

## Responsible Use Policy for Kane School District

This is an abbreviated policy, the full policy can be accessed [here](#)

### Introduction--Internet Access

Kane School District provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence within Kane School District by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers and support staff. Other appropriate educational uses of these resources include, but are not limited to, classroom-based projects and student works, college and career explorations, and high-quality, academically-enriching research. The use of these technology resources is a privilege, not a right.

Proper behavior, as it relates to the use of technology resources, is no different than proper behavior in all other aspects of Kane School District activities. Recognizing the value of the Internet, Kane School District supports teachers, students, all Kane School District personnel and any school or district guests being engaged in an online environment that allows them to discuss, collaborate, communicate, create, and share in a safe, ethical, and responsible manner. This expectation extends to all Kane School District technology resources, as well as personal networks and devices inside and out of the school. This document is intended to clarify those expectations as they apply to technology resource usage and is consistent with Kane School District policy.

### Responsible Use of Technology

This Responsible Use for Technology Resources Policy is to prevent unauthorized access and other unlawful or improper activities by users online, prevent unauthorized disclosure or access to sensitive or confidential information, ensure responsible and appropriate use of its technology resources, and to comply with the [Child's Internet Protection Act \(CIPA\)](#). As used in this policy, "user" includes anyone using Kane School District technology resources, including computers, Internet, email, chat rooms, wireless network, and other forms of direct electronic communications or equipment provided by Kane School District. Only current students, employees, officers, volunteers, substitutes and authorized visitors of Kane School District are permitted to use Kane School District technology resources and network. **The absence of a signed acknowledgment does not excuse compliance with this policy. All users must follow this policy and report any misuses of Kane School District technology resources to a teacher, supervisor, administrator, or appropriate Kane School District personnel.**

### Discipline Action due to Violation of the Policy

Violation of this Responsible Use policy, or other device, technology or Internet policies, rules, or agreements may result in the user's access being suspended or having access completely revoked. Students violating the district Responsible Use Policy will be subject to the following punishments:

#### **Minor Violations:**

##### **1. Loss of computer privileges or Internet access rights.**

**A. First offense: verbal warning and/or loss of Internet access for up to one week as directed by principal.**

**B. Subsequent offense for same violation: Loss of Internet privilege for a period exceeding one week as directed by principal.**

#### **More Serious Violations:**

**1. Suspension of Internet or network access for any period exceeding one month;**

**2. Revocation of Internet or network access;**

**3. Referral to legal authorities;**

**4. Suspension from school;**

**5. Loss of employment (if a staff or faculty member);**

**6. Referral to State Professional Practices Board (if a staff or faculty member).**

## **Responsible Use Activity**

Responsible uses of Kane School District's network and technology include but are not limited to, (this is only a summary):

- a. Searching for and accessing appropriate information and materials. The material you access through Kane School District's network system should be for class assignments or for research on subjects similar to what you might study in a class or in the school library.
- b. Using school technology resources to do homework, write papers, and create presentations, videos and movies, and other creative projects. Make sure that the work that you turn in is yours and do not plagiarize works that you find on the Internet. Plagiarism is taking the ideas, graphics, or writings of others and presenting them as if they were yours without adequate and accurate citation.
- c. Respect the rights of copyright owners in your use of materials found on, disseminated through, or posted to the Internet. Copyright infringement occurs when you reproduce a work that is protected by a copyright without explicit permission from the copyright holder or outside the limitations of copyright law. Do not use peer-to-peer file sharing programs, such as "BitTorrent" or "Limewire," to download or share copyrighted movies, music, or games.
- d. Be considerate of your Internet and network usage. In times of high use, refrain from streaming music & video, and postpone downloading large files to a time when network use is low. Delete your download files when you are done with them or when you log off of a Kane School District device.
- e. Kane School District has taken reasonable steps to restrict access to materials it considers harmful and to materials that do not support or conform to accepted educational objectives. These steps include Kane School District installing filtering software & hardware to protect against access to inappropriate material in accordance with the [Children's Internet Protection Act \(CIPA\)](#). If you feel that the filtering software is blocking your access to an appropriate site, report this to your school librarian, computer lab coordinator, teacher, or an administrator.
- f. Do not share your personal contact information with anyone you don't know and trust personally. This includes your full name, together with other information that would allow an individual to locate you, including your family name, your home address or location, your work address or location, or your phone number. You may disclose personal contact information to educational institutions, companies or other entities for college/career exploration purposes, or with specific staff approval.
- g. Protect the personal contact information of others. You will not disclose names or any other private or personal information about other students. You will not forward a message that was sent to you privately without permission of the person who sent you the message.
- h. You will promptly disclose to your teacher or other school staff any message you receive that is inappropriate or makes you feel uncomfortable. You should not delete such messages until instructed to do so by a staff member.
- i. Your parents and authorized district personnel have the right to request to see the contents of your computer or device files at any time.
- j. If you observe someone using school technology in an inappropriate manner, you will report it to an adult as soon as possible, even if it is done anonymously.
- k. Part of being a good digital citizen is understanding the individual environment you are in. Follow the different rules and expectations of each teacher or administrator.

