Fort Sage Unified School District
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District Acceptable Use Policy for Technology and the Internet - Student

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b. Downloading or installing any unauthorized software to the computer or systems.
c. Altering or attempting to alter the computer's operating systems, software, or security systems.
d. Breaching or attempting to breach the system's security settings or devices.
e. Any act or attempted act that causes damage to the computer hardware/software and/or peripherals.
f. Any attempt to breach external sites or resources from FSUSD systems without prior written approval from all entities involved.
g. **Viewing or downloading inappropriate content from any source.**
h. Any attempt made from a remote location to alter or disrupt the District's technology services.

messages, or other inappropriate or illegal activities. You are a representative of the District when on the Internet and therefore have the ability to enhance the District's esteem, to damage the reputation of the District, or place the District in an unfavorable position.

4.11 Any user who connects a storage device (memory stick, CD, floppy disk, etc) to the District's network must be aware that the data and programs on that device are subject to electronic scans. Any file found to contain malware will be modified or deleted from that device. Any programs that may circumvent the security system or cause harm to the computer or network will be modified or deleted. The District shall not be held responsible for any data alteration or deletion that results from such scans.

4.12 The District recognizes the value of using personal smart phones to access email provided by the District. Such use is encouraged but the District will not be responsible to reimburse the costs associated with data plans or any other supplemental plans.

5.0 <u>Cautions</u>

5.1 The user is responsible for understanding and following these guidelines. Failure to comply with this policy may subject the user to lose technology privileges.

5.2 The Internet is a tool. This policy gives general guidelines to the use of the Internet. The intent of the District is to provide this tool to enhance educational productivity. If the tool is abused, its use could be severely restricted or eliminated.

(a) To the extent practical, steps shall be taken to promote the safety and security of users of the Fort Sage Unified School District online computer network when using electronic mail, chat rooms, blogging, instant messaging, online discussions and other forms of direct electronic communications. Without limiting the foregoing, access to such means of communication is strictly limited by the Acceptable Use Policies.

(b) Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (1) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (2) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

2.4 Supervision and Monitoring

It shall be the responsibility of all professional employees (pedagogical and administrative staff) of the Fort Sage Unified School District to supervise and monitor usage of the School District's computers, computer network and access to the Internet in accordance with this policy, the Acceptable Use Policies, and the Children's Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Coordinator or designated representatives.

2.5 Education

The Fort Sage Unified School District will advocate and educate employees, students, parents and Lassen County residents on Internet safety and "cyber-bullying." Education will be provided through such means as professional development training and materials to employees, PTA presentations, and community outreach opportunities such as local radio stations and the School District website.

2.6 Cyber-bullying

(a) The Acceptable Use Policies include provisions intended to prohibit and establish penalties for inappropriate and oppressive conduct, including cyber-bullying.

(b) The Fort Sage Unified School District is a place of tolerance and good manners. Students may not use the network, any District computer facilities, or any electronic device(s) whether used on-campus or off-campus for hate mail, defamatory statements, statements and/or pictures intended to injure or humiliate others by disclosure of personal information (whether true or false), personal attacks on others, and statements expressing animus towards any person or group by reason of race, color, religion, national origin, gender, sexual orientation or disability.

(c) Network users may not use vulgar, derogatory, or obscene language.

(d) Network users may not send or receive vulgar, derogatory, or obscene photographs/graphics regardless of where it originates.

(e) Network users may not post anonymous messages or forge e-mail or other messages.

(f) Furthermore, District computers and network facilities may not be used for any activity, or to transmit any material, that violates United States, California, or local laws. This includes, but is not limited to any threat or act of intimidation or harassment against another person whether from inside or outside the District's network.

5.1 Web pages will be developed in a non-public and secure manner, using one of the following three methods only. Web pages (even during development) should be stored in folders, which have names that do not include a student's last name:

5.1.1 EXTRANET: Work in progress is stored in an appropriate location on the external web server, pages **must** be completely unlinked to any "live page" (thus not viewable from the web), until they are finalized and approved. This would be especially useful in situations where home access to evaluate or proofread the page is desirable and appropriate. The Network Administrator must have complete administrative access to any external web server.

5.1.2 INTRANET: Work in progress is to be stored in folders on the in-District-only web server, with special attention given to making all internal document links "relative" instead of "absolute", especially if the project is intended for later distribution via the Internet.

5.1.3 WORK STATION: Work in progress is to be stored in folders on the District hard drive (Z: drive) with special attention given to making all internal document links "relative" instead of "absolute", especially if the project is intended for later distribution via the Internet. (This option has the greatest potential for errors due to the idiosyncrasies of page editors in dealing with link and image URLs.)

6.0 <u>Standards for Web Pages</u>

6.1 Excellence in design and function is encouraged.

6.2 Accuracy is expected. Correct spelling, punctuation, grammar, dates, times, and locations are all vital to facilitate communication and project a professional image for the District. Pages displaying student work should show accuracy and perfection appropriate for that age and skill level.

6.3 Information on pages should be updated in a timely manner. Date of modification or creation should be listed.

6.4 External links must be appropriate for a school audience. The supervising teacher must visit and evaluate each link's first page (and all subsequent links on that first page) for acceptable content. (Inclusion of a link will be viewed by most visitors as "implied endorsement" of that site by the District.)

6.5 External and internal links should be checked regularly (for functionality and appropriate content) and updated or removed as needed.

6.6 Bandwidth is not to be wasted. Download time should be minimized.

6.7 The Main Web Page for a class should:

- Fit on one screen and require no scrolling to see important information.
- Be uncluttered, bright, and welcoming.
- Include the school's postal address, phone number, and an e-mail address of the Teacher.
- Contain a minimum of large graphics, which should not use more than 50 KB of disk space.
- Avoid "splash screens" and the use of icons as buttons.
- Minimize the use of frames.
- Not contain links to sites outside the District.
- Be written assuming the audience includes:

Students needing to locate external resources quickly;

Students, parents, and local participants interested in internal curricular resources and student products.

Visitors seeking information about the school and its activities.

6.8 Each subsidiary page for a class should be viewed as either a menu page or a content page (document).

CONSENT AND WAIVER

By signing the Consent and Waiver form, I agree to abide by guidelines of the District Acceptable Use Policy for Technology and the Internet and all District rules and regulations. Further, I have been advised that the District does not have control of the information on the Internet. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people. The District makes no warranties with respect to the District technology services and cannot assume any responsibilities. While the District supports the privacy of technology services, users must assume that this cannot be guaranteed.

The District cannot be held liable for:

Content of any information or advice received from a source outside the District, or any costs or charges incurred as a result of seeing or accepting such advice

Any costs, liability, or damage caused by the way a user chooses to use his/her District network access

Costs associated with the use of any personal mobile device for accessing District email or information

Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of the District

Use of the District network which is inconsistent with the District's primary goals

Use of the District network for illegal purposes of any kind

Use of the District network to distribute threatening, obscene, or harassing materials

Use of the District network to interfere with or disrupt network users, services, or equipment

Distribution of District information and/or resources, unless permission to do so has been granted by the owners or holders of rights to those resources

Any consequences arising from monitoring, evaluating, and recording Internet activity information using District technology.

Students agree to abide by all provisions of the District Acceptable Use Policy for Technology and the Internet

We understand that the District may post artwork, writing, photographs, or work for publication on the Internet. In the event anyone requests permission to copy or use the work, those requests will be forwarded to the user or parent/guardian on file. No personal information will appear with such work.

Print user name Date User ID# (office use)

_____

Signature of User

_____

Signature of Parent/Guardian Date

Please sign and return this page.