RAMSEY COMMUNITY UNIT SCHOOL DISTRICT #204
Authorization for Internet and Computer Access
2018-2019

All use of the Internet shall be directly related to the Ramsey Community Unit School District's stated curriculum and its goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This ***Authorization*** does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the ***Authorization for Internet and Computer Access*** will result in the loss of privileges, disciplinary action, and or appropriate legal action. Electronic communication and downloaded materials including files deleted from a user's account, but not erased may be monitored or read by school officials. The signature(s) on the signature page is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Ramsey Community Schools may provide students with Google Apps for Education accounts. Google Apps for Education includes free, web-based programs like email, document creation tools, shared calendars, and collaboration tools. Ramsey students will use these tools as well as internet, the Ramsey CUSD #204 network, and YouTube. This Google Apps for Education service is available through an agreement between Google and Ramsey Community Schools. Google Apps for Education runs on an Internet domain purchased and owned by the district and is intended for educational use. Your student's teachers will be using Google Apps for lessons, assignments, research, and communication. Google Apps for Education is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of Google Apps when students are at school. Parents are responsible for monitoring their child's use of Google Apps when accessing programs from home. All Google Apps email interaction and documents are archived by the school and can be monitored or retrieved. Students are responsible for their own behavior at all times.

TERMS AND CONDITIONS

Acceptable Use - Access to the Ramsey District's Internet must be for the purpose of education and research, and be consistent with educational objectives and curriculum of the District. It is impossible to control all the materials on a global network and an industrious user may discover inappropriate information. Ramsey Schools cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals, and policies of the school. All users will be subject to the following policies:

1. ***Privileges –*** The use of the Ramsey District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Superintendent or Principal will make all decisions regarding whether or not a user has violated this ***Authorization*** and may deny, revoke, or suspend access at any time; his or her decision is final.

2. ***Unacceptable Use –*** You are responsible for your actions and activities while using the school network and equipment, and while using any other electronic device on school property. It is a violation of the acceptable use policy to use any personal electronic device within the building, during school hours, to access the internet or any remote sites or devices. Some examples of unacceptable use are:

   - Taking any steps which threaten, or which may reasonably be interpreted to threaten, any person, group of persons, building, or property with harm, regardless of where the user intends to carry out such threat.
   - Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State Regulation;
   - E-mail or other electronic communication other than specifically designated by students, staff or faculty;
   - Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
   - Using any USB device on a school computer without permission and supervision including flash or thumb drives, cameras, or mp3 devices.
   - Accessing or attempting to boot any school computer or device from an external drive of any kind.
   - Downloading copyrighted materials for personal use;
   - Using the Network for private, financial, commercial, or political gain;
   - Wastefully using resources or entities; (Including indiscriminate printing, or file storage of materials that are not school or career development related – especially games, pictures and other media files.)
   - Invading the privacy of individuals;
   - Using another user's account or password or accessing another users folder without administration rights;
   - Posting materials authored or created by another without his/her consent;
   - Using the network for commercial or private advertising;

- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
- Using the network while access privileges are suspended or revoked;
- Access of, or attempts to access inappropriate or restricted files;
- Connecting any personal or unapproved device to the network whether connected wirelessly or wired.
- Disconnecting or damaging network equipment such as switches, cables, servers, firewalls, or routers.
- Trespassing in others' folders, work, or files for the purposes of plagiarism or harassment
- Chatting or exchanging real time messages with anyone inside or outside of school grounds;
- Playing on-line games that are sexual or violent in nature;
- Playing on-line games that are not pre-approved by the district;
- Using the network to bid or purchase items;
- Using a laptop without properly signing it out;
- Any form of "sexting" (sending or possessing inappropriate pictures) will not be tolerated and will result in immediate discipline; including, but not limited to, suspension, expulsion, or criminal charges under the child pornography criminal code. ("Sexting" is the practice of sending inappropriate photos of oneself or another person through cell phone text messages, posting online, or other electronic means.)
- Any further offense by the student will be considered gross insubordination and will be handled with the Principal according to the school disciplinary code of conduct.
- Careless or improper use of the laptops; and/or not immediately reporting damage to teacher or other authority
- Cyber-bullying involving the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.

3. *Discipline* – Unacceptable use is subject to disciplinary action in accordance with the student/parent handbook.

4. **Guidelines for use of username and passwords**:

- Do not share your password with others; if others have knowledge of your password take action to have it changed.
- Do not have knowledge of others' passwords. If you do, inform the Network Administrator of the system so that the password may be changed.
- Do not leave a computer unattended that is logged in with your username.
- Do not use a computer that is logged in with someone else's username.
- Do not allow someone to use a computer logged in with your username.

Those who do not adhere to username and password guidelines will be held responsible for all activity logged under their username and/or password and may be subject to disciplinary action.

5. *Penalty for Explicit Threats Made Outside of School-* Making explicit threats on an internet site against school employees, students, or any school-related personnel is cause for suspension or expulsion. The thread does not have to be made using the school network as long as the threat was made on a site accessible by the school network or a site available to third parties at the school when the threat was made.

6. *Network Etiquette -* You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not become abusive in your messages to others.
- Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- Do not reveal the personal addresses or telephone numbers of students or colleagues.
- Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relation to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users.
- Consider all communications and information accessible via the network to be the private property of the District.

7. *No Warranties* – The Ramsey School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes the loss of data resulting in delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

8. ***Indemnification*** – The user agrees to indemnify the Ramsey School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relation to, or arising out of, any breach of their Authorization.

9. ***Security –*** Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

10. ***Vandalism*** – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, computer equipment, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses. The cost of any vandalism will be deferred to the responsible party.

11. ***Telephone Charges*** – The Ramsey School District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

12. ***Filtering*** – Ramsey Community School District uses Industry Standard Software for the filtering of its Internet. Any attempts to intentionally bypass the filtering system will result in immediate loss of privileges. This includes the use of any and all external proxy servers.

13. ***Directory Information*** – Parent/ Guardians recognize school directory information, photos, and videos may be incorporated into the school webpage or otherwise made public. Parents, guardians, or students over the age of eighteen may request in writing that student information or images are kept private.

14. ***Expectations of Privacy*** – Users have no expectations of privacy. Random audits and monitoring of user files and communications will be conducted on a regular basis.