

# Grand County School District

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## **STUDENT Technology Acceptable Use Policy**

The Grand County School District utilizes a Local Area Network (LAN) and the "Internet" for use by faculty and students in conjunction with Utah Education Network (UEN). The School District shall encourage students to use such tools by establishing individual Internet accounts, which may be used at the discretion of the schools. Such use shall be limited to times and circumstances that will not interfere with the scheduled education programs of schools and consistent with acceptable use policies of the district.

Any person who is granted an Internet account shall be referred to herein as an "account holder". Unless transmitted to others by the account holder or with the account holder's permission, the information created by the Internet account holder shall be deemed confidential information of the account holder. However, the School District reserves the right to monitor the information contained in any user account.

Grand County School District or School District refers to the Building Administrators, Grand County School District Technology Office, the Superintendent, and the School Board.

Internet accounts are for educational purposes. Any use of an Internet account inconsistent with such educational purposes shall be grounds for terminating the account and/or confiscating the information saved in the account.

### **CONDITIONS AND RULES FOR USE**

#### **1. Privilege**

- a) The use of Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. Grand County School District, under this agreement, is delegated the authority to determine appropriate use and may deny, revoke, suspend or close any user account at any time based upon its determination of inappropriate use by account holders or users.
- b) All students will be assigned a District issued email account to be used for school related purposes. Note that electronic mail (e-mail) is not guaranteed to be private.

#### **2. Acceptable Use**

- a) The purpose of Internet use is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of your account must be in support of and consistent with the educational objectives of the District. Access to the Internet is made possible only through an appropriate provider as

designated by Grand County School District. Grand County School District and all users of the Internet must comply with existing rules and Acceptable Use Policies, which are incorporated into this document, and are available from the District.

- b) Transmission or reception of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
- c) Use for commercial activities, product advertisement or political lobbying is prohibited.
- d) Internet access will be filtered and logged as per Utah state law.

### 3. Monitoring

Grand County School District reserves the right to review any material on user-accounts and to monitor computer usage and filespace in order for the District to make determinations on whether specific uses of the network are appropriate.

***DOWNLOADING OR INSTALLING ANY PROGRAMS, MUSIC, VIDEO OR OTHER Copyrighted MATERIAL FOR USE ON SCHOOL COMPUTERS IS STRICTLY PROHIBITED. THIS INCLUDES STORING THEM ON SCHOOL SERVERS OR COMPUTERS.*** These files will be deleted without notification of the user. In reviewing and monitoring user-accounts and filespace, GCSD Technology Office shall respect the privacy of user-accounts; however action will be taken if necessary.

### 4. Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a) Be polite. Do not get abusive in your messages to others.
- b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not engage in activities which are prohibited under state or federal law. Messages and activities relating to or in support of illegal activities shall be reported to the authorities and could result in the loss of user privileges.
- c) Do not reveal your personal address or phone numbers, or those of students or colleagues.
- d) Do not use the network in such a way that you would disrupt the use of the network by other users.
- e) All communications and information accessible via the network should **NOT** be assumed to be private property.

### 5. Privacy

There should be no expectation of privacy when using the Grand County School District computer network or equipment. Any or all activity and files may be monitored.

## 6. Education

- a) Internet safety policy provides for the education of minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. This is done through state approved programs and will be presented every year in every school.

## 7. No Warranties

Grand County School District and UEN make no warranties of any kind, whether expressed or implied, for the services they provide. Grand County School District and UEN will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, mistaken deliveries, or service interruptions caused by the District or UEN's negligence or by the user's own risk. Grand County School District and UEN specifically deny any responsibility for the accuracy or quality of information obtained through this service. All users need to consider the source of any information they obtain, and evaluate how valid that information may be.

## 8. Security

- a) Security on any computer system is a high priority, especially when the system involves many users. Users must never allow others to use their password. Users should also protect their password to ensure system security and their own privilege and ability to continue to use the system. **All account activity is logged.**
- b) If you feel you can identify a security problem on the Internet, you must notify a system administrator.
- c) Do not demonstrate the problem to other users.
- d) Do not use another individual's account.
- e) Attempts to log on to the network as another user may result in cancellation of user privileges.
- f) Attempts to log on to the network as a system administrator may result in cancellation of user privileges.
- g) Any user identified as a security risk for having a history of problems with other computer systems may be denied access to the Internet by Grand County School District or UEN.
- h) Students will comply with all District security and technology policies.

## 9. Vandalism and Harassment

- a) Vandalism and harassment will not be tolerated.
- b) Vandalism is defined as any malicious attempt to harm, modify, or destroy data, hardware, software or networks. This includes, but is not limited to, the uploading or creating of computer viruses or malware (malicious software).

- c) Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted e-mail, text messages, social media communications or other forms of electronic communications.
- d) Unauthorized access of the network, whether on district devices or personal devices, will be considered hacking unless otherwise approved.

## **10. Procedures for Use**

- a) Students will follow written and oral classroom instructions.
- b) Students may not install unapproved software.
- c) All media (CDs, USB drives, etc) must be scanned for viruses before use in district computers.
- d) Use of games and activities played on the Internet and LAN shall be educationally related. These activities will be approved and monitored by a staff member, or listed on the building site. All users agree to talk softly and work in ways that will not disturb other users.