## **Inappropriate Uses**

Individual(s) involved in any of the following will be subject to disciplinary or corrective action in accordance with applicable Kane School District policy, handbooks, rules and regulations:

- a. Possessing, accessing, transmitting, copying, or creating material that violates the Student Code of Conduct, Kane School District policy, student or employee handbooks, or Kane School District rules and

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regulations, including but not limited to content that is inappropriate, illegal, copyrighted, pornographic or obscene, stolen, threatening, discriminatory, harassing, or offensive

- b. Attempts to bypass or disable Kane School District Internet filter, security systems or software
- c. Attempts to access, alter, interfere with, damage, or change network configuration, security, passwords, or individual accounts of another without written permission from Kane School District Technology Department
- d. Any unauthorized attempts to circumvent passwords or obtain access to passwords or other security-related information
- e. Disclosing any other user's password to others or allowing another individual to use another's system account
- f. Attempts to upload, create, or transmit computer viruses
- g. Attempts to access or install unlicensed, inappropriate, or unapproved software or technology
- h. Attempts to alter, disconnect, destroy, hack, or disable Kane School District computer equipment, mice, keyboards or other computer components, personal/Kane School District devices, Kane School District data, the data of others, or other networks connected to Kane School District system, including while off school property
- i. Plagiarism or use of Kane School District technology resources to engage in academic dishonesty
- j. Use of Kane School District technology resources and devices at anytime and in any place to access, create, send or post material that is obscene; child pornography; material that depicts, or describes in an offensive way, violence, nudity, sex, death, or bodily functions; material that has been designated as for adults only; material that promotes or advocates illegal activities; material that promotes the use of alcohol or tobacco, school cheating, or weapons; or material that advocates participation in hate groups or other potentially dangerous groups
- k. Unauthorized use of any Kane School District technology resource or personal/Kane School District device for non-educational purposes or outside the bounds of Kane School District curriculum
- l. Use of email, the Internet, or social media resources at school to engage in conduct that violates the Student Code of Conduct or threatens school safety
- m. Use of Kane School District technology resources, including email, the Internet or social media resources to threaten, harass, bully, retaliate, discriminate against other students, employees, guests or volunteers
- n. Use of personal email, the Internet, or social media resources, without regard to whether it occurs on school property, to engage in conduct that involves a public school and contains the elements of the offense of terroristic threat or false alarm, or otherwise causes a substantial disruption to the educational environment
- o. Violating or infringing upon the intellectual property, copyrighted or trademarked rights of another
- p. Using Kane School District's network system for personal commercial purposes. You may not offer, provide, or purchase products or services without authorization through Kane School District's network system.
- q. Possessing, accessing or transmitting any material, which is considered inappropriate or is in violation of any local, state or federal law is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets

### **Personal Electronic Devices**

Kane School District will allow students to use personal electronic devices to access Kane School District wireless network in all schools. This wireless access provided to the devices is designed to enhance the students' educational experience and outcomes. Connecting to Kane School District Wi-Fi network with personal devices is a privilege, not a right, and is strongly recommended for students since our network is filtered and monitored for inappropriate use. Permission to bring and use personal devices is contingent upon adherence to Kane School District guidelines. If a personal device is used by a student to disrupt the educational environment, in the sole opinion of Kane School District, that student's privileges may be limited or revoked.

If a teacher allows the use of a personal electronic device in the classroom, they will clearly communicate to parents and students the conditions under which the use of a personal electronic device is allowed and punishment procedures for violation of classroom policy.

