

## Computer / Network Use Policy for Duncan Public Schools

Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district and the Data Acquisition Site that provides internet access to the school district. Upon reviewing, signing and returning this policy as directed, each student and staff member agrees to follow the policy and will be given the opportunity to enjoy internet access at school. If a student is under 18 years of age, he or she must have his or her parent or guardian read and sign the policy. The school district shall not provide network access to any user who, if 18 or older, fails to sign and submit the policy to the school as directed, or if under 18, does not return the policy as directed with the signatures of the student and his/her parent or guardian. Adherence to the following policy is necessary for continued access to the school's technology resources.

Duncan Public School's information technology resources, including email and internet access, are provided for educational purposes only. If the user has any doubt about whether a contemplated activity is educational, the user shall consult with a teacher, principal or network administrator to help decide if a use is appropriate. Teachers will **NOT** allow students to play games during the regular school hours, unless they are curriculum-related. Students will not participate in on-line social activities; such as e-mail accounts, chat rooms and any form of instant messaging.

### Students and Staff shall

1. Respect and protect the privacy of others
  - o Use only assigned accounts.
  - o Do not view, use, or copy passwords, data or networks to which you are not authorized.
  - o Do not distribute private information about others or yourselves.
2. Respect and protect the integrity, availability and security of all electronic resources
  - o Observe all network security practices.
  - o Report security risks or violations to a teacher or network administrator.
  - o Do not destroy or damage data, networks, computers or other resources that do not belong to you.
  - o Do not use personal property, such as computers, burned CDs, floppy disks, or flash drives unless inspected and permitted by authorized school personnel.
3. Respect and protect the intellectual property of others
  - o Do not infringe copyrights (no making of illegal copies of music, games or movies).
  - o Do not plagiarize.
4. Respect and practice the principles of community
  - o Communicate only in ways that are kind and respectful.
  - o Report threatening or discomfoting materials or messages to a teacher or administrator.
  - o Do not intentionally access, transmit, copy or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory or meant to harass).
  - o Do not intentionally access, transmit, copy or create material that is illegal (such as obscenity, stolen materials or illegal copies of copyrighted works).
  - o Do not use the resources to further other acts that are criminal or violate the school's code of conduct.
  - o Do not send spam, chain letters or other mass mailings.
  - o Do not buy, sell, advertise or otherwise conduct business, unless approved as a school project.
  - o Do not violate any local, state or federal statute.

5. Internet Safety

- Personal online safety: in using the computer network and internet, the user should not reveal personal information such as home address or telephone number. A student should not use his / her real last name or any other information which might allow a person to locate the student without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone “met” on the computer network or internet without a parent’s permission. Regardless of the user’s age, the user should never agree to meet a person the user has only communicated with on the internet in a secluded place or in a private setting.
- The user should also recognize electronic threatening behavior as cyberbullying. The user should not become a victim or a perpetrator of cyberbullying. The user will report any threats made against them to a teacher or administrator. Users found to be perpetrating cyberbullying will be disciplined appropriately. Duncan Public Schools will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites, in chat rooms and about cyberbullying awareness and response.
- To ascertain that each student understands proper online and electronic behavior, every teacher assisting students in network activities will implement lessons and / or dialogue which will address online behavior which is age-appropriate.
- The elementary library-media specialists will address this topic during the annual library orientation classroom visit. Secondary library-media specialists will address this topic as new classes change throughout the year. Principals, or their designee, will address this topic in an open group assembly. New students arriving during the year will be given a copy of this agreement in their enrollment packet. Staff members will receive instruction during mandatory professional development safety sessions required at the beginning of each year.

6. Consequences for violation

- Violations of these rules may result in disciplinary action, including, but not limited to, the loss of a user’s privileges to use the school’s information technology resources and / or suspension, with the exceptions of End of Instruction Testing and required classroom technology courses and activities.

7. Supervision and monitoring

- School administrators and their authorized employees shall monitor the use of the information technology resources to ensure that their use is 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 user, or to protect the school district’s property. They may also use this information in disciplinary actions and will furnish evidence of a possible crime to law enforcement.

**I acknowledge and understand my obligations:**

\_\_\_\_\_

Student

\_\_\_\_\_

Date

\_\_\_\_\_

Parent / Guardian

\_\_\_\_\_

Date

\_\_\_\_\_

Staff

\_\_\_\_\_

Date

**Parents, teachers and administrators will discuss these rules with all users to ensure he or she fully understands them. These rules also provide a good framework for a user’s use of computers at home, at libraries, or anywhere.**

**For more information, see [www.cybercrime.gov](http://www.cybercrime.gov).**