

Fulda Public Schools
School District #505
Computer, Software, Internet, and Network Services Policy

Fulda Public School District recognizes the value of providing technology equipment, network services and Internet services and Internet access to students, staff, and community in order to enhance its mission of education. The use of the technology equipment and services by staff, students, or the public is a privilege not an inherent right. Any use of the equipment and services in opposition to this policy and the basic philosophy and goals of this educational institution will result in appropriate discipline which may result in loss of privileges, suspension, financial compensation, and/or criminal prosecution. Proper use of the technology equipment and services is the responsibility of the individual user. This policy applies to all who access the technology resources belonging to and from this institution. This District reserves the right to limit or deny access to certain users and to certain types of information.

Scope

This policy shall apply to all users of the Fulda School District's equipment which includes but is not limited to computers, printers, Internet access, and network services. The word user applies to anyone but is not limited to students, faculty, support staff, administrators, agents, and board members.

Privacy and Property Rights

District No. 505 administrators or their agents can and will inspect information and files stored, processed or communicated by or through its information systems without further notice to users. Users of the Districts' computers, equipment, networking services, and internet access shall have no expectation of privacy related to such use.

The information, communication, processing, and storage resources provided by District No. 505 are the sole property of the District. Files, data, and other communication created, originating from, or stored on the Districts' hardware, computer disks, or other electronic systems are the property of the District.

Disclaimer

The District has adopted and shall enforce this policy to the extent practical. The District shall not assume and hereby expressly disclaims liability for the misuse of its computers, equipment, network services, or Internet access, which violates this policy or any law.

The District expressly disclaims any liability resulting from any of the following:

1. Financial obligations resulting from the use of the District Internet Access.
2. Information received through the District's computers, equipment, on-line resources, or networks.
3. Damages, injuries, or improper communications resulting from contact between individuals, including students, through the Internet, e-mail or use of the Districts' equipment, computers, or systems.

Acceptable Use

The acceptable use of the technology services, equipment and Internet access belonging to and provided by District No. 505 is for educational purposes. Student use of these services are for educational purposes exclusively as related to curriculum. Employee use is for school district related business.

Consequences for Policy Violation

Any user who violates this policy or abuses computer privileges will be subject to the following consequences and/or consequences of other existing school policies and/or legal action.

1. Suspension or termination of computer use privileges are per the following occurrences.
 - 1st Offense: The user will lose his/her computer usage for a period of four weeks.
 - 2nd Offense: The user will lose his/her usage for nine weeks.
 - 3rd Offense: The user will lose his/her privileges for the remainder of the school year or 12 weeks, whichever is greater.

Consequences for student may be carried over to the next school year. Loss of computer use privileges occurring in the 4th quarter will carry over through the 1st quarter of the following school year.

Students who violate this policy during independent access may be allowed to use equipment in supervised computer dependent classes. Students who violate this policy during supervised curriculum activities may be asked to complete an alternate form of the assignment, may lose credit for the assignment, or may be removed from the class.

2. Should any user violate the law while using Fulda Public School's computers or networking, referral may be made to the appropriate authorities for civil or criminal prosecution.
3. Should any user of the Fulda Public School's computers or networking services result in penalties or damages for which School District No. 505 becomes liable or results in claims or litigation involving School District No. 505 for all damages, penalties and costs incurred by the school district.
4. Additional disciplinary action, coinciding with existing policy regarding unacceptable behavior, may be enforced at any time in the consequence process.

Classroom Computers/Portable Computer

Classroom or portable computers are provided to teachers as a tool for management and curriculum enhancement. Student access of these computers is encouraged for electronic presentations, access to information, printing, and other curriculum activities. The availability and networking of computers is an ongoing process.

1. Students will not access a classroom/portable computer without the permission of the classroom teacher.
2. Users will not install any software on classroom/portable computers which violates the license agreement of the software provider.
3. Users will not copy or delete any District software from classroom/portable computers.

Lab Computers

The purpose of the computer labs is to provide a work area for training, curriculum projects, and access to network services by groups of students and staff. Lab computers are protected by security software.

1. Users will not install on any District equipment software that violates the license agreement of that software provider.
2. Users will not copy, modify, or delete system files or applications from lab computers.

Software

The District will provide licensed software needed for basic processes such as word processing, databases, spreadsheets, classroom management, and authoring. Curriculum specific software will be requested by classroom teachers.

