

Purpose:

Otto-Eldred School District is committed to preparing students for success in life and work in the 21st Century and, as such, will:

1. Provide access to electronic equipment and resources for communication and information on and off campus.
2. Provide computer services, network access, Internet access, email, cloud-based services, online education resources, videoconferencing, use of electronic devices and other related services for educational purposes.
3. Educate students using technology educational tools.
4. Implement filters, digital and human monitoring and/or other safeguards to prevent access to inappropriate content or content harmful to minors or inappropriate use of technology.
5. Provide annual age-appropriate education to all students about appropriate online behavior, which includes digital citizenship, safe interaction with other individuals on social networking websites and chat rooms, as well as cyberbullying awareness and response.

General Expectations for Use of Otto-Eldred Technology:

1. The Otto-Eldred School District computer network, digital technology, Internet access, email, cloud-based applications, online services, hardware, software and peripherals are intended and provided for educational use only.
2. Students will not use the Otto-Eldred School District computer network, Internet access, email, cloud-based applications, other online services, digital technology, hardware, software or peripherals for personal business, any private business, political lobbying, or any other purpose not related to in or support of district objectives.
3. The Otto-Eldred School District computer network, Internet, digital technology, email and cloud-based applications and other online services will have reasonable restrictions in place for access and use to benefit as well as protect students within the school environment.
4. Students will be provided with network, Internet, digital technology, email, cloud-based applications and other online services for educational activities using account credentials. Digital technology may vary according to physical location.
5. Students will not share their account credentials nor use another person's account credentials to access the network, digital technology, Internet, email, cloud-based applications or other online services.
6. Access and use of the Otto-Eldred School District network, digital technology, Internet, email, cloud-based applications, online services, hardware, software and peripherals is a privilege and consequences will be imposed for violations of acceptable use.
7. The district reserves the right to monitor all activity on the network and district sponsored technology resources which includes use of network resources, Internet, email, cloud-based applications, online services, hardware, software, digital technology, and peripherals. The district may decrypt and inspect encrypted Internet traffic and communications to ensure compliance with this policy. Users should have no expectation of privacy while using district sponsored technology resources.

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8. Files created or stored using district equipment, the OESD network, email, cloud- based applications and online services are not private and may be subject to review and/or monitoring by the technology department, school administration or other governing authority.
9. Students shall not use district computer hardware, peripherals, network, digital technology, email, cloud-based applications, online services or other resources to create, save or disseminate any offensive or inappropriate materials.
10. Students will be financially and legally responsible for damage caused by misuse or inappropriate use of district equipment, network, email, cloud-based applications and online services use.
11. Any illegal activity conducted using district network, Internet, digital technology, email, cloud-based applications, online services or equipment will be reported to the appropriate government authority.
12. While using the Otto-Eldred School District network, Internet, email, cloud-based applications, online services or equipment, students will use appropriate good behavior and common sense expected in all other school activities.
13. Students will not establish or maintain any online presence representing Otto-Eldred School District without specific permission or direction from administration or designated district personnel. This includes but is not limited to web pages, social media pages, podcasts, blogs, video channels and the like.
14. Freedom of speech in the educational environment, which includes the use of district technology, may be restricted for valid educational or security reasons.
15. All expectations listed apply to instruction on and off campus.

District Network Security:

1. Students will not attempt to gain unauthorized access to any portion of the Otto-Eldred School District computer hardware, peripherals, electronic network, email, cloud-based applications and online services or digital technology using their own or another person’s credentials. Attempting to access another person’s account and data is illegal.
2. Students will not attempt to circumvent or override security safeguards in the Otto-Eldred School District computer hardware, peripherals, electronic network, email, cloud-based applications and online services.
3. Students will not attempt to disrupt the Otto-Eldred School District network, email, cloud-based applications and online services by any means including, but not limited to, spreading computer viruses using disruptive technologies or overriding computer hardware and/or peripherals.
4. Students must immediately notify a teacher or administrator of any actual or possible network security problem.

District Internet Security and Personal Safety:

1. Students will be provided access to the district’s Internet for educational purposes only.
2. Students will not attempt to circumvent or override security safeguards for Internet based educational services or resources.
3. Students will not intentionally attempt to access Internet sites blocked by the district.
4. District-provided or district-approved social networking resources may be utilized by teachers and students. Students will not access social networking resources not approved by the district

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on the district network, district Internet or equipment borrowed from the district. See the *Otto-Eldred School District Virtual Academy Student Laptop Computer Borrower Responsibility Form* for additional details.

