

Grand County School District

Technology

8010: Technology: Technology Acceptable Use: Students

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1. Purpose:

The purpose of this policy is to delineate the students' acceptable use of district technology services.

2. Policy:

The Grand County School District utilizes a Local Area Network (LAN) and the "Internet" for use by faculty and students in conjunction with Utah Education Network (UEN). The School District shall encourage students to use such tools by establishing individual Internet accounts, which may be used at the discretion of the schools. Such use shall be limited to times and circumstances that will not interfere with the scheduled education programs of schools and consistent with acceptable use policies of the district.

Any person who is granted a network account shall be referred to herein as an "account holder". Unless transmitted to others by the account holder or with the account holder's permission, the information created by the network account holder shall be deemed confidential information of the account holder and Grand County School District. However, the School District reserves the right to monitor the information contained in any user account.

Internet accounts are for educational purposes. Any use of an Internet account inconsistent with such educational purposes shall be grounds for terminating the account and/or confiscating the information saved in the account.

There should be no expectation of privacy for any file or device that is placed or connected to the Grand County School District computer network.

2.1 Conditions and Rules for Use

2.1.1 Privilege

- 2.1.1.1 The use of Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. Grand County School District, under this agreement, is delegated the authority to determine appropriate use and may deny, revoke, suspend or close any user account at any time based upon its determination of inappropriate use by account holders or users.
- 2.1.1.2 Students in grades 4-12 may obtain a school email account. Outside e-mail accounts such as Hotmail are not permitted while on school computers. Note that electronic mail (e-mail) is not guaranteed to be private.
- 2.1.1.3 Each student will sign an Acceptable Use Policy (AUP) every school year before an account is activated (new AUP each year).

2.2 Acceptable Use

- 2.2.1** The purpose of Internet use is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of your account must be in support of and consistent with the educational objectives of the District. Access to the Internet is made possible only through an appropriate provider as designated by Grand County School District. Grand County School District and all users of the Internet must comply with existing rules and Acceptable Use Policies, which are incorporated into this document, and are available from the District.
- 2.2.2** Transmission or reception of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
- 2.2.3** Use for commercial activities, product advertisement or political lobbying is prohibited.
- 2.2.4** Internet access will be filtered and logged as per Utah state law.

2.3 Monitoring

- 2.3.1** Grand County School District reserves the right to review any material on user-accounts and to monitor fileserver space in order for the District to make determinations on whether specific uses of the network are appropriate. **DOWNLOADING OR INSTALLING ANY PROGRAMS, MUSIC, VIDEO OR OTHER Copyrighted MATERIAL FOR USE ON SCHOOL COMPUTERS IS STRICTLY PROHIBITED. THIS INCLUDES STORING THEM ON SCHOOL SERVERS OR COMPUTERS.** These files will be deleted without notification of the user. In reviewing and monitoring user-accounts and fileserver space, GCSD Technology Office shall respect the privacy of user-accounts; however action will be taken if necessary.
- 2.3.2** Grand County School District gives no expectation of privacy to any device connected to the Grand County School District Network. This includes, but is not limited to flash drives, smart phones and any other device that contains electronic file storage capability. This includes connecting any said device to any school owned device even if just for battery charging. This is done to make sure the security and integrity of the Grand County School District network is not compromised.

2.4 Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- 2.4.1** Be polite. Do not be abusive in your messages to others
- 2.4.2** Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not engage in activities which are prohibited under state or federal law. Messages and activities relating to or in support of illegal activities shall be reported to the authorities and could result in the loss of user privileges.
- 2.4.3** Do not reveal your personal address or phone numbers, or those of students or colleagues.
- 2.4.4** Do not use the network in such a way that you would disrupt the use of the network by other users
- 2.4.5** All communications and information accessible via the network should NOT be assumed to be private property.

2.5 No Warranties

Grand County School District and UEN make no warranties of any kind, whether expressed or implied, for the services they provide. Grand County School District and UEN will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, mistaken deliveries, or service interruptions caused by the District or UEN's negligence or by the user's own risk.

