

Technology Usage

The Lawson R-XIV School District recognizes the educational and professional value of electronics-based information technology, both as a means of access to enriching information and as a tool to develop skills that students need.

The district's technology exists for the purpose of maximizing the educational opportunities and achievement of district students. The professional enrichment of the staff and Board, and increased engagement of the students' families and other patrons of the district are assisted by technology, but are secondary to the ultimate goal of student achievement.

Use of technology resources in a disruptive, inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Development of students' personal responsibility is itself an expected benefit of the district technology program.

Definitions

For the purposes of this policy and related regulation, procedures and forms, the following terms are defined:

- ✓ *User* -- any person who is permitted by the district to utilize any portion of the district's technology resources, including but not limited to students, employees, School Board members and agents of the school district.
- ✓ *User Identification (ID)* -- any identifier which would allow a user access to the district's technology resources, or to any program, including but not limited to, e-mail and Internet access.
- ✓ *Password* -- a unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

User Identification and Network Security

The district technology resources may be used by authorized students, employees, School Board members and other persons such as consultants, legal counsel, independent contractors, and district patrons. Users must adhere to district policies, regulations, procedures, and other district guidelines including having a signed *User Agreement* on file.

User Agreement

No student will be given access to the district's technology resources until the district receives a *User Agreement* signed by the student and the student's parent(s), guardian(s), or person(s) standing in the place of a parent. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign the *User Agreement* without additional signatures. Students will not be given a school e-mail account and will not be allowed to use district technology to access personal e-mail account(s), unauthorized chat rooms and discussion groups.

Authorized users and employees may use the district's technology resources for reasonable, incidental personal purposes as long as the use does not violate any provision of district policy, regulation or procedure, hinder the use of the district's technology for the benefit of its students or waste district resources. Any use which jeopardizes the safety, security or usefulness of the district's technology is considered unreasonable. Any use which interferes with the effective and professional performance of the employee's job is considered unreasonable.

Users must recognize that they do not have a legal expectation of privacy in any e-mail use activities involving the district's technology. A user ID with e-mail access, if granted, is provided to users of this district's network and technology resources only on condition that the user consents to interception or access to all communications accessed, sent, received or stored using district technology in his or her *User Agreement*.

Content Filtering and Monitoring

The district will monitor the on-line activities of minors and operate a technology protection measure ("filtering/blocking device") on all computers with Internet access, as required by law. The filtering/blocking device will protect against access to visual depictions that are obscene, harmful to minors and child pornography, as required by law. Because the district's technology is a shared resource, the filtering/blocking device will apply to all computers with Internet access in the district. Evasion or disabling of the filtering/blocking device installed by the district, including attempts to evade or disable, is a serious violation of district policy.

Damages

All damages incurred by the district due to the misuse of the district's technology resources, including the loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

All district technology resources are considered school property. The district may maintain or improve technology resources at any time. The district may remove, change or exchange hardware or other technology between buildings, classrooms, employees, students or any other user at any time, without prior notice. Authorized district personnel may load

or delete new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time.

The district may examine all information stored on district technology resources at any time. The district may monitor employee and student technology usage. Electronic communications, all data stored on the district's technology resources, and downloaded material, including files deleted from a user's account, may be intercepted, accessed or searched by district administrators or designees at any time.

Violations of Technology Usage Policies and Procedures

Use of the district's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the district's technology resources. Any violation of district policy, regulations or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges.