5. Students will not share personally identifying information about themselves or any other individual on the Internet.
6. Students will not agree to meet with any unknown individual whom they have met or otherwise been in contact with on the Internet.
7. Students will promptly notify a teacher or an administrator about any uncomfortable dialog, inappropriate message or other inappropriate online contact.

E-mail:

1. Students will be provided with district email accounts and related applications such as cloud based apps for approved educational projects or activities. However, security or access privileges may vary by grade level.
2. Students will use district email accounts for school-related purposes only. Personal non-school-related accounts such as social media accounts may not be established using a district email account.
3. Student email, related applications or cloud-based apps must not contain images or attachments which are: unrelated to school assignments, inappropriate, offensive, violent, immoral, unethical, pornographic, or considered bullying in any form.
4. Students may not establish or access non-district email accounts using the district network or Internet. Exceptions may be permitted by administration only.
5. Students will adhere to Internet safety guidelines listed within this policy while using district email services.

Academic Integrity Using Technology:

1. Students will not plagiarize works found on the Internet or works of another student.
2. Students will abide by copyright laws when using district technology. Copyrighted material placed on the network or associated with Otto-Eldred anywhere on the Internet must be properly acknowledged and used as permitted by the owner or author.
3. Students engaged in a video conference will conduct themselves appropriately in all areas of communication: gestures, facial expression, verbal, written or in the sharing of resources.

General Unacceptable Behavior:

1. Students will not install, upload or download software without permission from administration or the technology department.
2. Students will not intentionally misuse software on any district equipment.
3. Students will not store or transmit inappropriate materials on the district network, email, cloud-based applications, district online services or district equipment.
4. Students will not relocate hardware (including portable devices), install peripherals or modify settings to equipment without permission from administration or the technology department.
5. Students will not attempt to harm or destroy computer hardware, peripherals, data, the network or any network components.
6. Students are prohibited from attaching a non-district owned wireless access point, wireless router, or wireless bridge to the district owned network.

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7. Students are prohibited from establishing and/or engaging in a Personal Area Network (PAN), mobile hotspot or Virtual Private Network (VPN) for themselves or otherwise permitting other users to use their personal electronic devices as a technological means to gain access to websites, Internet resources or other network-based resources. Any attempt to create, facilitate or engage in technology for the purpose of bypassing district, building or classroom technology use policies, or to share non-educational data and/or Internet connectivity is prohibited. This includes the use of Bluetooth connections infrared or any technologies similar to PANs, hotspots or VPNs. Use of PANs, hotspots or VPNs are prohibited for any reason. Students are prohibited from establishing a personal area network (PAN) for the purpose of bypassing district, building or classroom technology use policies, or to share non-educational data and/or internet connectivity. This includes the use of Bluetooth network connections, infrared, and similar PAN technologies.
8. The following are not permitted in the school technology environment:
 1. Obscene language
 2. Harassing, insulting or attacking others
 3. Damaging computers, computer systems, computer networks, electronic devices or any component of computer or electronic devices.
 4. Violating copyright laws.
 5. Using others' passwords or accounts
 6. Hacking into others' folders, work or files for any reason.
 7. Intentionally wasting limited resources such as printer ink, toner or paper.
9. Unauthorized use of district technology is prohibited. Only users who have agreed to abide by the terms of this policy may utilize the District's technology resources. Unauthorized use, utilizing another user's district account, or exceeding one's authorization to use district technology resources is prohibited. Nothing in this policy, however, shall prevent a parent or guardian from assisting his or her child with the use of the district's technology resources, or from monitoring a student's use of the district's technology resources in the student's home.

Use of Non-District-Owned Devices and Alternate Internet Access:

Use of technology and devices for educational purposes that are not purchased or leased by Otto-Eldred School District will be governed under a separate policy (SB Policy 237); however, the following will apply:

1. All district-owned devices will be safeguarded and filtered on the district network, district Internet and other district communication channels while on or off district property.
2. All non-district-owned devices using the district network, district Internet or other district communication channels will be safeguarded and filtered while in use on district property during school hours and district sponsored educational activities.
3. Any non-district-owned devices may have a higher level of security measures applied to the connection than would otherwise be the case with a similar district-owned device.
4. Students utilizing a personal electronic device must abide by SB Policy 237 Electronic Devices.
5. Students utilizing a personal device must abide by building and teacher expectations for use during instructional and non-instructional time.