1. Users will not install on any District equipment software that violates the license agreement of that software provider.
2. Users will not copy, modify, or delete system files or applications from lab computers.
3. Users will not delete District software installed on District computers.

Network Services

It is the goal of the District that classroom computers and lab computers be a part of building and area networks and have access to the Internet. The network will provide access to high quality printers, electronic information, software, data storage, and communication.

Printing Services

Students and staff have access to District printers. The use of printing services is for curriculum and school related projects.

1. Users will not use District printing services for printing pornographic, obscene, abusive, or sexually explicit materials.
2. Users will not use printers for duplicating purposes.

File Servers/Hard Drive Storage.

Students and staff will be provided with file storage space on our server. Saving documents on servers is encouraged because of routine backup procedures. Security of files on the server is maintained through passwords. Privacy of files stored on any computer or server is not absolute. Network administrators may review files and communications to maintain system integrity and insure that users are using computers and the network responsibly. The file server or hard drive on any District computer shall not be used for storing offensive messages or pictures.

Users shall not...

1. Store offensive messages or pictures on any server or hard drive.
2. Use the passwords of other people to access, view, copy, modify, damage, or erase files or documents of other users.
3. Modify the system software, add or remove fonts, erase or copy applications from the server.

Internet

The internet is a resource that provides access to information and other services available on networked computers throughout the world. The purpose of providing access to the Internet from lab and classroom computers is to enhance educational resources for curricular and personal development reasons. Information published on the Internet is the product of anyone who has access to the appropriate resources. Users should be aware that this global publishing opportunity may result in material that is inappropriate, invalid, or unrelated to the educational goals of the District.

Proper use of the Internet means that users will not... .

1. Access, upload, download, transmit, receive, or distribute pornographic, obscene, abusive, or sexually explicit materials or materials containing unclothed or partially clothed people.
2. Transmit or receive obscene, abusive, or sexually explicit language or profanity.
3. Violate any local, state, or federal law or engage in any type of illegal activities.
4. Engage in any form of gambling.
5. Engage in any type of commercial enterprise unrelated to the specific purposes of curriculum or goals of the District.
6. Promote any political or private causes, or other activities that are not related to the purpose of the District.
7. Access information advocating any type of unlawful violence, vandalism, or illegal activity.
8. Engage in any type of harassment or discrimination, including but not limited to sexual harassment, harassment or discrimination based upon race, gender, sexual orientation, religion, national origin, marital status, disability, or any other type of harassment or discrimination prohibited by law and District No. 505

Acceptable Use Agreement For Independent Internet Access.

Students of Fulda School District wanting independent Internet Access must read with their parents/guardians this policy and the Acceptable Use Agreement for the Unsupervised Use of the District's Computers, Printers, Networks, and Internet Access. Both student and parent or guardian must sign the agreement. After the agreement is returned to the network administrator, the student will be provided with a password to access the Internet. Students who do not return a signed agreement, will be placed in a no internet privilege group, which denies them internet access.

Licensed users of the Internet will after every session, log out of the software and return the computer to a general user screen.

Licensed users of the INTERNET will not. .

1. Provide access to users without parent permission or students that do not have their identification card.
2. Share their access passwords with users not having parent permission.

Summary of Acceptable Use

1. The computers, network services, printers, and INTERNET access are provided for educational purposes. Users will not engage in any activity that violates the mission, philosophy, or goals of District No. 505.
2. Users understand that files and communications are not private.
3. Users understand that printers are for assignments and District use.
4. Computer users will log off and return computers to a general user screen.

Users will not...

1. Store documents on computers.
2. Delete district software from computers
3. obtain or use the passwords of other users or access, copy, modify, or destroy files of other users
4. use any INTERNET or e-mail software unless they have permission from parents/guardians and the school administration.
5. access the Internet to receive obscene, abusive, or sexually explicit language or pictures, or profanity.
6. share their name, address, or other personal information on the Internet
7. engage in any type of illegal activity
8. use the network to promote any political or private cause
9. add any programs, fonts, or files, that violates any software license
10. engage in any type of gambling
11. access information advocating any type of unlawful violence, vandalism, or illegal activity
12. Users will not provide access to the Internet to other users that do not have parent permission for Internet access.
13. Violate copyright, trademark, or other intellectual property laws.

Inappropriate Internet Sites Include But Are Not Limited To Those Identified Below...

1. Social chat rooms.
2. E-mail
3. Pornography
4. Gambling
5. Illegal Drugs