## **11. Encounter of Controversial Material**

Users may encounter material which is controversial and which the user, parents, teachers or administrator may consider inappropriate or offensive. However, on a global network it is impossible to effectively control the content of data, and users may discover controversial material. Users must notify the instructor, or GCSD Technology Office, or an Administrator of any inappropriate material. It is the user's responsibility not to initiate access to such material. Any decision by Grand County School District to restrict access to Internet material shall not be deemed to impose any duty on the District to regulate the content of material on the Internet.

## **PENALTIES FOR IMPROPER USE**

1. Any user violating these rules, applicable state and federal laws, and posted classroom rules, particularly accessing pornographic materials, is subject to loss of network privileges and any other district/building disciplinary actions.
  - a) First offense - 10 school days suspension of network privileges;
  - b) Second offense - one term (trimester) suspension from network privileges.
  - c) Third offense - student will lose network privileges for up to one full school year. Student offenses will be cumulative for each school.
2. In addition, pursuant to State of Utah law, any unauthorized access, attempted access, or use of any state computing and/or network system is a violation of the Utah Penal Code and/or other applicable federal laws, and is subject to criminal prosecution.

*Board Approved June 13, 2012*

## STUDENT Wireless Network Acceptable Use

### Purpose

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The purpose of this policy is to define standards, procedures, and restrictions for end users who have legitimate education requirements to use a private mobile device that can access Grand County School District's electronic resources. This mobile device policy applies to, but is not limited to, all devices and accompanying media that fit the following device classifications:

- Laptop/notebook
- Tablet computers such as iPads
- Mobile/cellular phones
- Smartphones
- PDAs
- Any mobile device capable of storing District data and connecting to an unmanaged network.

This policy applies to all Grand County School District staff and students. Said mobile devices must be used in accordance with GCSD's Acceptable Use Policy, Procedures, and all applicable laws. Use of these mobile devices, as well as access to the network, the Internet, and email are a privilege, not a right. **Students must ask permission of each individual teacher to use the device during an academic class. Failure to do may result in confiscation of the student's device.**

### Acceptable Use

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1. The purpose of Internet use is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of your account must be in support of and consistent with the educational objectives of the District. Access to the Internet is made possible only through an appropriate provider as designated by Grand County School District. Grand County School District and all users of the Internet must comply with existing rules and Acceptable Use Policies, which are incorporated into this document, and are available from the District.
2. Transmission or reception of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
3. Use for commercial activities, product advertisement or political lobbying is prohibited.
4. Internet access will be filtered and logged as per Utah state law.

# Access Control

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1. Prior to initial use on the District network or related infrastructure, all mobile devices must be registered with IT. GCSD District IT will maintain a list of approved mobile devices and related software applications and utilities as needed. Devices that are not on this list may not be connected to District infrastructure. Although IT currently allows only listed devices to be connected to District infrastructure, it reserves the right to update this list in the future.
2. IT reserves the right to refuse, by physical and non-physical means, the ability to connect mobile devices to District and District-connected infrastructure. IT will engage in such action if it feels such equipment is being used in such a way that puts the District's systems, data, student, staff and faculty at risk.
3. IT will manage security policies, network, application, and data access centrally using whatever technology solutions it deems suitable. Any attempt to contravene or bypass said security implementation will be deemed an intrusion attempt and will be dealt with in accordance with GCSD's overarching security policy.
4. Grand County School District and its agents reserve the right to inspect any student device that is being used for suspicious activity. Suspicious activity can be determined through physical and electronic means.

# Liability

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A student who brings a privately owned laptop or other mobile technology device (e.g. iPod Touch, iPad, Kindle, etc.) to school is personally responsible for the equipment. Responsibility for the maintenance and repair of the equipment rests solely with the student. Any damage to the equipment is the responsibility of the individual.

# Software and Hardware

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Software residing on privately owned computers must be personally owned. All computer devices must include current anti-virus software (if applicable to that device). No internal components belonging to the District shall be placed in any personal equipment, whether as enhancements, upgrades or replacements. If personal software or hardware interferes with the district network software or hardware, a technician may remove the computing device from the network. Any damage caused by use in the Grand County School District is the responsibility of the owner.

**STUDENT Network Acceptable Use Policy**

*The Grand County School District does not guarantee the privacy or security of any item stored on or transmitted by any privately owned computers. Students are not allowed to attach to any **other** wireless networks that may be unsecured in the neighborhood of the schools. Failure to comply with this policy will result in the termination of rights to use a wireless device in the schools.*

## **Student:**

I understand and will abide by the Grand County School District Student Computer Acceptable Use Agreement Policy. I further understand that any violation of the above Computer Acceptable Use Agreement Policy is unethical and may constitute a criminal offense. Should I commit any violation, I realize that my access privileges may be revoked and other disciplinary action may be taken (which could include appropriate legal action).

Student Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Advisor: \_\_\_\_\_

## **Parent/Guardian:**

If a student is under age eighteen (18) a parent or guardian must read and sign this document. As the parent or guardian of the above-signed student, I have read the Student Computer Acceptable Use Agreement Policy. I understand that this access is designed for educational purposes. I recognize that it is impossible for Grand County School District or Internet User Services to restrict access to controversial materials and I will not hold the district or staff responsible for materials acquired on the Internet. Further, I accept full responsibility if and when my child is found in violation of this computer use policy.

**I hereby give permission to allow access to the Network for my child and certify that the information contained on this form is correct.**

\_\_\_\_\_  
Initial here

Parent or Legal Guardian (please print): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I do not give permission to allow access to the Wireless/Internet Network for my child.**

\_\_\_\_\_  
Initial here

ASPIRE/SIS #: \_\_\_\_\_