Acceptable Technology Use Policy – Student**Due Process:**

1. The Otto-Eldred School District will cooperate fully with local, state and federal officials in any investigation related to illegal (alleged or proven) activity conducted using the district network, email, cloud-based applications, online services, software or equipment.
2. Students need not be notified of investigation into illegal (alleged or proven) activity conducted using the district network, software or equipment.
3. Disciplinary actions for violations of the acceptable use policy may include, but are not limited to, the following:
 - a. Loss of network and/or Internet access on a temporary or permanent basis
 - b. Loss of permission to use equipment on a temporary or permanent basis
 - c. Partial privileges for use of network and/or equipment at specific times and/or locations
 - d. In-school suspension
 - e. Out-of-school suspension
 - f. Expulsion from school
 - g. Legal action and prosecution by governing authorities
4. School administration and/or the technology department will determine disciplinary actions for violations of the acceptable use policy with the exception of school expulsion, legal action or prosecution.
5. The superintendent or designee and the school board will determine school expulsion.
6. Legal action and prosecution will be determined by the governing authority.

Descriptions of Terms Used:

Account Credentials -the unique identification number and/or letter(s) assigned to the individual student or employee. Commonly known as “username and password.”

Cloud-based Applications – Resources provided by the Otto-Eldred School District that are stored entirely on a server outside the district network, which may be accessed from the internet using a web browser by any internet connection internal or external to OESD, including email, file storage, productivity applications and other means of facilitating educational goals via the internet.

Cyberbullying -abuse or misuse of the Internet, electronic devices, mass media or other means to torment, threaten, harass, humiliate, embarrass or otherwise target a person or group.

Digital Technology -Resources owned, operated and/or licensed by the districting, including computers; servers; networks; digital devices and components, programs; software; digital files, folders, data and records of any nature; the Internet; personal devices such as cell phones, tablets, smart devices, beepers, Personal Digital Assistants (PDAs) and the like; modems; voicemail; e-mail; wikis; blogs; or similar technologies.

Hacking – Using technology to gain unauthorized access, override security, or otherwise disrupt the district network, processes or other security measures.

Hardware -refers to any physical device or component used within or outside of the district network.

Hotspot – See Personal Area Network (PAN).

Monitoring – refers to digital or human review and/or reporting of activity using district technology.

Network -computers and related hardware electronically interconnected for the purposes of secure electronic access to devices, remote device management, user file storage, the Internet, shared network resources and other communication channels.

Online Services -programs or services accessed online for educational use.

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Peripherals -devices generally, but not necessarily, used with a computer such as printers, scanners, cameras, interactive tables, storage devices, wireless keyboards or mice, and the like.

Personal Area Network (PAN) – is the interconnection of information technology between devices within the range of an individual person, including computers, personal digital assistants, mobile phones, video game/music devices, smart devices and wearable technology, typically within a range of 10 meters using Bluetooth, infrared, or similar wireless connectivity. Commonly known as “hotspot.”

Personal Device -any technology device owned by and/or in the possession of a student and not purchased by the Otto-Eldred School District. Includes, but is not limited to cell phones, audio devices, smart devices, tablets, laptop computers, cameras or other similar technologies.

Personally Identifying Information -any information such as name, age, address, phone number, or physical location that can be used to identify, contact or locate an individual.

Social Network -online service, platform or Internet site that allows users to join and interact amongst members. Examples include, but are not limited to, wikis, blogs, Facebook, Instagram, Twitter, TikTok, SnapChat.

Software -refers to computer programs used for district network management, productivity (word processing, spreadsheets, etc.), or other educational purpose.

Video Conference –two-way video and audio presentation between remote locations in which participants can see, hear and speak to one another.

Virtual Private Network (VPN) - Private connection to another network over the Internet.

**SIGN AND RETURN THE FOLLOWING PAGE TO SCHOOL.
DO NOT RETURN PAGES 1-6.**

RETURN ONLY THIS PAGE TO SCHOOL

I agree to comply with the terms of the Otto- Eldred School District Acceptable Technology Use Policy – Student.

Printed Name

Grade

Student Signature

Date

Parent Signature

Date

Failure to return this signed form does not exclude a student from acceptable use, responsibilities, procedures and due process outlined in the Otto-Eldred School District Acceptable Technology Use Policy – Student