



**ACCEPTABLE USE POLICY (STUDENT)  
(TECHNOLOGY DEVICES, NETWORKS, AND INTERNET)**

The Internet is a tool for life-long learning. It is a necessary tool for Shawnee Heights School District to develop students ready to live and work in the 21st Century. With the privilege of Internet access comes responsibility and accountability. Shawnee Heights School District expects all students using the District network and the Internet services it provides will:

1. Have the permission of their parent or guardian.
2. Agree to abide by the policies and responsible use set forth in the Shawnee Heights School District Acceptable Use Policy.
3. Understand the use of the District network and Internet services is a privilege which may be terminated by the school or district for failing to abide by the policies described in the Acceptable Use Policy.

As the parent or guardian of a Shawnee Heights student, we are asking that you review the policy and guidelines set in this Acceptable Use Policy and that you go over the Acceptable Use Policy with your child so that everyone understands and is in agreement.

**Privacy is not guaranteed**

The Superintendent, Information Technology Department, and other administrators may review files and monitor all student computer and Internet activity to maintain system integrity and ensure that users are acting responsibly. Teachers and administrators may monitor ongoing student Internet activity to maintain system integrity and ensure that student users are abiding by this policy and are acting responsibly. Privacy is not guaranteed.

**Use is a Privilege**

Use of the network and the Internet is a privilege, not a right. Students violating policies pertaining to standards of conduct or network/Internet use shall be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.

**Student Emails**

Students in grades 5-12 will be assigned his or her own email account and will be allowed to send and receive email through the filtered and monitored Google Apps for Education email system. Every attempt has been made to provide safe, secured student email; however, it is still the responsibility of users to follow all school rules, teacher directions and procedures and to report any inappropriate use or material to school personnel.

**Liability**

Shawnee Heights School District makes no assurances of any kind, whether expressed or implied, regarding any Internet services provided. The school district will not be responsible for any damages the user suffers. Use of any information obtained via the Internet is at the user's own risk. The school district will not be responsible for any damages users suffer, including -- but not limited to -- loss of data resulting from delays or interruptions in service. The school district will not be responsible for the accuracy, nature, or quality of information stored on school district diskettes, hard drives, or servers; nor for the accuracy, nature or quality of information gathered through school district provided Internet access. The school district will not be responsible for personal property used to access school district computers or network for school district-provided Internet access. The school district will not be responsible for unauthorized financial obligations resulting from school district-provided access to the Internet.

**Parental Advisory**

Access to inappropriate and/or unwanted Internet content through the districts' network is restricted through the use of "filtering" solutions which are updated regularly, however, the global and changing nature of the World Wide Web contents make it extremely difficult for the school district to completely regulate and monitor the information received or sent by students. As such, the school district cannot assure parents that students will be denied access to undesirable materials or sending or receiving objectionable communications. Parents and guardians of students should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet, which could result in unwanted financial

obligations for which a student's parent or guardian would be liable. While the school district's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well.

### **Acceptable Use**

The educational value of student Internet access is the joint responsibility of students, teachers, parents and employees of Shawnee Heights School District. Since access to the Internet is a valuable and limited resource, students are expected to place a premium on the quality of use. Taking up valuable network resources to pursue frivolous ends, not consistent with the mission of Shawnee Heights School District is prohibited. **All use must be consistent with the educational mission and goals of the school district.**

### **Unacceptable Use for Student Users**

- Users shall not use school district computers or networks for purposes of personal profit, any non-instructional, or non-administrative purpose (e.g., activities for personal profit).
- Users shall not use a computer for unlawful purposes, such as the illegal copying or installation of software, or violation of copyright laws.
- Users shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
- Accessing another person's materials, information, or files without the implied or direct permission of that person is prohibited.
- Users shall not use or try to discover another user's password.
- Users shall not copy, change or transfer any software or documentation provided by the school district, teachers, or another student without permission from the superintendent or his designee.
- Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan Horse, or similar name.
- Users shall not deliberately use the computer to annoy or harass others with language, images, or threats.
- Users shall not deliberately access or create any obscene or objectionable information, language or images.
- Users shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system resources.
- Users shall not tamper with computers, networks, printers or other associated equipment
- Users shall not gain unauthorized access to resources or entities.
- Users shall not invade the privacy of individuals.
- Users shall not post anonymous messages.
- Users shall not use the network for commercial or private advertising. The Internet, web pages, and other technology shall not be used for private or commercial offerings of products or services for sale, or to solicit products or services or to raise funds for non-district related activities or organizations.
- Users shall not use the network while access privileges are suspended or revoked.
- Users shall report illegal or unauthorized use of the network to the supervising teacher or the authorized technical and information services administrator.

### **General Use and Care of the Computer**

- Users are expected to treat equipment with care and respect. The technology equipment are the property of the Shawnee Heights School District, and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the device or carrying case are not allowed and will result in loss of privileges.
- Laptop computers and iPads can be fragile, and if they are dropped they may break. Users are advised to only use their laptop and iPad when they are on a flat, stable surface, such as a table.
- Users should protect their laptop from extreme heat or cold. Computer equipment should never be left in a car, even if the car is locked.
- Computers should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using their laptop, or use their laptop near others who are eating and drinking.
- Heavy objects should never be placed or stacked on top of your device. This includes books, musical instruments, sports equipment, etc.
- Any inappropriate or careless use of a computer should be reported to the principal and IT Department immediately.



## Shawnee Heights USD 450 Student Internet Access Return Form

Fill out the statement below and return it to your child's school if you wish to allow your child access to the Internet at school. If you do not return this form, the school will assume that you do not give your permission for Internet access to your student.

I request that my child be allowed to have Internet access at school. I have read and understand the Shawnee Heights School District Acceptable Use Policy.

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Student's Teacher

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Parent Name (Print)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

(Authorized faculty designee will retain this form on file for the duration of applicable technology devices/network/Internet use.)