

SUGAR SALEM SCHOOL DISTRICT #322 POLICY

TITLE: Technology Acceptable Use – Student and Staff

NUMBER: 3270
NEW: May 2008
REVISED: August 2013

I have read, understand and will follow the guidelines listed in this document. I understand that my use of the electronic services is a privilege, and inappropriate use may result in loss of privileges or disciplinary action up to and including expulsion and/or prosecution. I recognize that I will not be allowed to use the internet until I have read and signed this form.

Printed Name of Student or Staff Member	Signature	Grade	Date
Parent/Guardian Name (Please Print)	Signature		Date

The Sugar-Salem School District is pleased to offer access to a computer network for electronic information services. We strongly believe in the educational value of electronic services and recognize the potential to support curriculum and learning by facilitating resource sharing, innovation, and communication. The Sugar-Salem School District will make every effort to protect students and staff from any misuses or abuses as a result of their experience with an information service.

1. Acceptable Use – Access to the District’s electronic networks must be (a) for the purpose of education or research and consistent with the educational objectives of the District, or (b) for other appropriate use.
2. Privileges – The use of the District’s electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The building principal and technology director together will make all decisions regarding whether or not a user has violated these procedures, and may suspend access at any time.
3. For students at the high school, physical damage to machines must be repaired immediately and these repairs will be conducted by the district. Students at the high school should purchase device insurance at a cost of 35.00 per year. With this insurance there will be a 50.00 per incident deductible. If no insurance is purchased the student will need to pay the full price for each incident.
4. Network login accounts shall be used only by the authorized owner of the account. No attempt to gain unauthorized access to accounts is permitted. Passwords must be kept private.
5. Never send, or encourage others to send, messages that are impolite or inappropriate. When online, staff and students are representatives of the district and as such must always act in a positive and appropriate manner. Use of vulgarities or any other inappropriate language is unacceptable.
6. Do not send any message that includes personal information, such as home address or phone number, for yourself or any other person without complete knowledge of the requesting entity. Email is not private and district representatives have the right to review your files at any time. Report to your administrator any unknown entity who asks for personal information. Do not read other people’s mail or trespass into other people’s files.
7. The District makes no guarantees of any kind about the accuracy of information found online. Transmission of any material in violation of any law is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets.
8. The introduction or use of copywritten material on district machines without the consent of rightful parties is expressly forbidden. This includes, but is not limited to, software from home, videos, downloaded applications, music, software from others even when given the disc, etc.
9. Do not damage, vandalize, or attempt to gain unauthorized access, to any school/district computer system (hardware or software). Never move, delete, modify, or damage any application or files that are not yours.
10. Any person found intentionally introducing a malicious virus into the system will be held accountable for incurred costs. Anyone who interferes with virus checking software on computers will also be held liable. All those using district computers should regularly check to see that the virus checking software icon is visible on the taskbar.
11. Do not load applications onto any computer without the permission of the Technology Department. It is more efficient, and less problematic, for those with proper permission to install programs on the school computers.
12. It is forbidden to submit, display, publish, or access questionable material that may be considered locally unacceptable. These include, but are not limited to, obscenity, profanity, or any defamatory, inaccurate, abusive, threatening, racially offensive, sexually oriented, or illegal materials.
13. The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages or charges you incur while on this system.
14. Violation of this policy may incur consequences up to and including:
 - a. suspension from school or work.
 - b. revocation of passwords and user accounts and ban from using computer or network equipment.
 - c. Revocation of teaching certificate in the state of Idaho.
 - d. Notification of law enforcement authorities for possible civil or criminal penalties.