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## INDEPENDENT SCHOOL DISTRICT 112 ACCEPTABLE USE OF TECHNOLOGY POLICY

### **PURPOSE**

The purpose of the Acceptable Use of Technology Policy is to provide guidelines and procedures for students, staff, and community members in their utilization of School District 112 technologies.

The District 112 School Board believes that the benefits of access to technology in the form of information resources and opportunities for collaboration far exceed any disadvantages of access. However, School District 112 does not control information available on the Internet or broadcast television, nor can it effectively limit authorized users from accessing the full range of information available. Some technologies may provide access to material that is illegal, defamatory, inaccurate, or offensive to some people. School District 112 is working to educate and foster the responsible and appropriate use of technology in accordance with District 112 Community Values. Procedures and guidelines for the Acceptable Use of Technology enable us to work toward this goal.

### **GENERAL STATEMENT OF POLICY**

The Board of Education of Independent School District 112 directs that technologies be established and maintained to facilitate learning between and among members of the School District 112 community and the rest of the world. Appropriate technology use is to be available for the support of Independent School District 112 classes and administration of district programs. Such technology includes, but is not limited to: phones, phone systems, voice mail, computers, computer networks, Internet access, microphones, speakers, projection devices, cameras, televisions, VCRs, and video broadcast systems.

Staff in District 112 may use the School District 112 technologies to acquire information, report progress, communicate with others, design learning experiences, and support programs. Staff will work together to help students develop the skills needed to identify, distinguish, evaluate, and use technology and information resources to meet their educational goals.

Students in School District 112 utilize technology to search for information or create products to meet their educational needs and to communicate with other individuals in the pursuit of learning. Community members in School District 112 may also be granted access needed to support the mission of District 112 Public Schools.

The use of District 112 technology is in support of learning and consistent with the educational objectives of School District 112. Occasional and incidental personal use is allowed. Any use of technology that adversely affects learning, teaching, or the operation of the District is prohibited and will be dealt with in accordance with applicable laws, or employee or student policies. Any use that jeopardizes district resources is also prohibited.

District 112 seeks to provide safe internet access for students and staff, free from visual depictions that are obscene, contain child pornography, or are deemed harmful to minors. To reach this goal, the district has the right to place reasonable restrictions on the material accessed or posted through the system. Students and staff are expected to follow the rules set forth in District 112's policies, procedures, and the law in the use of District 112 internet services.

**Legal Reference:** 17 U.S.C.101 et. seq. (Copyrights)  
15 U.S.C. 6501 et. seq.  
Children's Internet Protection Act of 2000 (CIPA) 47 U.S.C. 254  
47 C.F.R. 54.520 (FCC rules implementing CIPA)  
Title III of the Elementary and Secondary Education Act of 1965, 20 U.S.C.  
1601, et seq., as amended  
Minn. Stat 125B.15 to 125B.25

INDEPENDENT SCHOOL DISTRICT 112  
ACCEPTABLE USE OF TECHNOLOGY POLICY PROCEDURES

All users of School District 112 Technology are guests on our computers, network, Internet, cameras, phones, and other equipment. As guests, exemplary behavior is required. It is anticipated that guests will preserve the technologies they use. As a learning resource, technology is similar to information in books and magazines. Visiting sites on the network is similar to taking field trips. Communicating with others via technology is subject to the same expectations of appropriate conduct as face-to-face communication. District 112 policies for those situations apply to technology use as well.

Users of School District 112 Technology are expected to follow all procedures, guidelines, and policies of Independent School District 112 in addition to those set forth in this document. Conduct that is inappropriate or inconsistent with Community Values or District 112 policies will not be tolerated and will be subject to loss of technology privileges and other appropriate action. The Acceptable Use of Technology Policy applies to all users of audio, data, print, video, voice, and other types of technology.

**Privileges**

**Data Privacy:** Staff or parents must notify the school principal in writing each school year if they do not wish their identified pictures to be used in School District 112 publications.

**Limited Expectation of Privacy:**

- a. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- b. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- c. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- d. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- e. School district technology users should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district technology users should be aware that data and other

materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minnesota Statutes, Chapter 13 (the Minnesota Government Data Practices Act).

- f. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

**Access:** All staff and students of School District 112 will be granted access to technology services that are appropriate. Technology is used for the purposes of District 112 instruction and operations. An adult will monitor student use of technology equipment.

**Safety:** To the extent possible, users of the School District 112 Technology will be protected from harassment or unwanted or unsolicited contact. Individual users are expected to help with this undertaking. Any user who receives threatening or unwelcome communications should bring them to the attention of an administrator.

