COMPUTER/ON-LINE SERVICES
(Acceptable Use and Internet Safety)

The purpose of the Acceptable Use Policy is to promote the responsible and ethical use of computer resources by students and staff (users) in the Clear Fork Valley Local School District. It includes all computers and resources owned, leased, operated, or contracted by the school district as well as personally owned computers or other web-enabled devices.

All computers and electronic devices are to be used in a responsible, efficient, ethical and legal manner. This includes, but is not limited to the network and Internet usage, electronic mail, and software programs.

Failure to adhere to the District Acceptable Use policy will result in the revocation of the user's access privilege.

Staff and students may use the district's network for educational-related purposes consistent with the mission of the Clear Fork Valley Local School District. All computer resources and communications transmitted by, received from, or stored in computer systems are property of the school district, and shall not be considered confidential and /or the property of the user.

Acceptable Use Policy Criteria:

      A. Guidelines for using school owned and personally-owned electronic devices
      B. Network Access for school owned and personally-owned electronic devices
      C. Internet and Electronic Mail
      D. Security
      E. Software
      F. Discipline
      G. Internet Safety
      H. Failure to Follow Policy

A. Guidelines for using school owned and personally-owned electronic devices

Please refer to your student handbook for building specific guidelines pertaining to the use of electronic devices and cell phones.

Users using computer resources must adhere to the following guidelines:

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1. Users must not use the Clear Fork Valley Local School District's network, electronic mail, or Internet for product advertisement, commercial purposes, or political purposes. Computer resources shall be used for legitimate, educational purposes within the course of the curriculum.

2. All Clear Fork Valley Local School Board Policies apply to the use of computer resources. Users are prohibited from engaging in any conduct and/or behavior that constitutes any form of bullying, hazing, and/or harassment, including sexual harassment, through the use of computer resources and/or communication systems. This includes sending harassing or libelous electronic email, files, images, or computer messages to other users over the network. It also includes sending, accessing and/or displaying harassing jokes, cartoons, inappropriate (as determined by school administration) web site addresses or material of a similar nature. If a user receives offensive or harassing material from others over the network, the user shall immediately notify the building administrator or the district technology coordinator.

3. Student users must not use computer resources or any electronic devices to access confidential school or student records, whether in paper or electronic format.

4. Users are specifically prohibited from using the Internet and other school computer resources to download, access, or send pornographic, lewd, offensive, indecent, obscene or vulgar material. In addition, students are prohibited from downloading or installing any software, utility, or application to any school computer. Students will use appropriate language. The uses of profanity, obscenity, or other language that may be offensive to other users or are illegal activities are strictly forbidden.

5. Users are prohibited from accessing and utilizing chat rooms, discussion boards, instant messaging type services, blogs, social networking websites, etc. for non-educational purposes.

6. Users must not view and/or use another user's network account, computer files, programs or data without prior written authorized permission of the school district.

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7. Users are prohibited from negligently and/or intentionally damaging, destroying or altering school computer resources in any unauthorized or illegal manner (i.e., computer hacking, uploading/creating viruses, etc.). Any malicious attempt to modify or destroy electronic data contained in the network is specifically prohibited.

8. Web sites using the name "Clear Fork Schools" or referring to the school district in any way may only be developed and maintained by authorized personnel using the guidelines as provided by the District Technology Coordinator and/or the Superintendent.

9. With regard to the Clear Fork Valley Local School District webpage, there may be occasions when student pictures may be used, such as recognizing academic or athletic accomplishments. Individual names will not be associated with any student picture. If you wish to not have your child's picture on the district webpage, please sign and return the attached form to your child's school indicating that you do NOT want your child's photo/video used for school purpose.

10. Users are prohibited from changing any settings that change or alter the appearance of the desktop and or programs such as but not limited to the following: internet options, proxy settings, screen savers, wallpapers, home page, background, mouse, monitor, etc.

11. The network shall not be used in such a way that it will disrupt the use of the network by others. In addition, guidelines of net etiquette are subject to change by the administration.

12. Users shall not transmit material that is threatening, obscene, disruptive or sexually explicit or that could be constructed as hazing, bullying, or harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.

13. The willful wasting of computing and networking facilities resources is inappropriate use. Wastefulness includes, but is not limited to, forwarding of chain letters, generation of large volumes of unnecessary or non-work/educational related printed output or disk space, or creation of heavy

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network traffic such as streaming radio or video for non-educational purposes.

14. Users may not use computer resources to conduct illegal activity that would violate State, Federal, or local law.

15. Social networking and other websites where posting of information is conducted shall be for school related business or educational purposes only.

