

UINTAH SCHOOL DISTRICT POLICY ACTION REVIEW

1st Reading	8/12/20		New	
2nd Reading	8/12/20		Revised	X
Approved	8/12/20		Substitute	

010.0600 ACCEPTABLE USE POLICY FOR ELECTRONIC DEVICE USE AND NETWORK ACCESS

REVISES POLICY 010.0600 ACCEPTABLE USE POLICY FOR COMPUTER USE AND NETWORK ACCESS (LAST APPROVED 4/9/13)

- 1.0 Uintah School District provides as a service to schools access to the world of information via networking facilities like the Internet.
- 2.0 The Coordinator of Educational Technology will be responsible for the administration of this policy.
- 3.0 The use of electronic devices and network access is a privilege and not a right and must be consistent with and driven by the educational objectives of the Uintah School District. All users of internet/network services must sign an Acceptable Use Agreement form that will be kept on file with the District.
- 4.0 Teachers, Employees, or Lab Managers are responsible for ensuring that all software installed on district owned electronic devices has the appropriate license for that software. Software licenses are to be maintained by the Teacher, Employee, or Lab Manager, for the computers they use or for which they are responsible, in the event licensing questions arise. A copy of multiple user licenses should be submitted to the Coordinator of Educational Technology for inventory purposes. Software Licenses at the District level will be distributed with computers to which software is installed.
- 5.0 Each electronic device /network user is expected to abide by the following generally accepted rules of user etiquette: Never send or encourage others to send abusive or inappropriate messages. You may be alone on an electronic device, but what you write, send or receive can be viewed globally. Remember that you are an employee of the Uintah School District on a non-private system. Do not use the network in any way that would disrupt network use by others. Use electronic mail appropriately (i.e. no sales, advertisements or solicitations, etc.). E-mail is not guaranteed to be private. Everyone on the system has potential access to mail. Messages relating to or in support of illegal or inappropriate activities must be reported to the appropriate building principal/supervisor or systems administrator.
- 6.0 Access log and information will be maintained when possible, and may be used to determine when inappropriate sites are accessed or distributed within the Uintah School District.

- 7.0 Users of Uintah School District owned electronic device and /or network services are part of a non-private system. Any information maintained on district provided equipment is subject to review by district/school officials. This inspection may include, but is not limited to, electronic mail, Internet access, file storage and transfer. Users should use good judgment in the information they maintain. Electronic device network users shall take all reasonable steps to promote the efficient use of electronic device networks and use all practical measures to conserve time and storage space in their use of these resources.
- 8.0 The Uintah School District recognizes that sites exist on the Internet that contain illegal, indecent, defamatory, inaccurate or offensive material. These sites are not in keeping with the educational goals and objectives of the district and should not be accessed. Users are responsible for what is knowingly accessed, stored, and viewed. Any inappropriate material should immediately be reported to the appropriate building principal/supervisor or system administrator.
- 9.0 Network services and electronic devices should be used within the bounds of existing district policy with regard to conducting personal business during school or work hours.
- 10.0 Employees who need to remove an electronic device and/or equipment from a school or district building shall complete and submit to the administrator of the building the Uintah School District Office of Educational Technology Computer Check-Out/Check-In Form. Employees assume financial responsibility for equipment removed from district property.
- 11.0 Do not use another individual's account. Only the authorized owner of the account shall use his/her account. Account owners are ultimately responsible for all activity under their account.
- 12.0 Use of a district electronic device and/or network, whether on or off school premises, for purposes that are illegal, inappropriate, or obscene or to access materials that are illegal, inappropriate or obscene, or in support of such activities is prohibited. Use of any electronic device or network on or off school premises for purposes that are illegal or inappropriate is prohibited.
 - 12.1 Illegal activities include violation of state, federal or local law.
 - 12.2 Inappropriate use includes but is not limited to:
 - 12.2.1 Using an electronic device or network to harass or threaten individuals or groups.
 - 12.2.2 Vandalizing electronic devices or networks. Vandalism is defined as any malicious attempt to harm or destroy property of the user, another user or of any other agencies or networks that are connected to the network, or the Internet system. Vandalism also includes, but is not limited to abusive

overloading of data on the server, or the uploading, downloading or creation of electronic device viruses.