## **General Guideline and Rules**

1. All students may use a personal electronic "Internet ready" device on Kane School District wireless network by completing and submitting the attached Personal Electronic Device Policy Agreement to the main office
2. The use of the personal electronic device is solely limited to support and enhance instructional activities currently occurring in the classroom environment.
3. Students are discouraged from accessing the Internet using private LTE or any high bandwidth external network subscriptions through their own Internet Service Provider.
4. All information related to the personal electronic device(s) that is requested by this form will be submitted by the student prior to accessing the network.
5. No student shall establish a wireless ad-hoc or peer-to-peer network using his/her electronic device or any other wireless device while on school grounds. This includes, but is not limited to using a personal electronic device as a cabled or wireless hotspot. Example: Using a personal device as a server so that students can play an online game.
6. Teacher permission is required for student use of a personal electronic device during classroom instruction or the classroom period.
7. The teacher may request at any time that the personal electronic device be turned off and put away. Failure to do so may result in disciplinary action and revocation of access to the network.
8. No district-owned academic or productivity software can be installed on personal devices.
9. No student shall use any computer or device to illegally collect any electronic data or disrupt networking services. Students may not engage in any malicious use, disruption or harm to the school network, Internet services, learning environment or any other electronic device owned by the school, any school personnel and/or student.
10. Students may not attempt to use any software, utilities or other means to access Internet sites or content blocked by school district Internet filters.
11. Students may not use any personal electronic devices during any standardized assessments (RISE, Utah Aspire+, etc.) at any time.
12. Under the provisions of the Personal Electronic Device policy, parents who choose to allow students to use their own technology and students who bring personal technology do so knowing that it will diminish their expectation of privacy regarding their personal electronic device while at school.
13. The school reserves the right to search a personal electronic device in accordance with applicable laws and policies if there is reasonable suspicion that the student has violated: local, state, and/or federal laws, Kane School District policies, administrative procedures, school rules, or engaged in other misconduct while using the device.
14. Personal electronic devices are brought to school at the students' and parents' own risk. In the unlikely event that a personal device is lost, stolen or damaged, Kane School District is not responsible for any financial or data loss.

## **Individual User Responsibilities**

All users are expected to abide by the generally accepted rules of network etiquette (also known as netiquette). These rules include, but are not restricted to the following:

- a. **Be Polite and Use Appropriate Language** - Remember that you are a representative of your school and Kane School District on a non-private system. You may be alone using a technology resource or personal/Kane School District device, but what you say and do on your computer can be viewed globally.

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You should not submit, publish or display any defamatory, inaccurate, racially offensive, discriminatory, abusive, obscene, profane, sexually oriented, harassing or threatening materials or messages either public or private.

- b. **Privacy** - Do not reveal any personal information about yourself or other persons (including, but not limited to, home address, personal phone numbers, photographs, or last name).

Users should have no expectation of privacy regarding their use of Kane School District property and technology resources. In general, communications or transmissions made through technology resources should never be considered private or confidential. Kane School District reserves the right to monitor the use of its network and all technology resources as it deems necessary to ensure the safety and integrity of its network, diagnose problems, investigate reports of illegal or impermissible activity and ensure user compliance with state and federal laws and Kane School District policies. In addition, users should be aware that Kane School District will comply with lawful orders of courts, such as subpoenas and search warrants.

Kane School District is subject to the [Utah Government Records Access and Management Act \(GRAMA\)](#) which may require disclosure of information transmitted through its technology resources, including email communications.

Kane School District is subject to the [Family Educational Rights and Privacy Act \(FERPA\)](#) which requires students educational records to be maintained in confidentiality. All Kane School District staff and employees will follow the guidelines of this law.

- c. **Electronic Mail (email)**

- a. All users of any electronic mail either provided by Kane School District or transmitted through Kane School District technology resources are required to comply with this Responsible Use Policy.
- b. System users are asked to purge email or outdated files on a regular basis. Employees and volunteers should ensure that any official school records that are maintained in an electronic medium that are subject to state or federal retention requirements are either retained in hard copy or archived prior to being deleted or purged.
- c. Never assume electronic mail is private. Messages relating to or in support of illegal activities must be reported to the authorities and Kane School District will comply with state and federal laws, as well as court orders or subpoenas that will require disclosure.
- d. Be brief and professional: Few people will bother to read a long message or one that is not narrowly tailored to the underlying purpose of the communication. Electronic communications by Kane School District employees, volunteers and staff should be consistent with Kane School District professional standards of conduct.
- e. Include your signature (name, position, affiliation, and Internet address) at the bottom of email messages.
- f. Send only to individuals and/or groups you know.