16. The use of electronic devices (including, but not limited to cell phones and iPods) may be used in selected instructional activities as determined by instructional staff. At no time should cell phones be seen, heard, or used during academic classes or study hall, unless for instructional purposes with specific permission by the teacher. Even when use is permitted, phones should be set to silent (not vibrate). Students who leave class on a pass are not permitted to use cell phones at that time. The misuse of these devices will result in disciplinary action, including but not limited to, the forfeiture of future use of these devices in instructional activities. At any time digital recording or photographing is prohibited without the direct consent of the teacher and those being recorded. Any electronic equipment, owned by Clear Fork Valley Local School District or personally by the user, will be operated under the guidelines of this AUP.

17. When using any type of cameras (digital or video), users are specifically prohibited from using the equipment to access or send pornographic, lewd, offensive, indecent, obscene or vulgar material. In addition, users are prohibited from using the equipment for anything except educational assignments that are assigned by the staff of Clear Fork Valley Local School District.

18. Clear Fork Valley Local School district will not be responsible for personally-owned devices that are lost, stolen, broken, or need technical support. Student devices should supplement, not replace, school district-owned technology.

B. Network Access for school owned and personally-owned electronic devices

(Revision date:)

District employees and students may use their personal computers or web-enabled devices to access the district's network while they are on-site at any district facility, provided the granted access complies, without exception, with the established standards for appropriate use of the district's network/Internet. Students will be responsible for personally-owned device connectivity; teachers will not delay or stop instruction if a student's device will not connect to the network.

Any user who violates the district's Acceptable Use Policy, or who accesses the network/Internet without authorization may be subject to disciplinary action, up to and including expulsion. The user who violates the Acceptable Use Policy may be denied access to the district's network/Internet in the future.

The school district reserves the right to monitor access, inspect, intercept, and take appropriate action with respect to all computer resources and communications connected to the Clear Fork Valley Local School District network. Based on reasonable suspicion the school district reserves the right to search and seize any computer resource used by users, whether school property or personal property, such as computers, flash drives, disks, electronic mail messages, Internet materials, etc. This will be conducted at the discretion of the school district.

C. Internet and Electronic Mail

The Internet and electronic mail are to be used by users for legitimate, educational-related purposes. Sending and/or forwarding electronic mail "chain-letters" does not constitute legitimate use of the computer resources.

Electronic mail is not confidential and privileged. Electronic mail that is sent and/or received via the network/Internet is considered property of the school district.

Clear Fork Valley Local Schools does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the user is at school, the user may be able to access inappropriate material while using their home network. It is the parents or guardians responsibility to supervise the information that a student is accessing from the Internet outside the school day.

Users should never share personal information about themselves or others while using the Internet or email. This includes name age, address, phone number, or school name.

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Parent/guardians and students are required to read and agree to the Districts Acceptable Use Policy prior to receiving Internet and email access.

Users should be aware that Internet access and email, and other media that are accessed created, or stored on their computers are the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a user's access to them at any time and for any reason. No expectation of privacy in the use of devices, including e-mail, stored files or Internet sites visited should be assumed by the users.

The districts designated email should only be used for education purposes for teacher assigned activities.

D. Security

Computer security is a high priority for the Clear Fork Valley Local School District. If a user identifies a security problem on the Internet or other computer resources, the user must notify technology staff or school administration.

Users must keep their account and password information confidential and shall not share it with others. Users are prohibited from using another individual's account and/or password. Users are also prohibited from using any password procedure other than those provided by the district. Finally, students must not log onto the network as the system administrator.

The Clear Fork Valley Local School District will not be liable for lost or damaged data stored on the computer resources by users, nor for security violations committed by users.

E. Software

Computer software is protected by federal copyright laws. Users are prohibited from engaging in unauthorized duplication, distribution or alteration of any licensed software. Users must abide by all software licensing agreements and may not illegally use or possess copyrighted software. Users must not use software that they know has been illegally copied.

Network license software is typically used by a limited number of concurrent users. However, unless permitted by the license, this software must not be copied from the server to the employee's individual workstation or storage location.

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Site license software can be used on any workstation at the site for which software is purchased. This software can be legally copied onto any site workstation that holds the license. However, unless permitted by the license, it must not be copied to workstations not owned by the license.

Single license software must not be copied to multiple machines or media in violation of the license agreement.

F. Discipline

Users violating the terms and conditions of this policy will be subject to discipline they may include expulsion or termination. Violation of this policy may result in the revocation and/or suspension of the user's access/user rights.