- 12.2.3 The unauthorized examination or copying of files or data files belonging to others.
- 12.2.4 Violating copyright law, including using unauthorized copies of software and making, transmitting, receiving, exchanging and/or distributing unauthorized copies of software.
- 12.2.5 Impersonation of another person while sending e-mail messages, using a false or anonymous name, age, gender, or identifier and the unauthorized reading, deleting, copying or modifying of any other person's electronic mail.
- 12.2.6 Gaining or attempting to gain unauthorized access to electronic devices, networks or electronic device files or data. This includes evading or attempting to evade software designed to prevent or monitor inappropriate access to the Internet.
- 12.2.7 Gaining or attempting to gain unauthorized access to a personal account or file of another individual.
- 12.2.8 Unauthorized changing or modifying electronic devices or internet/network settings with regards to individual device identification.
- 12.2.9 Commercial use, product advertisement, or political activities.
- 12.2.10 Knowingly introducing, accessing, or distributing materials forbidden by the Uintah School District onto Uintah School District electronic devices and/or systems including any indecent, obscene, racist, sexist, pervasively vulgar, defamatory, offensive, or illegal materials promoting harm to self or others. Such obscene activities include, but are not limited to, vulgar language and sexually explicit materials, including nudity and other graphic or textual depictions of sexually explicit activities.
- 12.2.11 Formatting, wiping, scrubbing, using factory restoration utilities, or the use of any other software or hardware to hide or remove inappropriate use or content on district owned devices.

13.0 Uintah School District shall be the final authority on the use of the network and the issuance of public education user accounts.

14.0 VIOLATIONS-Any violation of district policy and rules may result in:

14.1 Loss of district provided electronic device use and/or access to the

internet/network.

14.2 Disciplinary action in accordance with the due process procedures outlined in the Orderly Termination Policy for District Employees.

14.3 Legal action.

14.4 Revocation of Certification from the Utah State Office of Education.

15.0 **DISCLAIMER**-The Uintah School District makes no warranties of any kind whether expressed or implied, for the service it is providing. Uintah School District will not be responsible for any damages you suffer while on this system. These damages may include but are not limited to: loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or your error or omissions. Use of any information obtained via the information system is at your own risk. Uintah School District specifically denies any responsibility for the accuracy of information obtained through electronic information resources.

16.0 **GUIDELINES FOR STUDENT ACCOUNTS**

16.1 Students may be granted an account for up to one academic year at a time provided that they:

16.1.1 Read and agree to follow all guidelines outlined in the Acceptable Use Policy. This agreement is formalized through their signature on the acceptable use agreement form.

16.1.2 Obtain the signature of a parent or legal guardian on the acceptable use agreement form regardless of age.

16.2 Teachers are obligated to directly teach the students in proper network use and supervise them regarding the Acceptable Use Policy.

17.0 **STUDENT USE OF A PRIVATELY OWNED ELECTRONIC DEVICE**

Uintah School District (USD) will allow students to use privately owned electronic devices to access the USD wireless network in all schools. This wireless access provided to the devices is designed to enhance the students' educational experience and outcomes. Connecting to the USD Wi-Fi network with personal devices is a privilege, not a right, and it is not a requirement for students in USD. Permission to bring and use privately owned devices is contingent upon adherence to USD guidelines. If a student's use of a privately owned device disrupts the educational environment, whether on USD's network or other network, in the sole opinion of USD, such violations may result in disciplinary action as outlined in USD's student conduct policy.

17.1 All students may use a privately owned electronic "Internet ready" device on the

USD wireless network by completing and submitting the Acceptable Use Agreement.