- d. **Disruptions** - Do not use the network in any way that would disrupt use of the network by others.

- e. **Ownership** - Any data or communication placed on Kane School District equipment will become the property of Kane School District. Intellectual property created solely for the purpose of satisfying a course requirement and/or contributing to their student learning is owned by the creator.

- f. **Vandalism** - Any attempt to alter or destroy data of another user will be subject to disciplinary or corrective action in accordance with Kane School District policy.



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**Accountability** - Users are responsible for the proper use of their system accounts, passwords and Kane School District-issued technology resources. Users must control unauthorized use of their accounts, passwords and Kane School District-issued technology resources. Users should not provide their password to any person, unless authorized or directed by Kane School District.

If you believe that your account, password or Kane School District-issued technology resource may have been stolen, hacked, or compromised, you must immediately report it to Kane School District's Technology Department. We also recommend In the event that a student believes that his/her password has been compromised, he/she should immediately reset his/her password.

## **Internet Safety**

Kane School District makes the Internet accessible in accordance with our mission to provide information resources and services to ensure that all users have free and open access to ideas and information. In this role, Kane School District provides access to information resources available on the Internet. Kane School District has no control over the information obtained through the Internet and cannot be held responsible for its content or accuracy. It may contain materials which some find offensive or inappropriate. All staff, students and other users access the Internet at their own discretion.

In accordance with the federal [Children's Internet Protection Act \(CIPA\)](#), all desktop computers, laptops and personal/Kane School District wireless devices, that utilize Kane School District network, are being filtered by a centralized filtering appliance. This filtering appliance is set to screen out sites which may reasonably be construed as obscene, as that term is defined in section 1460 of title 18, United States Code; or child pornography, as that term is defined in section 2256 of title 18, United States Code; or harmful to minors as defined in section 1703, Pub. L. 106-544. Kane School District has the ability to monitor the online activities of students, staff and guests through direct observation and/or technological means to ensure that students, staff and guests are following the guidelines and policies set forth by Kane School District.

Kane School District Board Policy also prohibits harassment, bullying, retaliation, discrimination, and other conduct that creates a hostile working or educational environment for an individual. This prohibition extends to the use of Kane School District's technology resources. If you ever feel that you are being harassed, bullied, retaliated or discriminated against, or otherwise being subjected to illegal or inappropriate conduct through Kane School District's technology resources, you should immediately report it to Kane School District.

Kane School District assumes no responsibility for damages, direct, or indirect, for the use of the Internet. This includes, but is not limited to, damage to Kane School District or personally owned devices caused by virus-laden material downloaded from any Internet site. Users are encouraged to purchase and use a virus detection program on their personal devices.

## Responsible Use Policy - Parent and Student Agreement

I/we have read Kane School District [Responsible Use Policy](#) and understand and agree to the terms and conditions herein.

I/we understand that assignments and projects may be posted to teacher-approved blogs, Google Docs and other hosting sites. This may include personally identifiable information that may be classified as an educational record under FERPA (Family Education Records and Privacy Act).

I/we have signed and returned Kane School District Responsible Use Policy for the student indicated below.

I/we give permission for my student, (please print name) \_\_\_\_\_ to use school owned technology at \_\_\_\_\_ School.

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

I understand the above rules and policy for Responsible Use of Technology at \_\_\_\_\_ School and agree to follow the policies as outlined.

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

I understand the above rules and policy for Responsible Use of Technology at \_\_\_\_\_ School and agree to follow the policies as outlined.

**Employee/Staff Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Personal Electronic Device Policy Agreement

I/we have read and understand the Personal Electronic Device Policy and concerning the use and connection of privately owned electronic devices to Kane School District wireless network. This includes the use of a smartphone or other handheld device.

I/we understand that this policy form and the privilege to use privately owned electronic devices in school can be revoked at any time.

I/we understand that violation of these provisions may result in the confiscation of a personal electronic device by the school administration, any other designated school district representative, or local law enforcement and that legal action may occur.

I/we understand that we are responsible for compensating the school district for any losses, costs or damages incurred due to violations of **Kane School District** Board policies/procedures and school rules by the student in conjunction with the use of his/her personal electronic device, including the cost of investigating such violations.

1) Brand Name/Model:	
Serial Number:	
Virus Software Installed if applicable:	
2) Brand Name/Model:	
Serial Number:	
Virus Software Installed if applicable:	
3) Brand Name/Model:	
Serial Number:	