**Use of Images:** Publicity for School District 112 includes the possibility of the publication of photos or videos. These include school and district flyers, newspapers, yearbooks, web pages, news shows, and other communications. Staff, activity participants, and award winners may have pictures identified by name.

**Filtering:** Parents and users must be aware that there are many services available on the Internet that could potentially be offensive to users. School District 112 does not condone the use of such materials. **Filtering of web content will be used for the safety of our users.** School District 112 cannot control the content of other computer systems, nor can they prevent access to all such services through filtering. **Individual users must take responsibility for their own actions to avoid those areas.**

**Intellectual Freedom:** School District 112 provides a free and open forum for expression, including viewpoints that are strange, unorthodox, or unpopular. Personal attacks or sending unwelcome or threatening email messages are not an acceptable use of the school district network. **School District 112 does not officially endorse any opinions stated in productions created with our technologies.** Any statement of personal belief is implicitly understood to be representative of the author's individual point of view, and not that of School District 112.

### **User Responsibilities**

It is the users' responsibility to adhere to the standards set by their community and the school district. Specifically:

**Use appropriate language:** Users must use language appropriate for school situations as indicated by school codes of conduct. Personal attacks are an unacceptable use.

**Adhere to the rules of copyright:** Users must respect all copyright issues regarding fair use, duplicating, software, information, and attributions of authorship. Copying or

publishing productions or communications without the original author's consent is prohibited.

**Respect the privacy of other users:** Users will not post personal contact information about others, except as allowed elsewhere in this document. Data, passwords, or files belonging to other users may not be copied, modified, or searched without their permission. Users should keep their passwords private, and no attempt should be made to guess another's password.

**Use of technology for any illegal activities is prohibited:** Illegal activities include harassment, threatening the safety of another person, tampering with computer hardware or software, unauthorized entry into computers, or knowledgeable vandalism or destruction of computer files. Such activity is considered a crime under state and federal law.

**Help avoid the spread of computer viruses:** Deliberate attempts to degrade or disrupt system performance of any computer system by spreading computer viruses is considered criminal activity under state and federal law.

**Users have full responsibility for the use of their account:** All violations of this policy that can be traced to an individual account name will be treated as the responsibility of the account user. A fee may be charged to your account for printing or copying.  
**Under no conditions should you give your password to another user.**

**Do not reveal personal information to unknown users:** Never reveal the address or phone numbers of another person without their permission.

**Be aware that e-mail and files are not guaranteed to be private.** All data residing on District 112 equipment is subject to the laws governing public access to data.

### **Technology Product Guidelines**

Materials produced with the technology of School District 112 are subject to the following policies and guidelines:

1. They may only be displayed on district technology or web sites with the permission of an authorized staff member.
2. School District 112 publications (including, but not limited to, web pages, video recordings, audio recordings, brochures, newsletters, or other print media) may contain student information under the following guidelines:
  - a. Student photos or work may be identified by first name only, except for activity participants or award winners.
  - b. Roster information (i.e., height, grade, weight, role, photos) for activities may be published.
  - c. Information that could be published in a newspaper may also be published in School District 112 publications.

- d. If this is not acceptable, parents or staff must complete the District *Request to Exclude Student Directory Information Form*.
3. Any production must adhere to all legal requirements, especially copyright law. Inclusion of copyrighted material including video, audio, transcripts, or web sites shall not be permitted without the appropriate Fair Use guidelines being met or releases being obtained. A sample Request for Permission to Copy Form is included in the Copyright Policy.
4. Public productions must recognize the privacy rights of the participants. A copy of a **Standard Release Form** for parent or guardian signature is attached. It should be used for public productions except for activities and awards.

### **Network Guidelines:**

1. Staff members in School District 112 will receive an account, including Internet access, upon completion of a **Staff Application for Account and Consent Form**.
2. **Student use of the Internet will be monitored by an adult.**
3. In order to ensure smooth system operations, Network Administrators have the **authority to monitor all accounts**. Every effort will be made to maintain privacy and security in this process.
4. The **collection, creation, reception, maintenance, and dissemination of data** via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
5. **School District 112 does not warrant that the functions or services performed by their equipment, or that the information or software contained on the system will meet the user's requirements or that the operation of the system will be uninterrupted or error-free or that defects in the system will be corrected. School District 112 Area Network is provided on an "as is, as available" basis.**
6. School District 112 assumes no responsibility or liability for any **charges** including, but not limited to, long distance charges, per minute (unit) surcharges, goods and services, and/or equipment or line costs incurred by user while using or accessing School District 112 Technology.
7. Commercial uses of School District 112 Area Technology are strictly prohibited unless prior written consent from the system administrators has been granted.
8. **Copyrighted material** must not be placed on any system in School District 112 without the author's permission. Members may not download copyrighted material for their own use. Only public domain files, and files in which the author has given expressed **consent for on-line distribution**, may be used on our technology.
9. **Students may not download or install software on our computers or networks without the permission of a technology staff member.** Any software having the purpose of damaging other members' systems or the School District 112 Area Network System (e.g., computer viruses) is specifically prohibited. The system administrators, at

their sole discretion, reserve the right to refuse posting of files, to remove files, or to immediately terminate the account of a user who misuses technology. School District 112 Area Network does not guarantee the suitability or performance of any software downloaded from School District 112 Area Network or any other system accessed through the School District 112 Area Network.

