

Central CUSD #4 Acceptable Use Policy – Authorization for Electronic Network Access

This policy governs all users of equipment and internet access in Central CUSD #4 regardless of age or station.

This document will be placed on file for the duration of your employment or enrollment with the district.

This signed form must be on file before you will be allowed to use the school's electronic equipment.

I. I understand the following:

Use of the internet/intranet and associated electronic equipment provided by CUSD #4 is a privilege, not a right.

Use of this equipment is necessary to a quality education or term of employment with the district.

Central CUSD #4 equipment is not to be used for the operation of a private business enterprise.

There are state and federal copyright laws protecting software and other electronic media.

Computer viruses/Trojans/worms/etc. and any other malware may cause a disruption of the educational process.

Computer equipment is costly to maintain and replace.

II. Taking the above into consideration, I agree to the following:

A. I will not tamper with the electronic equipment. That includes but is not limited to:

1. Adding or removing system hardware, installing improperly licensed software, or removing software without authorization of the Technology Coordinator.
2. Intentionally introducing viruses or malware of any kind.
3. Hacking, attempted hacking, or causing the loss of data for another student or staff.
4. Using another person's user name, or password, or disclosing my user name or password to another. I am responsible for any activity that occurs on a system when using that system. If I suspect my or any other district user's password has been compromised, I will report it immediately.

B. I will use appropriate behavior and procedures around the electronic equipment.

1. Walk and conduct myself in a calm and controlled manner around district electronic equipment.
2. Use equipment only with the permission and in the presence of an authorized staff member.
3. Remain in my assigned seat.
4. Report any alterations to my computer, its screen, and any programs or files immediately.

C. I will obey rules governing use of hardware, software, and internet access. This means that I will:

1. During instructional time access the internet for educational purposes only and as directed by an educator.
2. Not access inappropriate sites on the internet. This includes accessing graphics or texts that are obscene, pornographic, or harmful to a minor in any way.
3. Not access any file sharing sites which may allow illegal sharing of copyrighted material.
4. Not give personal information regarding identification of any student or minor.
5. Not access any chat room or instant messaging system for any activity not authorized by an educator.
6. Not participate in any form of cyber bullying.
7. Give accurate credit to sites used in schoolwork.

III. Consequences for violations of this Acceptable Use Policy include but are not limited to:

Financial responsibility for the repair or replacement of any damage to electronic equipment and/or software.

Financial responsibility for the ascertaining of the extent of the problems caused by my actions.

First offense – Saturday school

Second offense- 2 Saturday schools and a parental conference

Third offense – 3 day out of school suspension

Fourth offense – Up to a 10 day suspension and possible recommendation for expulsion.

More severe consequences may apply in accordance with the school's discipline progression if deemed appropriate.

The district provides student accessible data storage. We are not responsible for loss of any files, or data. Students must maintain their own data backups. The district has filtering software in place, however, each user is responsible for sites they access and must report any inappropriate sites immediately or face disciplinary action. By signing, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the internet, network, and any or all electronic equipment.

Signature

Date

Printed Name

Parental Signature

Date

Parents Printed Name