- 17.2 Recognizing that all such devices may not be appropriate for specific instructional situations, the final determination of devices that are appropriate to connect to the USD network rests with the school personnel.
- 17.3 Meeting the technical hardware and software specifications for successful connection to the district network is the responsibility of the device owner.
- 17.4 No privately owned electronic device should ever be connected by cable to the USD network. Student Network access is provided via Wi-Fi / wireless connection only. No one is allowed to connect a privately owned electronic device to the network by an Ethernet cable plugged into a data jack in the school. Violation of this term will result in disciplinary action and revocation of access to the network.
- 17.5 Teacher permission is necessary for student use of a privately owned electronic device during classroom instruction or inside the classroom. The teacher has the discretion on specific uses of the devices such as use of sound, video, voice, image capture, etc. The teacher may request at any time that the privately owned electronic device be turned off and put away. Failure to do so may result in disciplinary action not limited to revocation of access to the network, and confiscation of device.
- 17.6 No student shall use another student's district- or school-issued log-on credentials. In the event that a student believes that his/her password has been compromised, he/she should immediately reset his/her password.
- 17.7 No district-owned academic or productivity software can be installed on personal devices.
- 17.8 Students may not attempt to use any software, utilities or other means to access Internet sites or content blocked by school district Internet filters.
- 17.9 Use of technology devices on Buses: Technology device usage by students while riding to and from school on the bus, or on the bus during school-sponsored activities is at the discretion of the bus driver. Distracting behavior that creates an unsafe environment will not be tolerated. All USD policies regarding allowable content and appropriate usage apply while riding on a district bus or any vehicle belonging to the district or under district supervision.
- 17.10 Consequences of General Use-Violation of school or district policies, local, state and/or federal laws while using a personal electronic device on the Uintah School District wireless network will result in appropriate disciplinary and/or legal action as specified in the Student Handbook and Conduct Code, School Board policy as

well as by local, state and/or federal law.

- 17.11 Privately Owned Electronic Device Security Risks-Laptops and other portable electronic devices are vulnerable to loss and theft. These devices should be engraved or otherwise permanently marked with owner information. Students and parents who choose to allow their children to bring privately owned electronic devices on school property must assume total responsibility for these devices and be aware of all risks. If a privately owned electronic device is stolen, this must be reported to a building administrator immediately. Per Uintah School District policy, the school district will not accept responsibility for loss, damage, theft, damage or non-working of personal property. Laptops and all other personal electronic devices that are lost, stolen, or damaged are the responsibility of the student and their parents or guardians. The school district and school district personnel are not responsible for repair, correction, troubleshooting, or malfunctioning of personal hardware or software.
- 17.12 Uintah School District reserves the right to confiscate and examine a privately owned electronic device and search its contents if there is reason to believe that school district policies or local, state and/or federal laws have been violated.

18.0 OFF SITE USE FOR DISTRICT OWNED COMPUTING DEVICES

- 18.1 Uintah School District may at our discretion offer our faculty and students access to the district's computers, network, internet, and other technology, including related hardware and software devices issued through a 1:1 program for educational purposes. The technology issued may be a laptop computer, tablet, Chromebook, or similar device. This device is issued to faculty and students for their own personal, school-related use at school and at home. All devices issued under the 1:1 program are educational tools and may only be used in that capacity. Any use of district devices for other purposes (such as personal purposes) must be minimal. Using the device for commercial use or financial gain is strictly prohibited. Failure to comply may lead to termination of rights under this policy.
- 18.2 Title/Ownership. Uintah School District maintains the legal title of any device issued to faculty or students. Faculty and students are authorized to possess and use the device so long as they comply with the Acceptable Use Policy, but they do not have any ownership rights in the district owned device.
- 18.3 Loss/Damage. Damage or loss that is the result of a student's failure to exercise reasonable care or intentional damage (vandalism) will result in a fee not to exceed the current value of the device, which is outlined in the table below.

Computer Age in months	Replacement Cost
0 - 12	\$200
13 - 24	\$160
25 - 36	\$120
37 - 48	\$80
49 - 60	\$40

- 18.4 District Technology Return. When a student withdraws from enrollment at district, or is in violation of 18.1, the student must return any device issued by the educational technology department immediately. A student shall not retain the device for more than two school days after the date of such expiration, withdrawal or termination. If a student fails to return the device in a timely fashion, the student and his or her parent or guardian will be subject to paying replacement costs.

For employees who terminate employment with the school district, all issued district electronic devices must be returned to the employee's supervisor.

- 18.5 Appeal Process. If a student receives consequences for a violation of the 1:1 program or if the parent is required to pay replacement or repair costs, the student's parent or guardian may appeal by requesting an appeal in writing within ten school days of notification of the decision to issue consequences or of notification of payment due. All requests for appeal must be addressed to the Superintendent, and should include a full description of the parent or guardian's reasons for disagreeing with the decision. The Superintendent or designee will then review the decision and will respond to the parent within ten school days after receipt of the request for appeal. A meeting may be held by the Superintendent or designee to obtain additional information from the student, the parents and/or guardian and/or District staff. The Superintendent or designee's decision on appeal shall be final.