

# Evergreen School District



## Student's Acceptable Use of Technology – Regulations - AR 6163.4

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### Purpose

Evergreen Elementary School District (EESD) technology services are available to students and employees. Our goal in providing these services to employees and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication and enhanced learning.

### Network Etiquette

1. Be a good citizen. Remember that you are a representative of your school and the district.
2. Use generally accepted standards of written language in computer communications.
3. Be polite. Do not get abusive in your messages to others.
4. Learn the accepted rules of e-mail (the subject line should be informative regarding the message, all capital letters is considered shouting).

### Personal Responsibility

1. Students will be held accountable for their use and misuse of Evergreen Elementary School District resources.
2. If you feel you can identify a security problem on the system, you must notify your teacher. Do not demonstrate the problem to other users.
3. Do not use another individual's account.

### Acceptable Uses

1. The use of the system must be in support of education and research and consistent with the educational objectives of Evergreen Elementary School District.
2. Use of other organization's networks or technology sources must comply with the rules appropriate for that media.
3. Use of EESD technology shall be viewed no differently than the use of other EESD equipment.
4. You may use the system to communicate with elected representatives and express your opinion as part of a class assignment, but not for political lobbying.

### Unacceptable Uses

1. Transmission of any material in violation of any national or state regulation is prohibited. This includes but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
2. Use appropriate language. Do not swear, use vulgarities, make sexist or racist comments, harass another person or use any other inappropriate language.
3. Illegal activities are strictly forbidden.
4. Do not use the system for political or religious purposes.
5. Do not use the system in a way that you would disrupt the use of the network by other users. This includes, but is not limited to, activities that use large amounts of bandwidth such as spamming, video conferencing, video field trips, and the radio.
6. You may not use the system for personal entertainment purposes.
7. You may not use the system for personal commercial purposes or commercial advertising.
8. You may not use the system for personal gain, send chain letters, or solicit money.
9. You may not use technology to disrupt the orderly classroom or school environment.
10. You may not harass students or staff by "cyberbullying."

**Privacy** – The system, including electronic mail (e-mail), is not guaranteed to be private. Operators of the system do have access to all data transmitted. Messages relating to or in support of illegal activities will be reported to the authorities.

### **E-Mail**

1. All e-mail messages through the class account from you are communicated as a student of the district.
2. Do not repost or forward a message that was sent to you privately without permission of the person who sent you the message.
3. Never consider electronic communications to be private.

### **Security**

1. Do not reveal your personal address, phone number, or those of others online.
2. Do not use the account of another person.
3. Attempts to log on to the network as a system administrator will result in cancellation of users privileges. Any user identified as a security risk or having a history of problems with other systems may be denied access.
4. Other users are prohibited from seeking access to work products that a reasonable person in like circumstances would believe was not intended to be accessed by that particular user or category of users.
5. You will immediately notify the teacher if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
6. Students may submit verbal or written complaint of conduct they consider to be “cyberbullying” to a teacher or administrator and may also request that their name be kept in confidence. The Superintendent or designee may establish other processes whereby students may submit anonymous reports of cyberbullying. Complaints of bullying or harassment shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7 – Sexual Harassment.

### **Vandalism**

1. You will not vandalize. Vandalism is defined as any malicious attempt to harm or destroy data of another user, district property, the Internet or other networks that are connected to the technology system.
2. You will not attempt to gain unauthorized access to the network, to any other technology system, or go beyond your authorized access. This includes attempting to log in through another person’s account or access another person’s files.
3. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
4. You will not use the technology system to engage in any other illegal act.

**Consequences** for violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

**Supervision and Monitoring.** School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

While supervision and monitoring systems are in place while your child is on their school’s network, we cannot implement these resources while your child is on the Internet at home. Parents please be aware and supervise your child’s activity while on the Internet at home. For more resources and information to help you with this, please read, *A Parent's Guide to Internet Safety* published by the U.S. Department of Justice:

<http://www.fbi.gov/publications/pguide/pguidee.htm>

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**Directions:** Parents, please read and discuss the attached pages with your child regarding the proper use of technology in the Evergreen School District. The attached pages should be kept at home for your own reference.

**This page must be signed by both parent and child and returned to your child's teacher.**

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**These guidelines will be in effect as long as your child is a student in the Evergreen School District and regulations remain the same.**

## **I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:**

\_\_\_\_\_  
\*Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
\*Parent/Guardian Signature

\_\_\_\_\_  
Date

*\*Parent and student signature indicates awareness of District expectation of technology usage.*

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Print Student Name in the Box

Room Number