

## Great Falls Public School

### Student Computer Acceptable Use and Internet Safety Agreement

#### Statement of Purpose

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

#### Terms of Agreement

**PLEASE REVIEW THE AGREEMENT BELOW AND CHECK THE APPROPRIATE BOX ON THE STUDENT/PARENT SIGN-OFF PAGE OF THE STUDENT HANDBOOK.**

**In order for a student to be allowed access to a school district electronic device, network, and the Internet, parents and middle/high school students must review the agreement below, check the appropriate box on the student/parent sign-off page of the student handbook, sign and return annually.**

#### Student Acceptable Uses

The District provides electronic information, services, and networks **for educational purposes**. All use must be in support of education and/or research, and in furtherance of the District's stated educational goals. Accordingly, regulations for participation by anyone on the Internet shall include but may not be limited to the following:

1. **Access is a privilege**, not a right, and carries with it responsibilities of digital citizenship for all involved. Students will use appropriate language and/or images (e.g. no swearing, vulgarities, suggestive, obscene, inflammatory, belligerent, or threatening language and/or images). Students will practice respect for others, by never using any technology to harass, haze, intimidate, or bully anyone.
2. **Students are responsible for all activity under their electronic accounts.** Students will not share passwords with other users or log in as someone other than themselves. The only exception may be teachers safeguarding the passwords of his/her students. Students will log off of devices and/or websites when finished.
3. **Students will use school district-provided devices, networks, and Internet access for educational purposes only.** Uses that promote a personal commercial enterprise for personal gain through selling or buying over the school district's network are prohibited. Uses in regards to political agendas must be in compliance with state law and Board policy.
4. **Students will protect the privacy of self and others.** Students will carefully safeguard last names, personal addresses, personal phone numbers, personal email addresses, passwords, photos, or other personal information on the Internet, including such items belonging to others. Students should be aware that when using many digital tools on the Internet, published work may be publicly accessible and permanently available.
5. **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 school district network and Internet

access, and any and all information transmitted or received in connection with such usage. This also includes any information stored on school district network or local electronic devices. All such information files shall be and remain accessible by the District, and no student shall have any expectation of privacy regarding such information. Students are advised that all material in whatever form in the school district system's network may be considered public record pursuant to MCA 2-6-102.

6. **Student Photos/Student Work.** Publishing student pictures and work on websites promotes learning, collaboration, and provides an opportunity to share the achievements of students. If parents/guardians do not want release of student directory information, including photos and school work, schools must be notified in writing (see page 2 of the District's Student Handbook).
7. **While the District makes every effort to filter inappropriate material, it is possible for an industrious user to gain access to such material.** Inappropriate material is defined as material that violates generally accepted social standards. It is the student's responsibility not to initiate access to or to distribute inappropriate material, or attempt to circumvent filters.
8. **It is every student's responsibility to adhere to the copyright laws** of the United States (P.L. 94-553) and the Congressional Guidelines that delineate those laws regarding software, authorship, and copying information.
9. **It is every student's responsibility to treat the physical and digital property of others with respect.** This includes proper treatment of digital devices and other hardware, the network system, and respecting others' electronic files. Students are not to remove, add or modify software, computer hardware or network equipment without prior Informational Technology Department authorization.

### **Student Responsibilities**

Students understand that access is a privilege, not a right, and carries with it responsibilities of digital citizenship for all involved. Students understand that if they choose not to follow the rules, they may lose computer privileges and/or have other consequences. Students will:

- use all electronic devices carefully and not damage, change, or interfere with the hardware, software, settings, or security of the network.
- use electronic devices, network, and the Internet for educational purposes only.
- use only programs and websites that are educationally appropriate.
- print only with permission.
- use their own access, file, or folder on the school district networks, understanding that any information and activity may be monitored and viewed by teachers or other district personnel.
- not view, send, or display inappropriate content, messages, or pictures.
- tell a teacher if they read or see something on a device that is inappropriate or if a device has been changed in any way.
- never use any form of school technology to harass, haze, intimidate, or bully anyone.
- be polite and use appropriate language.
- carefully safeguard personal privacy and the privacy of others.
- protect personal login/ID information and access by logging off of any device when finished.
- obey copyright laws including citing all sources.
- not download programs, music, or apps on school district electronic devices, unless granted specific permission to do so by the teacher.

