



Book	Policies
Section	05000 Students
Title	Acceptable Use Policy
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#### **A. Introduction**

Technology resources are available to students and staff of the Tooele County School District. These resources include access to the TCSD Network. The goal in providing electronic services to students is to promote educational excellence by facilitating resource sharing, access to current research information, innovation, and communication.

Although employees may have access to these information sources, their use must be authorized.

Access and authorization to information and equipment carry a corresponding responsibility to their appropriate use. District equipment and access is intended to be used for educational and professional or career development activities.

Outside of school, families can give the same guidance of safe media use with information sources such as television, telephones, radio, movies, and other possibly offensive media.

Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet and if a student purchases those while a school device and/or network, it could result in unwanted financial obligations for which a student's parent or guardian would be liable.

The District's Acceptable Use Policy is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act ("CIPA"). As used in this policy, "user" includes anyone using the computers, Internet, email, chat rooms and other forms of direct electronic communications or equipment provided by the District (the "network."). Only current students and employees are authorized to use the network.

All users, including students, teachers, administrators, approved guests and educational organizations are covered by this policy and are expected to be familiar with its provisions.

#### **B. Acceptable Uses of the Computer Network or the Internet**

1. The resources available are for educational purposes. Users should not store any files that are not educational.
2. Schools must verify each year that students and employees using the computer network and Internet access for that school year have a signed page acknowledging this policy. Students who are under 18 must have their parents or guardians sign this page and schools must keep it on file. Once signed that permission/acknowledgment page remains in effect until revoked by the parent, or the student loses the

privilege of using the District's network due to violation of this policy or is no longer a Tooele County School District student. Employees and other users are required to follow this policy. Even without a signature, all users must follow this policy and report any misuse of the network or Internet to a teacher, supervisor or other appropriate District personnel. Access is provided primarily for education and District business.

3. Users should take all reasonable precautions against receiving or downloading messages, images, or other data not appropriate for school use. Staff may use the Internet, for incidental personal use during duty-free time.
4. By using the network, users have agreed to this policy. If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult a teacher, supervisor or other appropriate District personnel

### C. Unacceptable Use

1. District resources shall **not** be used for:

- gaining unauthorized access to computer or telecommunications networks
- attempting to gain unauthorized access to the network
- intercepting communications intended for other persons
- interfering with the operations of technology resources, including placing a computer virus on any computer system
- accessing or sharing sexually explicit, obscene, potentially damaging, dangerous, disruptive, or otherwise inappropriate materials false or defamatory information, personal or generalized attacks or harassment or libelous material concerning a person or group of people
- logging in through another person's account or attempting to access another user's password or files
- sending defamatory or threatening messages, furthering any illegal act, including infringing on any intellectual property rights
- downloading, uploading, or distributing any files, software, or other material that is not specifically related to an educational project approved by a supervisor
- downloading, uploading, or distributing any files, software, or other material in violation of federal copyright laws
- creating works that are plagiarized.
- create, send, or store messages or other data that are considered offensive, threatening, contain sexually explicit material, or otherwise offensively address the age, race, ethnicity, gender, sexual orientation, religious or political beliefs, national origin, or disability of a person or a group of people
- create, send, or store messages pertaining to dangerous devices such as weaponry or explosive devices
- violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials such as weapons, controlled substances or alcohol or incendiary devices, materials that encourage others to violate the law, confidential information or copyrighted materials
- criminal activities that can be punished under law
- selling or purchasing illegal items or substances
- obtaining and/or using anonymous email sites; spamming; spreading viruses
- causing harm to others or damage to their property
- posting personal contact information for themselves or others
- deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email
- damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance
- hacking (obtaining unauthorized access to or disrupting in any way) any District network or any electronic device.
- accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes"
- engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks
- using another's account password(s) or identifier(s)
- interfering with other users' ability to access their account(s)
- disclosing anyone's password to others or allowing them to use another's account(s)
- using the network or Internet for commercial purposes
- using the Internet for personal financial gain, personal advertising, promotion
- conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes or lobbying for personal political

purposes

2. These are examples of inappropriate activity on the District website, but the District reserves the right to take immediate action regarding activities:
  - that create security and/or safety issues for the District, students, employees, schools, network or computer resources
  - that expend District resources on content the District in its sole discretion determines lacks legitimate educational content/purpose
  - anything as determined by Tooele County School District as inappropriate

**D. User Responsibilities:**

1. It is the responsibility of any person using Tooele County School District resources to read, understand, and follow these guidelines. In addition, users are expected to exercise reasonable judgment in interpreting these guidelines and in making decisions about the appropriate use of Tooele School District resources. Any person with questions regarding the application or meaning of these guidelines should seek clarification from his or her Tooele County School District administrator, as appropriate. Use of Tooele County School District resources shall constitute acceptance of the terms of these guidelines.
2. Users shall not go beyond their authorized access to the District network or other computer equipment or software including the files or accounts of others. Users shall not disrupt or attempt to damage or disrupt any computer system, system performance, or data. Users shall not use District resources to engage in illegal acts.
3. Personal or District electronic devices should not be used while operating a District motor vehicle except as permitted by governing motor vehicle or other laws and then only when it can be done safely.

**E. Administrator Responsibilities:**

1. The administrator is responsible for making certain that the educators and students in the district or organization understand and abide by the Acceptable Use Policy as stated in this document. If a Tooele County School District administrator has reason to believe that a user (educator or student) is misusing the system, the administrator has the right to request that Tooele School District allow him/her to access to the user's account in order to review the use of Tooele County School District tools by the user. It is also the responsibility of the administrator to report any misuse of the system to the Tooele County School District.

