

Butte Falls School District Computer and Technology Acceptable Use Policy

Staff, Volunteers and Students



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|------------------------------------|---|
| 1. Acceptable Use | 8. Vandalism |
| 2. Privileges | 9. Copyright & Intellectual Property |
| 3. Information and Internet Access | 10. Student Assigned Devices |
| 4. Procedures & Caveats | 11. Chromebook Repair |
| 5. Viruses and Malware | 12. Personal Technology Devices |
| 6. Internet Etiquette | 13. COPPA: The Children's Online Privacy and Protection Act |
| 7. Guarantee of Service | |

The Butte Falls School District ("The District") offers a variety of technology tools and networked computer access to all students and staff. Many personally owned devices are being used to support and enhance the educational process. These resources and devices, whether District owned or personally owned, are used to provide students and staff support for the teaching and learning process. With this access comes the responsibility to insure proper usage of these resources. The District views technology as an integral part of the educational process to help increase productivity, achievement, organization, and learning opportunities. In order to maintain adequate resources each user must be mindful about maintaining the hardware and software associated with The District. Use of District owned technology or network resources implies acceptance of this policy. Due to rapid change in technology, a user's access and/or this policy are subject to change at any time. Each user will be held responsible for the following guidelines:

1. Acceptable Use:

Technology must be used to support education and research and be consistent with the objectives of The District. The computer network also supports the administrative and professional functions of the staff as well as efficiencies associated with electronic communication.

- a. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, harassing, or obscene material, or material protected by trade secret.
- b. Use for commercial activities by for-profit institutions is generally not acceptable. Use for any kind of product or service advertisement, or political lobbying is also prohibited.
- c. Installation of software not owned or authorized by The District is prohibited on District computers.

Staff and students are assigned a District e-mail account. The primary purpose of this account is to conduct school business. It is expected that all communication via The District email system is professional and school related. Electronic mail that is sent, received, or stored on District equipment, may constitute a public record subject to disclosure under Oregon's Public Records Law, and may be subject to the Board's records retention policy. Assume no right to privacy.

Games are not considered an educational use of technology. Games may not be played when using technology tools within The District with the following exceptions:

- Games that are created as part of an educational curriculum.
- Games that directly support current curricular objectives.

2. Privileges:

Staff members have a responsibility to report and investigate observed inappropriate use. During an investigation of inappropriate use, staff may access, view, and/or document histories, logs, files, computer screens, and electronic or wireless communications; privacy should not be assumed when using The District's network or devices. The progressive disciplinary protocol and/or individual rules for each location will determine consequences.

The principal and Central Office administrators may disable access, and/or repossess a District owned device at any time. District staff may request the Information Technology Department ("IT Department") to deny, revoke, or suspend specific user rights and/or accounts. In a school environment, much of the work is produced on computers. Loss of privileges will be mitigated by other educational opportunities to ensure the academic success of a student.

3. Information and Internet Access:

In compliance with the Federal Child Internet Protection Act (CIPA) The District filters the Internet for inappropriate content. All devices accessing the Internet through The District's network receive filtered Internet content. District owned devices, even if used offsite, will only access the Internet through a District controlled content filter. CIPA requires "a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are obscene, child pornography, or harmful to minors."

Although Internet filters are very effective, they are not 100% perfect. It may be possible for an inappropriate website to pass through the filter. Students should close any webpage deemed inappropriate and tell a staff member what happened. Staff should, report the Internet address (URL) of the inappropriate site to the IT Department by e-mail techsupport@buttefalls.k12.or.us.

The Internet is powerful educational tool. Individuals are responsible for Internet usage in accordance with all sections of this Acceptable Use Policy (AUP). Willful intent to bypass or compromise The District Internet filter is considered inappropriate use. Random searching for information which could result in the display of content that is obscene or harmful to minors, is inappropriate use. Bringing content into the District that would otherwise be filtered is also considered inappropriate. In addition, specific Internet sites may be added to or removed from the "Block List".

