

SUBJECT: STUDENT COMPUTER USAGE POLICY

Education Purpose

- a) Computers and computer network have been established for educational purposes. The term “educational purposes” includes classroom activities, career development, and limited high- quality self-discovery activities.
- b) The computers have not been established as a public access service or a public forum. The Auburn Enlarged City School District has the right to place reasonable restrictions on the material a student may access or post through the system. All students are also expected to follow the rules set forth in (disciplinary code) and the law in their use of the computer system.
- c) Students may not use the computer for commercial purposes. This means that they may not offer, provide, or purchase products or services through the computer system.
- d) Students may not use computers for political lobbying. But they may use the system to communicate with elected representatives and to express their opinion on political issues.

Unacceptable Usage

- a) Students may not post personal contact information about themselves or other people. Personal contact information includes a student address, telephone, school addresses, work address, etc.
- b) Students may not attempt to gain unauthorized access to any other computer system or go beyond their authorized access. This includes attempting to log in through another person’s account or access another person’s files. These actions are illegal, even if only for the purposes of “browsing.”
- c) Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- d) Students will not use the computer to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person(s), etc.

- e) Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- f) Students will not post information that could cause damage or a danger of disruption.
- g) Students will not post private information about another person.
- h) Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- i) Students will not knowingly or recklessly post false or defamatory information about a person or organization.

Student Internet Access

- a) All students will have teacher supervised access to Internet World Wide Web information resources through their classroom, library, or school computer lab.
- b) Students may create Web pages. All material placed on our Web server must be approved and uploaded by their teacher in a manner specified by the school.
- c) Students may not use the computer to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of the access is to conduct research and both the teacher and parent have approved.
- d) Students will not download files unless approval has been granted by their instructor. If permitted, the student must download the file to their personal folder on the server or to a portable media device.
- e) If a student mistakenly accesses inappropriate information, they should immediately tell a teacher or another District employee (or disclose this access in the manner specified by their school). This will protect them against a claim that they have intentionally violated this Policy.

f) Students? parents should instruct them if there is additional material that the parents think would be inappropriate for their child to access. The district fully expects that students will follow their parent?s instructions in this matter.

System Security

a) Students are responsible for their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a student provide their password to another person.

b) Students must immediately notify a teacher or administrator if they have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.

Plagiarism and Copyright Infringement

a) Students will not plagiarize works that they find on the Internet. Plagiarism is taking any digital information, media, or images of others and presenting them as if they were theirs.

b) Students will respect the rights of copyright owners. Copyright infringement occurs when someone inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, the student should follow the expressed requirements. If the student is unsure whether or not they can use a work, they should request permission from the copyright owner. Copyright law can be very confusing. If the student has questions have them ask a teacher.

Free Speech

Students right to free speech, as set forth in the (disciplinary code), applies also to their communication on the Internet. The computer network is considered a limited forum, similar to the school newspaper, and therefore the District may restrict a student?s speech for valid educational reasons. The District will not restrict a student?s speech on the basis of adisagreement with the opinions they are expressing.

Search and Seizure

- a) Routine maintenance and monitoring of the computer network may lead to discovery that the student has violated this Policy, the (disciplinary code), or the law.
- b) An individual search will be conducted if there is reasonable suspicion that a student has violated this Policy, the (disciplinary code), or the law. The investigation will be reasonable and related to the suspected violation.
- c) The Administration has the right at any time to request to see the contents the districts servers, E-mail files or contents of a hard drive.

Due Process

- a) The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the network.
- b) In the event there is a claim that a student has violated this Policy or (disciplinary code) in use of the computer system, they will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a neutral administrator [or - will be provided with notice and opportunity to be heard in the manner set forth in the (disciplinary code)].
- c) If the violation also involves a violation of other provisions of the (disciplinary code), it will be handled in a manner described in the (disciplinary code). Additional restrictions may be placed on the students use of their Internet account.

Limitation of Liability

The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage they may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for financial obligations arising through the unauthorized use of the system.

The appearance of any hyperlink to an external Web site or server indicates that the Auburn Enlarged City School District has identified that Web site as having educational value. The Auburn Enlarged City School District does not control or

guarantee the content of these sites and makes no claim that they will comply with District policies.

Adopted: 03/23/1999

Amended: 11/27/2007