

Florence School District Five Acceptable Use of Technology Resources for Middle and High School Students

Overview

Florence School District Five provides access to computers, computer networks, communication systems, the Internet and other technology resources and digital devices to support and extend the students' learning experiences. All technology resources used at school or in the performance of school-related activities must be used in a responsible, ethical, and legal manner and in accordance with the policies and educational objectives of Florence School District Five. Students must have a signed form on file and follow the guidelines below which have been established to enhance the learning of individual students while maintaining a safe, functional environment for all. The use of any computer, technology equipment, digital device or software is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use of access privileges; payments for damages and repairs; discipline under other appropriate district policies, including suspension, expulsion, or civil or criminal liability under other applicable laws.

Students are expected to:

- Protect login and password information. Do not give out this information to anyone else.
- Use school computers and other digital devices for academic work at all times.
- Use Office 365 email for academic work only and with the permission/supervision of the teacher.
- Ensure only appropriate content is contained on digital devices (flash drives, cameras, iPads, iPods, etc.) used for student work.
- Alert a school official if unacceptable materials, apps, online resources or Internet sites are inadvertently accessed.
- Comply with the guidelines outlined in this acceptable use policy.

Copyright and Plagiarism

The United States Copyright Law must be followed at all times. Students may not illegally copy text, music, software, pictures, videos or graphics from any Internet, online or software source. The "Fair Use" clause does give students some leniency for using some pictures, music, graphics, text, etc. *for academic purposes only*, and the student's teacher or media specialist will instruct him/her about the legalities and use of this clause when necessary and appropriate. To avoid allegations of plagiarism, students should always request permission from the creator/owner of material or sites and should cite the Internet, online or software source where he/she obtains information or materials.

Privacy

All digital storage, including storage with contracted services comes under the direction of Florence School District One. Therefore, network administrators will review files and communications and monitor online activities. Students should not expect that files stored on district servers or with district contracted agencies will be private. Network and Internet resources are provided as tools for educational purposes only. Florence School District Five will employ technology protection measures to ensure data integrity.

UNACCEPTABLE USES

The following uses of the school district system, digital devices, email, apps and Internet/online resources or accounts are considered unacceptable:

- Users will not access, review, upload, download, store, print, post, distribute, transmit, or receive abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or sexually explicit language, images or other media that are inappropriate to the educational setting or disruptive to the educational process or that could cause damage or danger of disruption or that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
- Users will not post false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including bullying, prejudicial or discriminatory attacks.

- Users will not engage in any illegal act to violate any local, state or federal statute or law.
- Users will not damage or disable the property of another person or organization. Users will not make attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means.
- Users will not use the district system, other networks or digital media to tamper with or modify the school district system software, hardware or wiring or take any action to violate the district security (hacking).
- Users will not access, copy, or download streaming media or website resources unless authorized by the instructor for academic purposes. Users will not distribute unauthorized media content to other users.
- Users will not disrupt the use of the district system and resources by other users.
- Users will not give their user names and/or passwords to anyone else or use the user names and/or passwords of others.
- Users will not access, copy, or download music CDs or music from the Internet unless they are appropriate for academic assignments and follow copyright guidelines.
- Users will not access personal or social networking websites.
- Users will not access chat rooms, games, messaging, blogs and personal email except for classroom activities under the direct supervision of certified personnel and with the permission of the FSD5 Director of Technology.
- Users will not post private information about another person, personal contact information about themselves or other persons unless under the supervision of certified personnel. This includes, but is not limited to, home addresses, telephone numbers, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable.
- Users will not attempt to gain unauthorized access to the district system or any other network through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user.
- Users will not use proxy servers or any other means to bypass or disable the district filtering system.
- Users will not use the district system or digital devices for unauthorized commercial purposes or for financial gain, or to purchase goods and services unrelated to the mission of the school district.
- Users will comply with district guidelines when using approved online resources.

Personal Electronic/Digital Devices

(Personal devices include but are not limited to laptops, iPods, iPads, mp3players, nooks, e-readers, kindles)

1. Students are expected to use personal devices only during the instructional class period with the express permission of the classroom teacher. This might mean that the device is used for some instructional activities and not others.
2. Students will not attempt to access the district network with personal devices. Users can access the wireless guest network with authorization of the instructor.
3. Students will understand that Florence School District Five will not provide support for the personal device at any time.
4. Students will understand that personal devices are brought to school at the owner's risk. Neither the district nor the school is responsible for theft or damage to the device.

Parent or Guardian signature: _____ **Date** _____

Printed Student name: _____

Signature of student _____