10. **Electronic mail** will be provided for staff members. Students may use one of the many free electronic mail accounts. A canceled account will not retain its mail. Staff are expected to remove old messages in a timely fashion and the system administrators may remove such messages if not attended to regularly by the staff member. The system administrators and/or school district officials will investigate complaints regarding mail that is alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. School District 112 reserves the right to cooperate fully with local, state, or federal officials in any investigation concerning or relating to any mail transmitted on the network.
11. The system administrators reserve the right to set **quotas for disk usage** on the system. A member who exceeds his/her quota will be advised to delete files to return to compliance or may have his/her files removed by a system administrator if necessary.
12. If a user feels that he/she can identify a **security** problem on the School District 112 Area Network, he/she must notify the Help Desk or a system administrator. The person should not demonstrate the problem to others. Attempts to log into the system using another member's account or as a system administrator will result in termination of the account. Users should immediately notify the Help Desk if their password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any person identified as a security risk or having a history of problems with other computer systems may be denied access to the School District 112 Area Network.
13. The administrators reserve the right, at their discretion, to suspend or terminate users' access to and use of School District 112 Area Network upon any breach of the Acceptable Use Policy by a member.
14. Staff, student, and guest user violations of the District Acceptable Use Policy will be handled in accordance with appropriate collective bargaining unit or other applicable school district employee or student discipline policies or personnel policies.

### **Internet School Web Site Required Details and Safeguards:**

All pages posted to a District 112 Internet site require the approval of the building administrator or his or her designee. Individual work and pictures may be published on the web under the guidelines below. If this is not acceptable, parents must annually complete the district "*Request to Exclude Student Directory Information*" form available in school offices.

- Student photos may be identified by **first name only**, except in activity or award photos.
- Student work may be identified by **first name only**, except for activities.

- Awards won by students/staff may be identified by first and last name with a picture.

Site details should include:

- Picture file names should maintain personal privacy
- An identifiable home page (index.html)
- An Image folder with often used images should be included in the root directory
- School name
- School address
- School's main phone numbers
- Email link to School Webmaster
- School daily schedule
- School's mission statement, philosophy, and goals

### **Intranet School Web Site Details and Safeguards:**

These pages are for the use of our staff and students. All of the pages have been reviewed by a staff member and are included at the discretion of School District 112. They do not reflect the beliefs, standards, or values of School District 112. We reserve all rights to list, change, modify, delete, or remove any page without notification or permission of the creator. School District 112 is not responsible for any loss or damages to or from these pages.





## Staff Application for Account and Consent Form

User's Full Name (please print): \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_

I am a  School District 112 teacher, teaching \_\_\_\_\_

School District 112 staff working as a \_\_\_\_\_

School District 112 volunteer working with \_\_\_\_\_

The building where I work is \_\_\_\_\_

### USER

*I understand and will abide by the Terms and Conditions contained in the Acceptable Use of Technology Policy (<http://112i.district112.org/districtwide/policies/524technology.pdf>). I further understand that any violation of these regulations is unethical and may constitute a criminal offense. Should I violate any regulations, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.*

Date: \_\_\_\_\_ User Signature: \_\_\_\_\_

Upon completion of this form, submit it to the District 112 Help Desk at District Education Center, 11 Peavey Road, 952-556-6149. When an account has been created you will be notified as to User ID and initial password.

For Help Desk Use Only:

\_\_\_\_\_ User Name

\_\_\_\_\_ Date Created



**School District 112  
Standard Release Form**

**Name of Project:** \_\_\_\_\_

**Please print the following information:**

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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I, \_\_\_\_\_ hereby give permission to \_\_\_\_\_  
(Parent/Guardian) (Name of School or Producer)

\_\_\_\_\_ to make and publish videotapes and/or other visual or auditory  
(Name of School or Producer)  
recordings of my child participating in the above project.

**Student's Name** \_\_\_\_\_  
(Please print)

*Furthermore, I hereby consent that such videotapes and/or other recordings shall be the School or Producer's property. This program will not be shown or distributed for profit without my written permission.*

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_