

Acceptable Use Guidelines for Student Access to Electronic Networks, Resources, and Devices of IKM-Manning CSD

INFORMED CONSENT FOR PARENT'S PERMISSION FOR STUDENTS TO ACCESS THE SCHOOL'S ELECTRONIC NETWORKS

Please notify the appropriate school office, in **writing**, if you do not want your son or daughter to access the school's electronic networks, resources, or devices

INFORMED CONSENT FOR PARENT'S PERMISSION FOR THE PUBLICATION OF STUDENT WORK/PICTURES

From time-to-time the school may wish to publish examples of student projects, photographs of students, and other work on the school websites, global websites, class newsletters, yearbook, school newsletters, and/or local newspaper(s).

Please notify the appropriate school office, in **writing**, if you do not want information about your son or daughter to appear in any of the above examples. It will be the responsibility of the parent or student to inform the principal, teacher, supervisor, or advisor to the activity that you do not want the release of student information to be used.

The use of the network is to promote the exchange of information to further education and research, and should be consistent with the mission of the school. The use of the school network is a privilege and may be taken away for violation of board policy or regulations. Any action that is illegal, immoral, or creates an expense to the district is considered unacceptable and will not be tolerated. These rules apply to equipment owned by the school and equipment and/or personal devices brought to school from home.

E-Mail

Students may be given access to a district-provided e-mail account under the supervision of a teacher or technology coordinator.

Appropriate and respectful language will be used in electronic mail and communications.

System Monitoring

Network technology coordinators will periodically view files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files on school devices or those brought to school will be private. Any staff member may request the technology coordinator to deny, revoke or suspend specific user accounts.

User Network Etiquette

Users are expected to abide by the generally accepted rules of network etiquette, which include, but are not limited to, the following:

- Students will communicate politely and appropriately. Do not transmit, share, or display offensive messages or images.
- Students will maintain privacy. Do not reveal anyone's personal information, including your own.
- Students will respect all copyright and license agreements.
- Students will properly cite Internet sources when gathering information for school research papers or projects. To not site a source is plagiarism and considered cheating thus making the student accountable for possible consequences.
- Students will respect the right of others to use shared equipment by leaving settings as set according to building standards.
- Students will respect the privacy of others, including their electronic storage areas.
- Students will report any problems with equipment to supervising teacher or technology coordinator.

Unacceptable use includes, but it not limited to, the following:

- Using the network for illegal purposes.
- Using the network for immoral actions.
Includes but not limited to:
 - Harassing, insulting, attacking, or threatening harm or embarrassment to others.
 - Accessing, uploading, downloading, transmitting, or distributing illegal, obscene, profane, abusive, threatening, or sexually explicit material.
- Using the network for activities that incur an expense to the school.
(Students will be expected to pay for these expenses.)
- Downloading or uploading programs or files without permission from a supervising teacher.

Violations — Consequences and Notifications

Students who do not follow the Acceptable Use Guidelines shall be subject to the appropriate action described in board policy, in the school's discipline policy, in the school's student handbook, or to the following consequences, which will be decided upon between teacher, technology coordinator, and administration if necessary.

First Violation — The student may lose electronic network access/computer use for a period up to 4 weeks at the discretion of the supervising teacher/staff member

Second Violation — The student may lose electronic network access/computer use for a period up to 9 weeks at the discretion of the supervising teacher/staff member.

Third Violation — The student may lose electronic network access/computer use for the remainder of the school year at the discretion of the supervising teacher/staff member. If the time left is less than 9 weeks, the time may be transferred to the following school year.

A verbal and written "Warning/Violation" notice will be issued to the student. A copy of the notice will be mailed to the student's parent/guardian and a copy provided to the building principal.

****Student violations will be in effect during school hours outside of regular classroom time such as study halls or before and after school. When computers are required for a classroom lesson, the student will be allowed to use the computer under direct teacher supervision unless a teacher deems otherwise.**