Grand County School District and UEN specifically deny any responsibility for the accuracy or quality of information obtained through this service. All users need to consider the source of any information they obtain, and evaluate how valid that information may be.

2.6 Security

- 2.6.1** Security on any computer system is a high priority, especially when the system involves many users. Users must never allow others to use their password. Users should also protect their password to ensure system security and their own privilege and ability to continue to use the system. All account activity is logged.
- 2.6.2** If you feel you can identify a security problem on the Internet, you must notify a system administrator.
- 2.6.3** Do not demonstrate the problem to other users.
- 2.6.4** Do not use another individual's account.
- 2.6.5** Attempts to log on to the network as another user may result in cancellation of user privileges.
- 2.6.6** Attempts to log on to the network as a system administrator may result in cancellation of user privileges.
- 2.6.7** Any user identified as a security risk for having a history of problems with other computer systems may be denied access to the Internet by Grand County School District or UEN.
- 2.6.8** Students will comply with all District security and technology policies
- 2.6.8** Account Holder is responsible for all local and network activity associated with their account. If Account Holder allows another staff member or student to utilize their login account, said account holder accepts all responsibility for any network activity or content generated or shown while their user account is logged in. Account holder is responsible for not leaving a running system vulnerable. Account holder agrees to either lock the system or logout when leaving a workstation (desktop or laptop) in which they have logged in to.

2.7 Vandalism and Harassment

- 2.7.1** Vandalism and harassment will not be tolerated
- 2.7.2** Vandalism is defined as any malicious attempt to harm, modify, or destroy data, hardware, software or networks. This includes, but is not limited to, the uploading or creating of computer viruses or malware (malicious software).
- 2.7.3** Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted e-mail.

2.8 Procedures for Use

- 2.8.1** Students will follow written and oral classroom instructions
- 2.8.2** Students may not install software
- 2.8.3** All media (CDs, USB drives, etc.) must be scanned for viruses before use in district computers.
- 2.8.4** Use of games and activities played on the Internet and LAN shall be educationally related. These activities will be approved and monitored by a staff member, or listed on the building site. In addition, users shall not waste nor take supplies, such as paper, printing supplies. All users agree to talk softly and work in ways that will not disturb other users.

2.9 Encounter of Controversial Material

Users may encounter material which is controversial and which the user, parents, teachers or administrator may consider inappropriate or offensive. However, on a global network it is impossible to effectively control the content of data, and users may discover controversial material. Users must notify the instructor, or GCSD Technology Office, or an Administrator of any inappropriate material. It is the user's responsibility not to initiate access to such material. Any decision by Grand County School District to restrict access to Internet material shall not be deemed to impose any duty on the District to regulate the content of material on the Internet.

2.10 Penalties for Improper Use

2.10.1 Any user violating these rules, applicable state and federal laws, and posted classroom rules, particularly accessing pornographic materials, is subject to loss of network privileges and any other district/building disciplinary actions.

2.10.1.1 First offense - 10 school days suspension of network privileges

2.10.1.2 Second offense - one term (trimester) suspension from network privileges

2.10.1.3 Third offense - student will lose network privileges for up to one full school year. Student offenses will be cumulative for each school.

2.10.1.2 In addition, pursuant to State of Utah law, any unauthorized access, attempted access, or use of any state computing and/or network system is a violation of the Utah Penal Code and/or other applicable federal laws, and is subject to criminal prosecution.

3 Definition

3.1 Grand County School District or School District refers to the Building Administrators, Grand County School District Technology Office, the Superintendent, and the School Board.

**Student Technology Acceptable Use Form
(Policy 8010)**

Student:

I understand and will abide by the Grand County School District Student Computer Acceptable Use Agreement Policy. I further understand that any violation of the above Computer Acceptable Use Agreement Policy is unethical and may constitute a criminal offense. Should I commit any violation, I realize that my access privileges may be revoked and other disciplinary action may be taken (which could include appropriate legal action).

