will not:

1. purposefully send or receive and/or view obscene, pornographic, or inappropriate material, or any material that facilitates illegal activities.
2. use chat rooms.
3. harass, insult, or attack others.
4. intentionally waste limited resources, supplies, or time.
5. use the Internet for commercial or political purposes.
6. knowingly spread computer viruses.
7. play games or pursue other non-academic purposes without permission.
8. access personal email accounts

Violations will result in disciplinary action including but not limited to loss of Internet privileges.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, USD 511 supports and respects each family's right to decide whether to grant permission for Internet access.

VII. Ownership of Student-Produced Computer materials

A student owns all the rights of copyright in and to the work they create as part of their education, whether generally or within the scope of a particular class. Any use of that work must be with the express written permission of the student and their parent or guardian.

VIII. Violation of Policy

Any student who violates this policy shall be subject to disciplinary action, including, but not limited to, suspension from or denial of access to all District computers and suspension or expulsion from school. Students who utilize computer data (i.e. other student's work product or a teacher's test) without authorization to gain an improper academic advantage may also be subject to discipline. Additionally, if a student's conduct constitutes a violation of copyright laws or Kansas Statute 21-3755, the student may be subject to prosecution under such laws. Any student who intentionally damages or destroys District hardware and/or software, directly or indirectly shall be responsible for all costs associated with repair and/or replacement of parts and services.