

Booneville School District ACCEPTABLE USE POLICY

Acceptable Use Guidelines for Internet, electronic media, and communication apply to all Booneville School District (BSD) devices. These guidelines are shall be adhered to by all students, faculty, staff, and administration.

The Acceptable Use Policy applies to both District-owned technology equipment utilizing the BSD network, the BSD Internet connection, and/or private networks/Internet connections accessed from District-owned devices at any time. Thus AUP also applies to privately-owned devices accessing the BSD network, the BSD Internet connection, and/or private networks/Internet connections while on school property or participating in school functions or events off campus. BSD policies outlined in this document cover all available technologies now and in the future, not just those specifically listed or currently available.

General Guidelines

Children's Internet Protection Act (CIPA)

- Chromebooks are in compliance with the Children's Internet Protection Act (CIPA).
- School district supplied devices are filtered for inappropriate content inside and outside of BSD school district buildings.
- BSD reserves the right to block objectionable or inappropriate sites.

Responsible Use Policy

- Chromebooks and/or District owned devices shall not be used to obtain or view products that are deemed inappropriate by CIPA. This includes but is not limited to pornography, alcoholic products, illegal drugs, tobacco products and/or any product in which a person must be a required minimum age to view and/or purchase.
- The display of any kind of sexually explicit image or document on any BSD system is a violation of our policy on sexual harassment. In addition, sexually explicit material may not be archived, stored, distributed, edited, or recorded using our network or computing resources.
- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Booneville School District.
- Students are responsible for their ethical and educational use of the technology resources of the Booneville School District.

- Access to the Booneville District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use Policy.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and viruses.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.
- No employee or student may use BSD facilities to download or distribute pirated software or data.
- No employee or student may use the BSD Internet facilities or devices to propagate any virus, worm, Trojan horse or trap door program code.
- Each employee or student using the Internet facilities of the BSD shall identify himself or herself honestly, accurately and completely, when setting up accounts on outside computer systems.
- Under no conditions should a BSD network user give their password information to another user nor allow another user to utilize their account unless speaking directly to a technology department employee who is assisting them.

Privacy and Safety

- Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Students are required to use their boonevilleschools.org domain user ID and password to protect their accounts and are required to keep that password confidential.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of the Booneville School District.
- If you inadvertently, regardless of whether that site had been previously deemed acceptable by any screening or rating program, access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately

and report the site to your teacher or other school personnel.

- All data transferred and/or transmitted over the BSD network can be monitored and recorded at any time. All data transferred or transmitted over the network can be tracked and identified, and originating users can be held liable if their use of the network violates any established policy, regulation, or law. Any data stored on district owned equipment may be archived and preserved by the district for an indefinite period. Such data includes, but is not limited to Email, text documents, digital photographs, music, and other digital or electronic files. If a particular workstation continues to try to connect to an inappropriate site, that workstation will be remotely monitored and the individual using that workstation will be reported to the Principal of the school and the BSD Central Office.
- Users are expected to take reasonable safeguards against the transmission of security threats over the BSD network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. Users should never share personal information. If users believe a computer or laptop they are using might be infected with a virus, they should alert the Technology Department. Users should not attempt to remove the virus themselves or download any programs to help remove the virus.

Legal Property

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable local, state or federal law will result in criminal prosecution or disciplinary action by the District.
- The BSD retains the copyright to any material posted on the Internet and/or network by any employee and/or student in the course of his or her duties or required coursework.

Online Etiquette

- Users should always use the Internet, network resources, and online sites in

a courteous and respectful manner.

- Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use known or trusted sources when conducting research via the Internet.
- Users should remember not to post anything online that they would not want students, parents, teachers, or future colleges or employers to see. Once something is online, it cannot be completely retracted and can sometimes be shared and spread in ways the user never intended.

Cyber Bullying

- Cyber bullying including, but not limited to, harassing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking will not be tolerated. Users should not send emails or post comments with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted individual and create for the targeted individual a hostile school environment.
- Engaging in these behaviors or in any online activities intended to harm (physically or emotionally) another person, will result in disciplinary action.
- All students and teachers will be educated about appropriate online behavior, including interacting with other persons on social networking websites and in chat rooms, and cyber bullying awareness and response.

At Home Use Grades 5-12

- The use of Chromebooks at home is encouraged.
- Chromebook care at home is as important as in school, please refer to the care section of the Chromebook usage document.
- Transport your chromebook in a case or protected backpack.
- School district supplied filtering will be provided for use with devices outside of school district buildings.
- All Acceptable Use Policies are to be followed at home while using a BSD owned device.

Limitations of Liability

- BSD will not be responsible for damage or harm to persons, files, data, or hardware.
- While BSD employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

- BSD will not be responsible or liable for, financially or otherwise, unauthorized transactions conducted over the BSD network.
- Violations of this policy may have disciplinary consequences, including:
 - Suspension of network, technology, or computer privileges;
 - Notification of parents;
 - Detention or suspension from school and school-related activities;
 - Employment disciplinary action up to and including termination of employment;
 - Legal action and/or prosecution.
- **Employees, students, and parents/guardians** shall be required to sign the District's Acceptable Use Policy as part of the district's Technology Handbook before Internet or network access shall be allowed.

Booneville School District

Acceptable Use Policy

Student and Parent/Guardian Signature Page

I have read the BSD Acceptable Use Policy. I understand that I am ultimately responsible for my child's actions on the district's technology resources and release the BSD from any liability for harm or damages incurred through inappropriate or prohibited use.

Student Name (PRINT) _____

Student Signature _____

Date _____

Parent or Guardian Application Section:

Parent/Guardian Name (print) _____

Phone Number: _____ Home Address _____

I have read the BSD Acceptable Use Policy. I understand that I am ultimately responsible for my child's actions on the district's technology resources and release the BSD from any liability for harm or damages incurred through inappropriate or prohibited use.

Parent/Guardian Signature _____ Date _____

Limitation of Liability: The Booneville School District makes no warranties or guarantees of any kind; either expressed or implied that the functions or the services provided by or through the District's technology related systems will be error free or without defect. The District, its employees, agents, vendors, and licensors will not be liable for any costs or damages users may suffer, either directly or indirectly, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Users may be held financially responsible for any harm to the system as a result of intentional misuse.

Booneville School District Acceptable Use Policy

Employee Signature Page

I have read the BSD Acceptable Use Policy. I understand that I am ultimately responsible for my child's actions on the district's technology resources and release the BSD from any liability for harm or damages incurred through inappropriate or prohibited use.

Employee Name (PRINT) _____

Employee Signature _____

Date _____

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