Student Name (please print): _____

Signature: _____ Date: _____

School: _____ Grade: _____ Advisor: _____

Parent/Guardian:

If a student is under age eighteen (18) a parent or guardian must read and sign this document. As the parent or guardian of the above-signed student, I have read the Student Computer Acceptable Use Agreement Policy. I understand that this access is designed for educational purposes. I recognize that it is impossible for Grand County School District or Internet User Services to restrict access to controversial materials and I will not hold the district or staff responsible for materials acquired on the Internet. Further, I accept full responsibility if and when my child is found in violation of this computer use policy.

I hereby give permission to allow access to the Computer network and the Internet for my child and certify that the information contained on this form is correct.

Initial here

Parent or Legal Guardian (please print): _____

Address: _____ City: _____ Zip: _____

Telephone: _____ E-mail: _____

Signature: _____ Date: _____

I do not give permission to allow access to the Internet for my child

Initial here

Grand County School District

Technology

8020 Technology: Technology Acceptable Use: Staff

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1 Purpose:

1.1 The purpose of this policy is to delineate the staff acceptable use of district technology services.

2 Policy:

The Grand County School District utilizes a Local Area Network (LAN) and the "Internet" for use by faculty and students in conjunction with Utah Education Network (UEN).

Any person who is granted a network account shall be referred to herein as an "account holder". Unless transmitted to others by the account holder or with the account holder's permission, the information created by the network account holder shall be deemed confidential information of the account holder and Grand County School District. However, the School District reserves the right to monitor the information contained in any user account.

Internet accounts are for educational purposes. Any use of an Internet account inconsistent with such educational purposes shall be grounds for terminating the account and/or confiscating the information saved in the account.

There should be no expectation of privacy for any file or device that is placed or connected to the Grand County School District computer network.

2.1 Conditions and Rules for Use

2.1.1 Privilege

2.1.1.1 The use of Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. Grand County School District under this agreement, is delegated the authority to determine appropriate use and may deny, revoke, suspend or close any user account at any time based upon its determination of inappropriate use by account holders or users.

2.1.1.2 Each staff member will be responsible for any material contained in any outside email account that they own and access on School District computers.

2.1.1.3 Each employee will have a signed Acceptable Use Policy (AUP) upon hiring and as updates require, before an account is activated.

2.1.1.4 All computers & network equipment is the property of the Grand County School District Technology Department, and shall not be moved or altered without consent from the Technology Department.

2.2 Acceptable Use

2.2.1 The purpose of the Internet is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of your account must be in support of and consistent with the educational objectives of the District. Access to the Internet is made possible only through an appropriate provider as designated by Grand County School District. Grand County School District and all users of the Internet must comply with existing rules and Acceptable Use Policies, which are incorporated into this document, and are available from the District.

2.2.2 Transmission or reception of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.

2.2.3 Use for commercial activities, product advertisement or political lobbying is prohibited.

2.2.4 Internet access will be filtered and logged as per Utah state law.

2.3 Monitoring

Grand County School District reserves the right to review any material on user-accounts and to monitor file server space in order for the District to make determinations on whether specific uses of the network are inappropriate, unless prior approval is received from the GCSD Technology Office. **DOWNLOADING OR INSTALLING ANY PROGRAMS, MUSIC, VIDEO OR OTHER Copyrighted MATERIAL FOR USE ON SCHOOL COMPUTERS IS STRICTLY PROHIBITED. THIS INCLUDES STORING THEM ON SCHOOL SERVERS OR COMPUTERS.** These files will be deleted without notification of the user. In reviewing and monitoring user-accounts and file server space, GCSD Technology Office shall respect the privacy of user-accounts; however action will be taken if necessary.

2.4 Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

2.4.1 Be polite. Do not be abusive in your messages to others.

2.4.2 Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not engage in activities, which are prohibited under state or federal law. Messages and activities relating to or in support of illegal activities shall be reported to the authorities and could result in the loss of user privileges.

