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DESCRIPTOR TERM:

District 370 Policy  
File Code: 7.30

Instructional Program

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Technology - Acceptable Usage	1997	5-12-97
Amended & Adopted	1998	8-10-98
Amended & Adopted	1998	9-14-98
Amended & Adopted	2006	1-9-06

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### **General Information**

Learning is enhanced through technology's endless possibilities. Students and teachers have opportunities to gather information, communicate with people all over the world, and create their own products. Homedale School District provides students and staff with technology services including access to computers, servers, other technology equipment, electronic mail, and the Internet. Users should be aware that communications on the network are public in nature and files stored on the network should not be assumed to be private.

Each time a user accesses the district's network from any school computer, an electronic signature is required. The electronic signature is legally binding and indicates the user's understanding of and agreement to comply with this policy.

### **Acceptable Use of Technology**

- Use of Homedale School District's information networking capabilities is a **privilege, not a right**.
- Use of Homedale School District's information networking capabilities must be directly related to the educational process and be consistent with the instructional objectives of the district.
- Students and staff must use the network and resources efficiently to minimize interference with others' use.

### **District Rights and Responsibilities**

- Recognizing that some sites on the Internet may contain offensive material, Homedale School District has installed blocking software intended to limit access to such sites and to provide for a positive, productive educational experience. The district will make every reasonable attempt to filter out or block inappropriate material.
- The district provides students and staff with a user account which is password protected. This account affords individual access to network resources, personal file storage space, and the Internet, and is for the sole use of the account holder.
- The district will honor student and staff freedom of speech and access to information; however, the district reserves the right to monitor and review all electronic transmissions and activities.

- District teachers and staff will provide students with the understanding and skills needed to use information technology appropriately and will supervise and monitor students' use.
- The district may deny a user's network access at a parent/guardian's written request or at the request of administrators, faculty, or staff. The network administrator may deny, revoke, or suspend a user's network access at anytime because of inappropriate use. Further disciplinary action may also occur.

### **Student/Staff Rights and Responsibilities**

The use of Homedale School District's information networking capabilities is a privilege, not a right, and is to be used for educational purposes which are consistent with the District's mission. All network users - students and staff - agree to the following:

- Personal conduct on the network will be governed by the generally accepted rules of network etiquette.
- Security of the network and individual user accounts will be maintained at all times. Guidelines for security include, but are not limited to, the following:
  - Users will notify a teacher or systems administrator and no one else if a security problem on the information network service is discovered.
  - Users will protect their account login and password and will not leave a workstation unattended while logged into their account.
  - Users will immediately notify a systems administrator if their password is no longer secure or if they have reason to believe that someone has obtained unauthorized access to their account.
- Reimbursement will be made by the user to the Homedale School District for any losses, costs, or damages, including attorneys' fees, relating to or arising out of any breach of this section policy.

### **Prohibited Uses of Technology**

Any use of the information network system constituting a disruption to the educational process is prohibited and may lead to disciplinary action. Uses of the Homedale School District's information network which are prohibited include, but are not limited to the following:

- Any attempt to harm or destroy data of another user, the district information network service, or other information network services. This includes, but is not limited to, the uploading or creation of computer viruses.
- Any attempt to damage or modify any part of the computer system of hardware or to impair the operation of the system or any of its components. This includes, but is not limited to, mice, keyboards, speakers, disk drives, monitors, printers, system software, disk space, or bandwidth.
- Logging into the network using another user's account or password.
- Publication on or over the network of any information, without the written approval of an administrator, which contains any advertising or any solicitation for use of goods or services.

- Submission, publication, or display of any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Any attempt to conduct any business or activity, solicit the performance of any activity, or transmit materials, information, or software in violation of any local, state, or federal law.
- Installation of software, including downloads, CD, DVD, shareware and freeware, into any district system except by permission of authorized district computer support personnel and with appropriate copyright permissions.

### **Discipline**

Student discipline for violation of any part of this policy will be based on the student's age and the severity of the infraction. Student discipline may involve actions up to and including suspension and/or expulsion. Discipline of staff may involve actions up to and including termination of employment. Perpetrators or their parents/guardians may be billed for damages to equipment. Illegal activities of any user will be referred to the appropriate law enforcement agency.