A critical part of using the Internet as a resource is for the user to learn how to determine the validity of information posted. Downloading information from the Internet should be done with caution. Just because it is posted, does not mean it is legal to download. Downloading media protected by copyright without paying for it legitimately is illegal. Students and staff need to familiarize themselves with copyright and fair use laws and guidelines (see section 9 of this AUP). Copyright violation is illegal, and in accordance with this policy is strictly prohibited.

4. Procedures and Caveats:

Files older than one year may be deleted at any time to make room for current project work. If you have older files you want to keep, you need to make a copy to external media or to a cloud storage location. If you need to keep large files for an extended period of time on school equipment or in the Google cloud, please let a member of the IT Department know so that arrangements can be made (provided sufficient storage space is available). Some large file types may be deleted immediately if no educational value is apparent. It is the user's responsibility to keep folders free of files for which there exists no further use.

These may include, but are not limited to:

Movies (example files: .avi, .mov, .mpeg)

Songs (example files: .wav, .mp3, .mid)

Pictures (example files: .gif, .jpg, .jpeg, .bmp, etc.)

Archives (example files: .zip, .ISO, .tar, .dmg, .rar, etc.)

5. Viruses and Malware:

Malware is a term used to describe any software program whose intentions are to destroy or disrupt a system. The District has put in place security measures to protect District systems from the various forms of malware. Those measures include, but are not limited to virus protection, behavior monitoring, network threat inspection, spam filtering, bolstered security settings, rapid deployment of security updates, and a firewall to protect The District's network from external threats. It is in The District's best interest to ensure that personally owned devices have sufficient virus protection, are free of malware, and have the latest security patches installed prior to granting these devices a network connection.

Intentionally disabling any security mechanisms on District systems or intentionally infecting any system on The District network with malware is considered a form of vandalism and appropriate disciplinary measures will be taken.

6. Internet Etiquette:

You are expected to abide by generally accepted rules of network etiquette (or netiquette). These include, but are not limited to, the following:

- Users shall not create or transmit harassing, threatening, abusive, defamatory, or vulgar messages or materials.
- Never reveal personally identifiable information like full name, address, phone number, etc. over the internet.
- Do not post names with personal pictures on the Internet. Information that has been posted on the Internet, it is likely posted and archived forever by Internet archiving sites such as <http://www.archive.org>.
- Unless you are registering for a service directly related to your coursework, do not register for anything on the Internet, which involves filling out a form.
- Do not use the network in such a way that you would disrupt the use of the network by other users.

7. Guarantee of Service:

The District makes no warranties of any kind for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, erroneous deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via The District's network is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services. No assumption of privacy should be made when District personnel investigate problems with, or inappropriate use of any system.

Security on any computer system is a high priority, especially when the system involves many users. If you can identify a security problem on The District's network, please notify the IT Department or a faculty member. Do not demonstrate the problem to other users. Do not use another individual's account. Attempts to login to the system with an account that does not belong to you will result in disciplinary action. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the District network and/or devices.

8. Vandalism:

Vandalism is defined as willful harm or destruction of data or any hardware/software associated with The District. Vandalism may result in disciplinary action, up to and including termination/expulsion, as well as financial responsibility to cover the cost of system recovery. If a device is issued to a student, any damage that is not consistent with normal wear and tear will be the responsibility of the student to whom the device was assigned.

9. Copyright and Intellectual Property:

Students who use the intellectual property of others must pay attention to the distribution allowed under the Laws of Fair Use; this includes citing the owner of the work. The District understands that work created by students is copyrighted to them. The District also recognizes the importance of sharing quality work with wider audiences in order to either showcase or increase the quality of similar work and the District seeks permission for the right to display student created materials to the public for the reasons stated above.