2.4.3 Do not reveal your personal address or phone numbers or those of students or colleagues.

- 2.4.4 Do not use the network in such a way that you would disrupt the use of the network by other users.
- 2.4.5 All communications and information accessible via the network should NOT be assumed to be private property.

2.5 No Warranties

Grand County School District and UEN make no warranties of any kind, whether expressed or implied, for the services they provide. Grand County School District and UEN will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, mistaken deliveries, or service interruptions caused by the District's or UEN's negligence or by the user's own risk. Grand County School District and UEN specifically deny any responsibility for the accuracy or quality of information obtained through this service. All users need to consider the source of any information they obtain, and evaluate how valid that information may be.

2.6 Security

- 2.6.1 Security on any computer system is a high priority, especially when the system involves many users. Users must never allow others to use their password. Users should also protect their password to ensure system security and their own privilege and ability to continue to use the system. All account activity is logged.
- 2.6.2 All media (CDs, USB drives, etc.) must be scanned for viruses before use in district computers.
- 2.6.3 If you feel you can identify a security problem on the Internet, you must notify a system administrator. Do not demonstrate the problem to other users.
- 2.6.4 Do not use another individual's account.
- 2.6.5 Attempts to log on to the Internet as a system administrator may result in cancellation of user privileges.
- 2.6.6 Staff will comply with all District and building, security and technology policies.
- 2.6.7 Account Holder is responsible for all local and network activity associated with their account. If Account Holder allows another staff member or student to utilize their login account, said account holder accepts all responsibility for any network activity or content generated or shown while their user account is logged in. Account holder is responsible for not leaving a running system vulnerable. Account holder agrees to either lock the system or logout when leaving a workstation (desktop or laptop) in which they have logged in to.

2.7 Vandalism and Harassment

- 2.7.1 Vandalism and harassment will not be tolerated.
- 2.7.2 Vandalism is defined as any malicious attempt to harm, modify, or destroy data, hardware, software or networks. This includes, but is not limited to, the uploading or creating of computer viruses or malware (malicious software).
- 2.7.3 Harassment is defined as the persistent annoyance of another user, or the interference

of another user's work. Harassment includes, but is not limited to, the sending of unwanted e-mail.

2.8 Procedures for Use

- 2.8.1** Any employee that is working with students using electronic sources of information has a responsibility to enforce the Student Acceptable Use Policy and to provide appropriate supervision for student use.
- 2.8.2** Any employee that becomes aware of illegal or inappropriate activities, security problems, or of violations to the Acceptable Use Policy must report these to the appropriate local principal, and GCSD Technology Office.
- 2.8.3** Employees may install approved software only. All software installs must be approved by the Grand County School District Technology Department.

2.9 Encounter of Controversial Material

Users may encounter material which is controversial and which the user, parents, teachers or administrator may consider inappropriate or offensive. However, on a global network it is impossible to effectively control the content of data and users may discover controversial material. Users must notify GCSD Technology Office or an Administrator of any inappropriate material. It is the user's responsibility not to initiate access to such material. Any decision by Grand County School District to restrict access to Internet material shall not be deemed to impose any duty on the District to regulate the content of material on the Internet.

2.10 Sanctions

Definitions: Illegal, unauthorized or improper materials and/or uses shall be defined as materials which are inappropriate in a school setting (such as but not limited to pornography, promotion of violence or bigotry, and vulgar language) and uses which violate local, state, federal laws or the AUP.

- 2.10.1** Supervisors and administrators, who are aware of illegal, unauthorized, or improper materials and/or uses must take immediate action to address the violation.
- 2.10.2** If, after investigation, it is determined that an employee is found in violation of the standards of Acceptable Use Policy, the administrator may initiate immediate termination in accordance with district policies or, in consultation with the superintendent, take other appropriate disciplinary action.
- 2.10.3** Evidence of employee infractions will be forwarded to the Utah State Office of Education's Professional Corrections Commission.

3 Definitions:

- 3.1** Grand County School District or School District refers to the Building Administrators, Grand County School District Technology Office, the Superintendent, and the School Board.

