

Acceptable Use Policy for Student Network Access

The information systems and Internet access available through the Brookings School District are available to support learning, enhance instruction and support school system business practices.

The Internet is a global information and communication network that provides a tremendous opportunity to bring information opportunities to our students. Through the Internet, students can access up-to-date, highly relevant information that will enhance their learning. Students also have the opportunity to communicate with other people from throughout the world. Use of the Internet for enriching educational activities will assist in preparing students for success in life and work in the 21st Century.

The district offers access to technology resources for schoolwork and enrichment activities. The purpose of the technology resources is to provide additional educational support and communication tools. These resources help to facilitate education and research consistent with the objectives of the Brookings School District.

The district information system is operated for the mutual benefit of all users. The use of the network is a privilege, not a right. Users should not do or attempt to do, anything that might disrupt the operation of the network or equipment and /or interfere with the learning of other students or work of other district employees. If a person violates any of the conditions in this policy, privileges may be restricted, access to the district technology resources may be denied, and/or the appropriate disciplinary action shall be applied.

The Brookings District implements Internet filtering on sites in accordance with the Federal Children's Internet Protection Act. Schools will continually educate students on personal safety practices and effective techniques for identify and evaluating information and its sources.

A. Definition of Technology Resources:

The district technology resources include but are not limited to the following:

Network, Internet, computer hardware, software, printers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available.

B. Educational Purpose

1. The district Internet system has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, continuing educational, professional or career development, and high-quality, educational enriching personal research.
2. The district Internet system has not been established as a public access service or a public forum. The district has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in this policy, the student disciplinary code, and the law in your use of the district Internet system.

3. You may not use the district Internet system for commercial purposes.
4. You may not use the district Internet system for political lobbying. You may use the system to communicate with elected representatives and to express your opinion on political issues.

B. Access to Materials

1. You will not use the district Internet system to access material in violation of the following standards:
 - a. **Prohibited Material.** Prohibited Material may not be accessed at any time, for any purpose. The district designated the following types of materials as prohibited: obscene materials, child pornography, material that appeals to prurient or unhealthy interest in, or depicts or describes in a patently offensive way, violence, nudity, sex, death, or bodily functions, material that has been designated as for “adults” only, material that promotes or advocates illegal activities, and any material that is considered harmful to minors, as defined by the Children’s Internet Protection Act.
 - b. **Restricted Material.** Material that is Restricted may not be accessed by elementary or middle school students at any time for any purpose. High School students in the context of specific learning activities that have been approved by a teacher or by staff for legitimate research or professional development purposes may access restricted material. Materials that may arguably fall within the description provided for Prohibited material that have clear educational relevance, such as material with literary artistic, political, or scientific value, will be considered to be restricted. In addition, restricted material includes material that promotes or advocates the use of alcohol and tobacco, hate and discrimination, satanic and cult group membership, school cheating, and weapons. Sites that contain personal advertisements or facilitate making online connections with other people are restricted unless the school has specifically approved such sites.
 - c. **Limited Access Material.** Limited Access Material is material that is generally considered to be non-educational or entertainment. Limited Access Material may be accessed in the context of specific learning activities that are directed by a teacher or during periods of time that a school may designate as “open access” time. Limited Access Material includes such material as electronic commerce, games, jokes, recreation, entertainment, sports, and investments.
2. If you mistakenly access inappropriate information you should immediately disclose this access in the manner specified by your school. This will protect you against a claim that you have intentionally violated this Policy.
3. The State has installed a Sonic Fire Wall and Content Filter, which can be customized by the district, to protect against access to inappropriate material. The determination of whether material is appropriate or inappropriate is based on the content of the material

and the intended use of the material. A student may request the material be reviewed and, if appropriate, unblocked, in the manner established by your school.

C. Privacy and Communication Safety Requirements

1. Personal contact information includes your name together with other information that would allow an individual to locate you, including, but not limited to, your parent's name, your home address or location, your work address or location, or your phone number.
2. You will not disclose personal contact information, except to education institutions for educational purposes, companies or other entities for career development purposes, or with specific staff approval.
3. You will not disclose names, personal contact information, or any other private or personal information about other students under any circumstances. You will not forward a message that was sent to you privately without permission of the person who sent you the message.
4. You will not agree to meet with someone you have met online without your parent's permission and participation.
5. You will promptly disclose to your teacher or other school staff any message you receive that is inappropriate or makes you feel uncomfortable. You should not delete such messages until instructed to do so by a staff member.