### **Teacher Responsibilities**

Teachers will provide guidance to students as they access electronic information, services, and networks **for educational purposes**. Teachers will:

- inform all students of their rights and responsibilities as users of the district network prior to granting access to that network, either as an individual user or as a member of a class or group.
- monitor when students are accessing the Internet.
- address student infractions of the Acceptable Use Agreement according to the school discipline policy.
- provide curriculum-appropriate alternate activities for students who do not have permission to use the Internet or a particular digital tool.
- guide student use of identifiable photographs, referencing student directory release of information.
- follow the Child Online Privacy Protection Act (COPPA) guidelines when using digital tools in the classroom.

### **Principal Responsibilities**

Principals will provide support to teachers and students in following the Student Computer Acceptable Use and Internet Safety Agreement. Principals will:

- annually distribute, collect, and file signed Acceptable Use Agreements from all students via Student Handbook.
- address student infractions of the Acceptable Use Agreement according to school discipline policy.
- provide an updated 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.

### **District Responsibilities**

The District will provide support to principals, teachers, and students in following the Student Computer Acceptable Use and Internet Safety Agreement. The District will:

- ensure that COPPA-compliant filtering technology is in use.
- review the Acceptable Use Agreement as necessary.
- provide professional development for staff regarding expected behavior concerning this agreement.
- ensure curriculum reflects digital citizenship.

### **Acceptable Uses of Personal Devices on the District Network**

Students may bring their own personal electronic devices which may or may not be able to connect to the District/school **wireless** network. When using personal electronic devices, students must abide by the Acceptable Use Agreement, in addition to the following. Students will:

- use personal devices in class only with the teacher's express permission.
- only connect to the District/school wireless network and NOT to the District/school wired network. They understand if their personal device is found wired to the District/school network, the device will be removed and turned into the administrator.

- only use devices with up-to-date virus protection software.
- turn off all peer-to-peer (music/video/file-sharing) software or web-hosting services on their device while connected to the District/school wireless network.
- understand the security, care, and maintenance of their device is their responsibility. Student devices will be securely stored when not in use.
- understand that the District/school is not responsible for the loss, theft, or damage of student devices. Students are fully responsible for their property while at school. They understand that should they leave their device in the custody of a staff member, that the staff member is not responsible for the loss, theft, or damage of the student device.
- understand the Information Technology Department will not provide support for personal devices. Students are fully responsible for making their device work within the parameters defined in this agreement. If they are unable to make their personal device work within these parameters and the given time allotted by the teacher, the student will need to use a device that is provided by the District/school to prevent any interruption to instruction and learning.
- understand that school staff may access student personal electronic devices if there is reasonable suspicion that the search will uncover evidence that they are violating the law, Board policy, administrative regulation, or other rules of the District or the school. This may include, but is not limited to, audio and video recording, photographs taken on District/school property that violates the privacy of others, issues regarding bullying, verification that the student's device is connected to the District/school network, etc. Students will provide appropriate login credentials to the device if required. Failure to provide access is insubordination and will be deemed satisfactory evidence that the student device contains content that violates this section.
- not use an audio/video recording device, to record media or take photos during school hours unless given permission from both a staff member and those being recorded.

### **Failure to Follow Acceptable Use Agreement**

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

#### References:

Policy 3225 Sexual Harassment/Intimidation of Students  
 Policy 3226 Hazing, Harassment, Intimidation, Bullying  
 Policy 3231 Searches and Seizure  
 Policy 3300 Corrective Actions and Punishments  
 Policy 3310 Student Discipline  
 Policy 3630 Cellular Telephone and Electronic Signaling Device Policy  
 Policy 3612 District-Provided Access to Electronic Information, Services, and Networks  
 Policy 5450 Employee Electronic Mail and Online Services Usage  
 Policy 5450F Code of Ethics for Electronic Mail and Online Services

#### Acceptable Use Agreement History:

Original Cabinet Approval: July 2014  
 Revised on: May 24, 2016