10. Student Assigned Devices:

- Students are responsible for the general care of the Chromebook they have been issued by the district. The Chromebook should always be stored in the district issued case. It protects the Chromebook and provides protection when carrying at or away from school
- Students must take precautions to prevent damage to District devices (i.e. keep devices away from liquids and extreme heat, transport devices in a protective case, do not leave devices where they will be crushed or dropped, etc.).
- Students will not write on the device or apply stickers to the device. Student may not remove District labels or asset tags from the device.
- Students will be responsible for adapters. Adapters will be registered and assigned with the device. Students will not trade adapters and will endeavor to ensure the assigned adapter stays with the device. The adapter and power port are fragile; care must be taken when plugging in and unplugging the adapter. Do not carry the device with the power cord plugged in. It is also important to keep cords where they will not be tripped on: tripping on a cord is likely to damage the device.
- Students need to charge their Chromebook each evening. Only charge your Chromebook with the provided charger.

11. **Chromebook Repair**

- Any mechanical or physical problems with the Chromebook should be immediately reported. Loaner Chromebooks are subject to availability, but the district will make every attempt to reduce downtime for students.

Return Policies

- Individual school Chromebooks and accessories must be returned to the designated school location or Information Technology (I.T.) Department at the end of the temporary closure or at the end of the school year. Students who withdraw, complete graduation coursework early, or terminate enrollment at Butte Falls School District for any other reason must return their Chromebook on the date of termination. If a student fails to return the Chromebook at the end of the school year or upon termination of enrollment, that student will be subject to fines (replacement cost of the Chromebook), criminal prosecution and/or civil liability.

12. **Personal Technology Tools:**

Any technology tool such including but not limited to: handheld computers, cell phones, smart phones, laptops, tablets, still image and video cameras, recorders, and other assistive technology, whether used on or off The District's network, which are brought into District facilities must be used in accordance with Sections 1 through 9 above and may only be used to support the educational process.

These devices may only be used for work that directly corresponds to schoolwork during school hours. Games, Internet surfing, social networking, messaging, and recording are prohibited unless the activity is directly tied to the educational process. Any recordings or photographs capturing students, student work, other school activity may be considered part of the student record, which is protected by The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) and may not be published or shared outside of the educational context. Failure to abide by these guidelines could result in the student losing privileges and/or disciplinary action up to and including expulsion.

Students are responsible for the condition and maintenance of their individual devices. The District does not assume responsibility for personal electronic devices that are lost or damaged. These devices are the property of the student and will be treated as such.

The District recommends that all staff, students and parents consider implementing three basic security measures on their personal computers:

- **Install an antivirus program**
 - Installing an antivirus program and keeping it up to date can help defend your computer against viruses. Antivirus programs scan for viruses trying to get into your email, operating system, or files. New viruses appear daily, so set your antivirus software to install updates automatically.
- **Use a firewall**
 - A firewall can help alert you to suspicious activity if a virus or worm attempts to connect to your computer. It can also block viruses, worms, and hackers from attempting to download potentially harmful programs to your computer.
- **Keep your computer updated**
 - Operating system and application security updates should be maintained to address vulnerabilities in the software.

13. **COPPA: The Children's Online Privacy and Protection Act**

The Butte Falls Charter School (BFCS) provides our students with carefully selected web-based tools and applications for learning. The following information applies to BFCS students under the age of 13 in the use of these tools and educational resources according to the federal regulations included in the Children's Online Privacy Protection Act. (COPPA)

BFCS utilizes several computer software applications and web-based services, operated not by BFCS, but by third parties. These include AIMSweb, Edmodo, Voyager Learning, Glogster, GoogleApps, iXL Learning, Microsoft Live, Zoom and similar educational programs. A list of the programs with the terms of use and privacy policy for each can be found at www.buttefalls.k12.or.us under For Parents and Web Applications' Privacy Policies.

For our students to use these programs and services, certain personal identifying information, generally the student's name and BFCS email address must be provided to the web site operator. Under federal law, these websites must

provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

The law permits schools such as BFCS to consent to the collection of personal information on behalf of all its students, thereby eliminating the need for individual parental consent given directly to the web site operator.