D. Illegal, Unauthorized and Inappropriate Uses and Activities

1. Illegal Activities

- a. You will not attempt to gain unauthorized access to the district Internet system or to any other computer system through the district Internet system or go beyond your authorized access. This includes attempting to log in through another person's account, access another person's files or attempt to logon to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator by using "hacking" tools.
- b. You will not make deliberate attempts to disrupt the district Internet system or any other computer system or destroy data by spreading computer viruses or by installing, enabling, launching or creating programs that interfere with the performance of the network, Internet, or hardware technology resources.
- c. You will not use the district Internet system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

2. Unauthorized Activities

- a. You will not download or transmit multi-player games, music, or video files using the school network.
- b. You will not access another individual's materials, information, or files without permission.
- c. You will not attempt to repair remove or install hardware components reserved for an authorized service technician.
- d. You will not intentionally waste school resources.

3. Inappropriate Language

- a. Restrictions against inappropriate language apply to all speech communicated through the district Internet system, including but not limited to public messages, private messages, and material posted on the web pages.
- b. You will not use obscene, profane, vulgar, rude, inflammatory, threatening or disrespectful language.
- c. You will not post information that could cause damage or danger of disruption.
- d. You will not engage in personal attacks, including discriminatory attacks.
- e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.
- f. You will not knowingly or recklessly post false or defamatory information about a person or organization.

3. Plagiarism and Copyright Infringement

- a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.
- b. You will respect the rights of copyright owners in your use of materials found on, disseminated through, or posted to the Internet. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright.

E. System Security and Resource Limits

1. System Security

- a. You are responsible for your individual accounts and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person. Providing your password to another person will hold you responsible for any violations that occur while your account is being used.
- b. You will immediately notify a teacher if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c. You will avoid the inadvertent spread of computer viruses.

2. Resource Limits/Violations

- a. You will use the system only for educational and career development activities and limited, high quality, personal research.
- b. You will not download a large file unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to your personal computer.
- c. You will not misuse district, school, or personal distribution lists or discussion groups for sending irrelevant or inappropriate messages.

- d. You will not subscribe to mailing lists, mass e-mail messages, games, or other service that generate several messages that can slow the system and waste other users' time and access.
- e. You will subscribe only to approved high quality discussion groups that are relevant to you education or career development.
- f. Excessive use of the district Internet system may raise a reasonable suspicion that you are using the system in violation of district policy and regulations.

F. Your Rights and Expectations

1. Free Speech

Your right to free speech and access to information applies to your use of the Internet. The district may restrict access materials for valid educational reasons. The district will not restrict your access to information and ideas based on viewpoint discrimination. The district Internet system is considered a limited public forum. The district may restrict student speech for valid educational reasons. The district will not restrict your use on the basis of disagreement with the opinions you are expressing.

2. Privacy

- a. You should expect only limited privacy in the contents of your personal files on the district Internet system and records of your online activity.
- b. All student use of the Internet will be supervised and monitored. The district's monitoring of Internet usage can reveal all activities you engage in using the district Internet system.
- c. Routine maintenance and monitoring of the district Internet system may lead to discovery that you have violated this policy. An individual search will be conducted if there is a reasonable suspicion that you have violated this policy.

3. Due Process

- a. The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the district Internet system.
- b. In the event there is a claim that you have violated this policy in your use of the district Internet system, you will be provided with notice and opportunity to be heard in the manner.
- c. If you are found in violation of this policy, restrictions will be placed on your use of the district Internet system. The individual school's discipline policy will be followed when a violation occurs.

G. Limitation of Liability

The district will not guarantee that the technology resources or services provided through the District Internet service will be without error; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability

to use the network or Internet. The district will not be responsible for financial obligations arising through the unauthorized use of the system.

H. Violation/Consequences

Transmission of any material in violation of any international, United States, or state law is prohibited. This includes, but is not limited to: copyright materials and threatening, harassing or obscene material. Vandalism and mischief while using the school district's Internet access is prohibited. Also, forgery of electronic mail messages, changing files belonging to users and downloading of any files into the school district's computers if prohibited.

Violation of the law, through the use of the school district's Internet access may result in disciplinary action or litigations against the offender by proper authorities. School disciplinary action, including suspension or expulsion, and/or appropriate legal action may be taken. The school's Discipline Policy will determine the discipline for violation of the technology resources. Violations will constitute the following:

1. Building administrator with the assistance of other staff members will make the initial determination of a violation of these regulations.
2. Violations will be accorded due process as per school district policy.
3. Reimbursement for the damages made to the technology resources.
4. Reimbursement for the technology support required for the vandalism.

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