**Staff Technology Acceptable Use Form
(Policy 8020)**

I understand and will abide by the above Acceptable Use Agreement Policy. I further understand that any violation of the above Acceptable Use Agreement Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked. Disciplinary action may be taken and/or appropriate legal action. I also understand that it is my responsibility to report any misuse of the Network to my supervisor and GCSD Technology Office.

DATE: _____

USER (Please Print): _____

USER SIGNATURE: _____

SCHOOL \ LOCATION: _____

POSITION: _____

Office Use Only

Date account created: _____

Date Email created: _____

Date SIS Account created: _____

Notes:

Grand County School District

Technology

8030 Technology: Technology Acceptable Use: Cell Phone Use: Students

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1. Purpose
 2. Policy
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1 Purpose:

The purpose of this policy is to delineate the student acceptable use of district technology services. The use of cell phones by students in Grand County Schools can be positive if managed in a way to limit misuse. Misuse of cell phones results in problems such as: Students 'cyber-bullying' other students; Classroom instruction often being interrupted by ringtones or vibration noises; Students' attention being diverted from the lesson due to texting others or awaiting return messages; Students using texting to cheat on tests; Students demonstrating off-task behavior with a variety of cell phones activities and showing a general lack of lesson focus and engagement; Students video-taping teachers or other students and , without permission, posting the videos on the internet often in a mean-spirited manner; Teachers and administrators trying to control the interruptions and students willfully disregarding staff efforts or arguing; students sending pornographic or inappropriate photos and /or other media via cell phones; and Staff members using class time to issue or accept non-school related phone calls, text messages, etc.

2 Policy:

The following guidelines are established to buffer instructional time in the classroom and curtail related cell phone problems that occur during the school day and delineate extracurricular cell phone procedures.

2.1 Students are required to limit use cell phone usage as follows during instruction time:

2.1.1 From the first bell in the morning through the ending dismissal bell, cell phones are to be out of sight and powered off. Students using cell phones during this time will have their phones confiscated. **Exceptions:**

2.1.1.1 . HIGH SCHOOL: students may use their cell phones during the lunch period

2.1.1.2 ALL SCHOOLS: Teachers may authorize the use of a cell phone in their classrooms for educational purposes. (Emergencies are not educational purposes)

2.1.2 Should an 'emergency' arise requiring a student to use a cell phone during the day, the student may request an office pass from the classroom teacher. Upon hearing the student's rationale, the teacher may issue the student an office pass. Once in the office, the student may use the cell phone under the supervision of school personnel.

2.1.3 Students are asked to preplan their school day in ways that ensure they start the morning with needed homework and materials, means for lunch planned (sack or school) and afterschool social activities prearranged with peers and parents. Arrangements for these types of needs are not designated as emergencies.

- 2.1.4** The school is not responsible for a confiscated cell phone but will make every effort to retain it in the office.
- 2.1.5** Penalties for unauthorized use of a cell phone may include, but are not limited to, assessing a fine, confiscating the phone up to one week, participating in a cell phone etiquette class, or assigning in-school suspension.
- 2.1.6** If a student refuses to give up his or her phone when requested by a staff member, penalties for insubordination/willful disobedience may be enforced in addition to any penalties for inappropriate cell phone usage.

2.2 Cell Phone use on Extra-Curricular Events

Cell phone use will be under the supervision and direction of the activity sponsor(s) or coach(es) utilizing the following examples as instances that may warrant cell phone use:

- 2.2.1** If there exists a need to inform parents/guardians upon departure regarding changes of event times, etc. if applicable cell phones can be utilized.
- 2.2.2** Upon arrival to the destination or departure from the destination, cell phones can be used to inform parents/guardians.
- 2.2.3** Just prior to arrival to school, parents/guardians can be notified via cell phone to facilitate pick-up.

2.3 Policy Violations:

Students' violations of this policy are subject to Board Policy 8010 Technology: Technology Acceptable Use: Students; Section 2.10