The administration may use disciplinary measures to enforce district policy, regulations and procedures. Students may be suspended or expelled for violating the district's policies, regulations and procedures. Employees may be disciplined or terminated for violating the district's policies, regulations and procedures. Patrons or other users authorized to use district technology resources may have their privileges suspended or revoked. Any attempted violation of district policy, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

General Rules and Responsibilities

The following rules and responsibilities will be followed by all users of the district technology resources:

- a. Applying for a user ID under false pretenses is prohibited.
- b. Using another person's user ID and/or password is prohibited.
- c. A user will be responsible for actions taken by any person using the ID or password assigned to the user.
- d. Mass consumption of technology resources that inhibits use by others is prohibited.
- e. Unless authorized by the district, soliciting, advertising, fund-raising, commercial purposes or for financial gain, and non-educational Internet usage is prohibited.
- f. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
- g. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
- h. Using district resources to harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion or ethnic origin); is prohibited.
- i. Any unauthorized, deliberate, or negligent action which damages or disrupts technology, alters its normal performance, or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
- j. Only personnel authorized by district officials may install properly licensed software, audio or video media purchased by the district or approved for use by the district.
- k. Users are prohibited from downloading any software and/or files without prior approval by district personnel.
- l. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
- m. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
- n. The introduction of computer "viruses," "hacking" tools, or other disruptive/destructive programs into a school computer, the school network, or any external networks is prohibited.
- o. Employees shall not transmit confidential student information using district technology, unless designated for that use. Employees will take precautions to prevent negligent disclosure of student information or student records.
- p. No curricular or non-curricular publication distributed using district technology will include the address, phone number or e-mail address of any student without permission.
- q. The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law.
- r. Exceptions to district rules will be made for district employees or agents conducting an investigation of a use which potentially violates the law, district policy, regulations or procedures. Exceptions will also be made for technology administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy.

Note: The above is a summarized version of board policy and procedures. See EHB, EHB-R, EHB-AF1, EHB-AF2, EHB-AF3, and EHB-AF4.

TECHNOLOGY USAGE AGREEMENT

(Parent/Guardian Technology Agreement)

I have read the summary of the school district's Technology Usage policy, administrative regulations, and netiquette guidelines. I understand that violation of these provisions may result in disciplinary action taken against my child, ward or child within my care, including but not limited to suspension or revocation of my child's or ward's access to district technology, and suspension or expulsion from school.

I understand that my child's or ward's technology usage is not private and that the school district will monitor my child's or ward's use of district technology, including but not limited to accessing browser logs and any other history of use. Students will not be given a school e-mail account and will not be allowed to use district technology to access personal e-mail account(s), unauthorized chat rooms, and discussion groups. I consent to district interception of or access to all communications sent, received or stored by my child or ward using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

I agree to be responsible for any unauthorized costs arising from my child's, ward's or child within my care's use of the district's technology resources. I agree to be responsible for any damages incurred by my child, ward or child within my care.

- ☐ I give permission for my child or ward to utilize the school district's technology resources and access to the Internet. ***K-4 sites are pre-selected educational sites and are monitored by a teacher.***
- ☐ I give permission for my child or ward to utilize the school district's technology resources; however, I do not wish for my child or ward to utilize the Internet.
- ☐ I do not give permission for my child or ward to utilize the school district's technology resources.

Student Name (Please Print)

Grade/Year of Graduation

Signature of Parent/Guardian

Date

Home Address: _____

Home Phone: _____

Note: The reader may review policies and/or procedures for related information located in each district library and all administrative offices.

TECHNOLOGY USAGE AGREEMENT

(Student User Agreement)

I have read the summary of the Lawson R-XIV School District Technology Usage policy, administrative regulations, and netiquette guidelines and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me, including but not limited to suspension or revocation of my access to district technology, and suspension or expulsion from school.

I understand that my use of the district's technology is not private and that the school district may monitor my use of district technology, including but not limited to accessing browser logs, e-mail logs, and any other history of use. I will not be permitted to use district technology to access personal e-mail account(s), unauthorized chat rooms, and discussion groups. I consent to district interception of or access to all communications I send, receive or store using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

Student Name (please print)

Year of graduation

Signature of Student

Date

Parent/Guardian Name

Home Address: _____

Home Phone Number: _____

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Note: The reader may review policies and/or procedures for related information located in each district library and all administrative offices.