**F. Educator Responsibilities:**

1. Employees who supervise students with access to computer equipment shall be familiar with the Tooele County School District Acceptable Use Agreement and enforce its provisions.
2. It is the responsibility of educators who are using Tooele County School District tools with students to teach students about safe and responsible use of the Internet. Educators are responsible for monitoring students' use of these resources, and to intervene if students are using them inappropriately. Educators should make sure that students understand and abide by the Acceptable Use Agreement policy as stated in this document. If an educator has reason to believe that a student is misusing the system, he or she has the right to request that Tooele County School District allow him/her to access the student's account in order to review the use of Tooele County School District tools by the student. It is also the responsibility of the teacher to report any misuse of the system to his/her administrator or directly to Tooele County School District.
3. Employees are responsible for the security of their computer equipment, files, and passwords.
4. Employees shall promptly notify the District of security problems. Employees with access to student records may not use, release, or share these records except as authorized by Federal and State law.

**G. Student Responsibilities:**

1. It is the responsibility of students to learn about safe and responsible use of the Internet. They are responsible to use these resources appropriately. Students using school resources must abide by the Acceptable Use Agreement as stated in this document. Students are expected to follow network etiquette and be polite, never send abusive messages or use inappropriate language. If a student is misusing resources, the district has the right to discontinue his/her use. Parents and students are advised that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. The District cannot guaranty that filtering software will in all instances successfully block access to inappropriate materials.

**H. No Expectation of Privacy**

1. Employees have no expectation of privacy or ownership in files, disks, documents, etc; which have been created in, entered in, stored in, downloaded from, used on District equipment, or created during work hours.
2. The District reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary.

3. Users should have no expectation of privacy regarding their use of District property, network and/or Internet access or files, including email.
4. District resources are the property of the District and are to be used in conformance with these guidelines. Tooele County School District retains the right to inspect any district computer, Virtual Hard Drive (VHD) and the files they contain. Tooele County School District also has the right to give permission to the teachers, the school administrators, and the parents of any student to review the use of resources and tools used by a student who they think may be misusing the system.
5. Users are advised that messages in discussion forums, including deleted messages, are regularly archived and can be retrieved. In addition, an Internet firewall automatically checks all data moving between the local area network and the Internet and logs the sending and receiving destinations.
6. Use of technology resources constitutes consent for the Tooele County School District staff to monitor and/or inspect any files that users create, any messages they post or receive, and any websites they access.

#### **I. Passwords**

1. Each user shall be required to use and maintain passwords. The users must take precautions to maintain the secrecy of their password so that other users will not be able to utilize that password for malicious purposes. If a user suspects that someone has discovered the user's password, the user should change the password immediately. Users are responsible for all activity under their accounts.

#### **J. Violations**

1. Failure to observe these guidelines may subject users to termination of their accounts. The use of the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The district will notify school or organization administrators of any inappropriate activities by the users. It will also advise law enforcement agencies of illegal activities and will cooperate fully with local, state, and/or federal officials in any investigation related to illegal activities. In the event of probable cause, Tooele County School District administration and/or law enforcement will conduct a reasonable search of District property and applicable devices and will seize any illegal or
2. Violations of this policy may result in the denial, revocation, or suspension of specific user access.
3. Misuse may also lead to further disciplinary and/or legal action for both students and employees, including suspension, expulsion, dismissal from District employment, or criminal prosecution by government authorities.
4. The District will attempt to tailor any student disciplinary action to the specific issues related to each violation and assist the student in gaining the self-discipline necessary to behave appropriately.

#### **K. Due Process**

1. In the event there is an allegation that a user has violated this agreement, the user will receive notice of the alleged violation and an opportunity to present an explanation.
2. Disciplinary actions, in harmony with Corrective Discipline procedures, will be tailored to meet the specific concerns related to the violation. Deliberate violation of this agreement (e.g. malicious acts or omissions; searching for, viewing or otherwise visiting pornographic or sexually explicit sites) are cause for **immediate termination of employment.**

#### **L. Training**

1. Each school shall, within the first 45 days of each school year, provided school-wide or in-classroom training to employees that covers:
  - The District's inter and electronic device policies;
  - The importance of digital citizenship;
  - The District and school's student conduct and discipline policies;
  - The benefits of connecting the Internet and using the school's Internet filters while on school premises; and
  - The discipline related consequences of violating Internet and electronic device policies.

#### **M. Notice of Policy**

1. Copies of the District's Internet and electronic device policies shall be available on the District's website in the same location as the District's data governance plan and shall also be available at the District office, at school administration offices.

#### **N. Disclaimers**

Tooele County School District makes no warranties of any kind, either expressed or implied, for computer services and resources. The district is not responsible for any damages incurred, including, but not limited to: loss of data resulting

from delays or interruption of service, loss of data, or damage to personal property; for the accuracy, nature, or quality of information stored or gathered; for unauthorized financial obligations incurred through provided access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees. Tooele County School District will not be held liable for individuals obtaining illegal information, explicit images, or objectionable content as a result of violating the Acceptable Use Policy. Further, even though the district may use technical or manual means to limit student access, these limits do not provide a foolproof means for enforcing the provisions of this policy. All provisions of this agreement are subordinate to local, state and federal statutes.