



Book	Regulations
Section	6000 - Information Systems Services
Title	Acceptable/Responsible Use of Computers and Technology
Number	6301-R
Status	Active
Adopted	December 12, 2013
Last Revised	June 13, 2017
Last Reviewed	June 13, 2017

**PURPOSE: To describe the parameters of acceptable and responsible use of Computer Systems and Technology.**

Every student and parent/guardian of each student shall sign an Acknowledgement of Receipt document which includes agreement to abide by the Acceptable/Responsible Computer Use Policy.

Every employee contract of the division shall include the requirement that all employees must comply with all school board policies, rules and regulations, which includes the Acceptable/Responsible Use of Computers policy and this regulation as an element of that employment contract.

Acceptable/Responsible Use includes:

- That although the division employs constant filtering technology and building monitoring to prevent access to child pornography, obscenity, and other harmful material, the parent/employee absolves the school of any liability or responsibility should the student/employee be exposed to offensive material on the Internet;
- That the student shall be responsible for abiding by all provisions of the student code of conduct pertaining to computers and use of related hardware and software, employees shall abide by elements of this regulation as noted as well as the division's Acceptable Use Policy;
- That the parent, student and employee shall not contractually obligate the board, school, school official, or any person for any services, products, etc., which may be available through and offered over the Internet and that if the student or employee should so obligate the board, school, school official, or person, that the parent or employee shall assume full financial responsibility and shall indemnify, defend, and hold the board, school, school official harmless;
- That the student and employee shall not use the Internet for any illegal purpose;
- That the student and employee shall not send any abusive, profane, or obscene language over the Internet;

- That the student and employee shall not violate the confidentiality of personally identifiable student and/or employee data.
  - That the student and employee shall not use technology resources to share personally identifiable student education information, personally identifiable employee information, or any other Division confidential information with individuals not authorized to receive such information.
  - That whether using Division or personally-owned technology devices at a worksite, or at other locations, students and employees are responsible for using appropriate judgment and caution in communications concerning students and staff to ensure personally identifiable information remains confidential.
  - That the student and employee are responsible for abiding by all Division, state, and federal laws, policies, regulations and standards, including the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) as they relate to computer and / or technology use.
- That the student and employee adhere to accepted school rules of courtesy and etiquette and netiquette when accessing the Internet;
- That the student and employee not disclose to any other person his or her password, account number, etc., or disclose that of any other person;
- That the student and employee not use school computers, hardware, and/or software, or the Internet, to engage in any activity which violates the policies, regulations, and rules of the board or school to include but not limited to hacking, harassment, or cyber bullying.
- That the student and employee shall not violate the policies or regulations of the Internet Access Provider.

In the event that a student or employee violates the terms of the acceptable use policy, regulation or agreement or in the case of students, the provisions of the Code of Student Conduct pertaining to computers and use of related hardware and software, the administrator may, in addition to or in lieu of any other disciplinary measure which he may impose, rescind the privilege of the offending student or employee to use school computers, hardware, software, and/or to access the Internet.

A student or employee may apply to the administrator for restoration of such privileges and, should his or her request be denied by the administrator, may appeal that decision to the superintendent/designee by filing a written appeal within seven (7) calendar days of receiving the written decision of the administrator. The superintendent/designee shall issue a decision based upon the record, which decision shall be final.

Adopted: 06/24/08

Amended by Superintendent (Reviewed by School Board): 05/24/11

Reviewed: 04/15/13

Readopted: 12/12/13

Amended by School Board: 06/13/17

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