Users may be disciplined for conduct and or behavior associated with the prohibited use of computer resources and or electronic devices which occur during school hours, or for conduct which occurs outside of the school day but is directly related to and/or the school district, students or staff. Users will also be disciplined for using computer resources and/or electronic devices in a manner which harms or intends to harm school property, employees and/or students.

Students participating in extracurricular activities are conditioned on a code of conduct that includes prohibitions against irresponsible or abusive use of the Internet.

G. Internet Safety

General Warning
All users are advised that access to the electronic network may include the potential for access to inappropriate materials. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites.

Personal Safety
Be Safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information that might allow a person to locate you without first obtaining your permission. Regardless of your age, you shall never agree to meet a person you have only communicated with on the Internet in a secluded or in a private setting.

Active Restriction Measures
The Clear Fork Valley Local School District, either by itself or in combination

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with the Information Technology Center (NCOCC) providing the Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. Although the Valley Local School District subscribes to an Internet filtering service, the Internet changes constantly and the filter will not always provide absolute protection from inappropriate materials. Therefore, the district will also monitor the online activities of users, through direct observation, and/or technological means, to ensure that users are not accessing such depictions or any other material that is inappropriate.

Blogs/Wikis
The use of blogs/wikis is considered an extension of your classroom. Therefore, any speech that is considered inappropriate in the classroom is inappropriate in a blog. This includes, but is not limited to, profanity; racist, sexist or discriminatory remarks; personal attacks and/or individual or group harassment. Blogs/wikis are used primarily as learning tools to extend conversations and dialogue beyond the parameters of the classroom time period. Be sure to follow all rules and guidelines offered by your teachers regarding appropriate postings to these blogs.

Blogs/wikis are used primarily as learning tools, either as extensions of conversations and thinking outside of regular class time, or as the basis for beginning new classroom discussions. Either way, students should follow all rules and suggestions that are offered by teachers regarding appropriate posting for class.

Blogs/wikis are about ideas – therefore, agree or disagree with the idea, not the person. Freedom of speech does not give you the right to be uncivil. Use constructive criticism and use evidence to support your position.

Blog safely. NEVER post personal information on the web (including, but not limited to, last names, personal details including address or phone numbers, or photographs). Do not, under any circumstances, agree to meet someone you have met over the Internet.

Due to your login to the blogging site (e.g., Blogger) being typically linked to your profile, any personal blog you create in class is directly linked to your class blog and must follow teacher prescribed blogging guidelines. In addition to not sharing too much personal information in your profile or any posts/comments you make, you must realize that anywhere and/or anytime you use this login, the information links back to your class blog. Therefore, anytime, you use this login when posting to a separate personal blog, commenting on someone else's blog, etc., you need to follow the same guidelines as a school blog. If any

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inappropriate comments and/or content appear on your personal blog, it must be deleted. If you cannot follow these guidelines, a separate login to the blogging site needs to be created so the class blog is not connected. You may not use this login from school computers. Pictures may be inserted into a blog. Images need to be appropriate to the school document they are linked to and copyright laws are to be followed.

H. Failure to Follow Policy

Use of the Clear Fork Valley Local School District's network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated. A user violates this policy by his or her own actions or by failing to report any violations by other users that come the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any users whose access has been denied or terminated. The Clear Fork Valley Local School District may also take other disciplinary action in such circumstances.

All users must sign the Acceptable Use Policy. The failure to sign this policy will result in the denial of network resources. In addition, students may be asked to sign a new policy to reflect developments in the law or technology.

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ACCEPTABLE USEAGE POLICY AUTHORIZATION FORM
CLEAR FORK VALLEY LOCAL SCHOOLS

I will abide by the Acceptable Use Policy established by the Clear Fork Valley Local School District. I understand I do not have an expectation of privacy and that the district may monitor electronic communications. I understand the use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of my privileges. I further understand that any violation of the guidelines outlined in the AUP is unethical and could constitute a criminal offense. Shall I commit any violation, my access privileges may be revoked and disciplinary action and/or legal action may be taken. Signing this form affirms that I agree to follow all district guidelines outlined in the Acceptable Usage Policy found on the Clear Fork webpage under Student Resources.

Student First Name (printed):_____

Student Last Name (printed): _____

Student Signature: _____

Date: _____

Grade: _____

Graduation Class of: _____

Deny Photograph Use

If you do not wish to have your child photographed for the use of blended learning, newsletters, the web page or other media sources, then you will need to submit a letter to the school office yearly.

As a parent/legal guardian of the above signee, I have read and understand the Acceptable Use Policy of the Clear Fork Valley Local School District.

Parent/Guardian Signature: _____

Date: _____

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