

Computer Acceptable Use Policy and Internet Safety Agreement

Statement of Purpose

Great Falls Public Schools is pleased to offer our students and staff and guests access to the World Wide Web and other electronic networks. The advantages afforded by the rich, digital resources available today through the World Wide Web outweigh any disadvantage. However, it is important to remember that access is a privilege, not a right, and carries with it responsibilities for all involved.

Terms of Agreement

In order for a student to be allowed access to a school computer system, computer network, and the Internet, parents must sign and return the attached consent form each year by September 12.

In order for a staff member to be allowed access to a district computer system, computer network, and the Internet, the staff member must sign and return the attached consent form each year by September 12.

Acceptable Uses

The District is providing access to its school computer systems, computer networks, and the Internet for **educational and school business purposes only**. Use for informal or personal purposes is permissible within reasonable limits. If you have any doubt about whether a contemplated activity is appropriate, you must consult with the person(s) designated by the school to help you decide. Accordingly, regulations for participation by anyone on the Internet shall include but may not be limited to the following:

1. All users must abide by rules of Network etiquette. Netiquette includes the following:
 - **Be polite.** No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
 - **Use appropriate language** and graphics.
 - **Be mindful of the information you send and receive electronically.**
2. **Users are responsible for all activity under their electronic accounts.** Users will not share passwords with other users or log in as someone other than themselves. The only exception is teachers may request the passwords of his or her students.
3. Teachers may allow individual students to use electronic communications with proper supervision.
4. Students and staff will protect student privacy. No student personal addresses, personal phone numbers, or last names of students will be published on the World Wide Web. No identifiable photographs will be allowed to be published on the World Wide Web without appropriate written consent. Concerning a student, appropriate written consent means a signature by a parent or legal guardian of the student. Students and Staff should be aware that, by using many digital tools on the Internet, work published will be publicly accessible and permanently available.
5. **The Internet is an extension of the classroom and teachers must make reasonable effort to be aware of where students go on the Internet.**

6. The District reserves the right to monitor, inspect, backup, review and store at any time and without prior notice any and all usage of the network and Internet access and any and all information transmitted or received in connection with such usage. This includes any information stored on network or local computer discs. All such information files shall be and remain accessible by the District and no user shall have any expectation of privacy regarding such information. Users are advised that all material in whatever form in the school system's network may be considered public record pursuant MCA 2-6-102.
7. **Student Photos/Student Work.** Publishing student pictures and work on websites promotes learning, collaboration and provides an opportunity to share the achievements of students. Parents/guardians must indicate their written consent to publish their child's previously unpublished photo or school work on any school-related website before the item is published to the web. Please note that under no circumstances will student photos or work be identified with first and last name on a Great Falls Public Schools website, including district, school, or teacher websites, or social media property.
8. While GFPS makes every effort to filter inappropriate material it is possible for an industrious user to gain access to such material. It is the user's responsibility not to initiate access to or to distribute inappropriate material, or attempt to circumvent filters.
9. It is every user's responsibility to adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. Student work is copyrighted and owned by the student unless released.
10. It is every user's responsibility to treat the physical and digital property of others with respect. This includes proper treatment of computer equipment and other hardware, the network system, and respecting others' electronic files. Students and staff are not to remove, add or modify software, computer hardware or network equipment without prior Tech Department authorization.

Failure to Follow Acceptable Use Policy

Use of the computer network and Internet is a privilege, not a right. A user who violates this agreement is subject to disciplinary action according to District Policy. Note that some infractions of this Acceptable Use Policy may be criminal and as such legal action may be taken.

Teacher Responsibilities

- Teachers will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the district curriculum.
- All students will be informed of their rights and responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group.
- Use of networked resources will be in support of educational goals.
- Teachers will treat student infractions of the Acceptable Use Policy according to the school discipline policy.
- Teachers will provide curriculum-appropriate alternate activities for students who do not have permission to use the Internet or a particular digital tool.
- Teachers will not add additional or modify existing network computer hardware without prior IT administration approval. This includes, but is not limited to: externally acquired computers (donations, etc.), network patch cable extensions, network attached disks, wireless routers and/or access points, and network switches.

- Before introducing any digital tool into the classroom, teachers will read and understand both the Terms of Use and Privacy policies of the tool, ensure that it follows COPPA guidelines, and will have reviewed or obtained any necessary parental permission prior to student use.

Principal Responsibilities

- Distribute and collect signed Acceptable Use Policy from all students and staff.
- Treat student or staff infractions of the Acceptable Use Policy according to appropriate discipline policy.
- Permission forms are valid for one year and must be kept indefinitely on file with student records.
- Students who do not have permission to use the Internet, to use particular digital tools, or to have works or images displayed online must be identified to staff.

District Responsibilities

- Ensure that filtering technology is in use to block access to materials that are inappropriate, offensive, obscene, or contain pornography.
- Have acceptable use policy approved by cabinet and reviewed as necessary.
- Ensure appropriate access to list of students who do not have permission to use the Internet, to use particular digital tools, or to have works or images displayed online.
- Provide professional development for staff regarding expected behavior concerning this policy.
- Cyber safety and netiquette are embedded appropriately into curriculum.

PLEASE REVIEW THE ABOVE POLICY AND CHECK THE APPROPRIATE BOX ON THE STUDENT/PARENT SIGN OFF PAGE OF THE STUDENT HANDBOOK