Dell Rapids Public School
Acceptable Use Policy

General Policy Statement

The Dell Rapids Public School recognized that access to technology gives students and staff greater opportunities to learn, instruct, communicate, and develop skills that will prepare them for work, life and citizenship. In support of its mission of teaching, research, and public service, the Dell Rapids Public School provides access to computing and information resources for students, faculty, administration and community. The computing and information resources at Dell Rapids Public School are to be used for educational purposes only. Educational purposes include but not limited to academic research, completing class assignments and software training. Our goal is to provide all students with appropriate access to our system according to the needs of their classes. Access to technology is a privilege and therefore the Dell Rapids Public School reserves the right to limit, restrict or extend computing privileges and access to its information resources.

This Acceptable Use Policy outlines the guidelines and behaviors that all user are expected to follow when using school technologies or when using personally owned devices on the school campus, including the following:

- The Dell Rapids Public School District network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Misuse of school resources can result in disciplinary action.
- The Dell Rapids Public School District makes a strong effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

Technologies Covered

The Dell Rapids Public School District (DRPSD) may provide the privilege of internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, email, video broadcasting and more. *This Acceptable Use Policy applies to both school-owned technology and also applies to **privately owned devices** accessing the DRPSD network, DRPSD internet connection, and or private networks/internet connections while on school property*. As new technologies emerge, DRPSD will seek to provide access to them. The policies outlined in the document cover all available technologies now and into the future, not just those specifically listed or currently available. Additionally the South Dakota Bureau of Information & Technology (BIT) and the Department of Education (DOE) require the local district to monitor the proper and secure use of the state Digital Dakota Network (DDN) for its intended purposes at the local district level. To meet this obligation the district may require written or verbal information at the offices in each building recording the person's name, affiliation, purpose/reason for use, length of use, and information about any devices to be used. Device information may include but not be limited to a description of device including type of device and MAC address.

General Supervision Rules of Special Note for Staff and Students

Use of the Dell Rapids Public School system for entertainment, commercial solicitation, social networking, or other inappropriate activities is prohibited at anytime. E-mail and chatting are to be used only with the supervising teacher present. Users should expect that files, including e-mail, **will not be private**. Administration and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

User Responsibilities and Prohibitions

Users shall use electronic resources responsibly as part of his or her prescribed learning. User's conduct in using electronic resources shall be consistent with the rules of student behavior as set forth in the school district policy. All users will be held responsible for any activity completed with their login and password, even if that user did not directly complete the activity. Any student who loses his or her computer privileges may be expected to complete any and all assignments without the use of the school district's computer resources.

No user shall intentionally cause damage to any school equipment including hardware and software. This **prohibition** includes, but is not limited to, the following acts:

1. Tampering with, removing, damaging or exchanging hardware, software or any technology components from any system
2. Deleting, renaming, moving, copying, or changing any file or its properties other than user's own files
3. Attempting to gain access to unauthorized files, including DOS prompt
4. Attempting to use or change another user's password
5. Damaging other user's work
6. Installing/downloading software or games on school system
7. Violating copyright laws by unauthorized copying of software
8. Installing, copying, or knowingly infecting a computer system with a virus
9. Quickly turning off or rebooting computer because of the ensuing presence of an instructor is an admission of guilt
10. Using offensive language on computer system
11. Using school resources for purposes other than educational assignments during school day
12. Sending network messages
13. Disabling monitoring software
14. Disabling a computer
15. Excessive printing

Internet Safety and Use Policy

The district provides the use of the Internet for **educationally appropriate uses only**. The use of the Internet must be in support of education and be consistent with the educational objectives of the Dell Rapids Public School District. The following safeguards and rules are to promote educationally appropriate uses of the Internet and the protection of student and staff users who use the Internet at the Dell Rapids Public School.

1. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to, copyright, threatening, or obscene material.

2. Student and staff Users are not to reveal personal addresses, phone numbers or any other uniquely identifying information of self or others.

3. The district understands its responsibility to exercise reasonable care to provide an educational and safe Internet environment for both adults and students using district computers. The district will maintain a constant blocking filter that is designed to block access to obscene materials, violence, nudity, ethnic impropriety, cult, drugs & drug culture, and substances controlled from minor use. It will also manually block any sites not caught by its filter that are reported to the Technology Director and confirmed to be a danger to students. Staff members are expected to supervise student use of the Internet during regular hours at school and no student is to use the Internet without staff permission and supervision while at school.

4. The district understands its responsibility to closely supervise the use of Blogging, Tweeting, E-mail and other social curriculums. Blogging, Tweeting, E-mail and other social programs are to be used only with the supervising teacher present and for an academic purpose directed by the teacher.

5. The district understands its responsibility to closely supervise computer use so that students do not use it for unauthorized access including so called 'hacking' and other unlawful activities by minors using the district computer system. Such use is subject to school discipline and/or legal action. All staff are to report any suspicion of unauthorized access to the Technology Director.

Consequences for Violations

The consequences for violating the Acceptable Use Policy will be dependent on the severity of the violation. Violations of a serious nature may result in automatically receiving a second, third or fourth offense consequence. The violator and violator's parent/guardian will also have to sign a technology use infraction form for each violation, and the violator will not have his or her computer privileges restored until this form is turned in to the building computer teacher. The consequences for infractions will be, but are not limited to:

1. First Offense – Loss of all computer privileges for 5 school days.
2. Second Offense – Loss of all computer privileges for 10 school days.
3. Third Offense – Loss of all computer privileges for 11 to 90 school days.
4. Fourth Offense – Loss of all computer privileges for one school year.

In addition to the above consequences, the school district gives the following notice to violators:

1. The time periods for loss of computer privileges may carry over to the next year if the school year ends before the removal time has elapsed.

2. Violators may be held responsible for any costs, liabilities, or damages incurred through the use of the computer system and/or Internet.
3. The school district reserves the right to administer other disciplinary actions if it is deemed necessary. This may include disciplinary or legal action including, but not limited to, criminal prosecution under appropriate federal and state laws. Violation of federal or state law will be reported to the proper enforcement authorities.

Disclaimers

1. Dell Rapids Public School makes no warranties of any kind, whether expressed or implied, for the service it is providing.
2. Dell Rapids Public School will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by users' errors or omissions and/or system failure.
3. Use of any information obtained or provided by the user via the Internet is at the user's own risk. Dell Rapids Public School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
4. The district and its staff cannot guarantee that all electronic materials accessed by users will be educationally appropriate.
5. The district cannot guarantee that electronic work produced or accessed by users is safe from loss or electronic corruption, including delays, misdirection, or intrusion.
6. The district can not guarantee that any electronic messages sent or received by users will be private. Any message may become public knowledge.
7. The district will not be liable for any harm or damages, consequential or otherwise, arising from use of electronic resources.
8. Parents are advised that such student access may not be continuously monitored.

Dell Rapids Public School
Internet Publishing and Video Production Policy

Dear Parents/Guardians:

As Dell Rapids Public Schools continue to strive to provide your son or daughter with enriching and innovative educational programs, your son/daughter will have the opportunity to post his/her work and photograph on the Internet and local cable channel 19. This exciting opportunity will allow your son or daughter's school project to be viewed by others around the world. Student work will be publicized with only the first name of your child being viewable to the public.

Group and individual pictures of your child are taken quite often for classroom and co-curricular activities. Group and individual pictures may be published to the Internet or used in video productions for channel 19, but no first or last names will be used to identify the individuals in the photos or videos.

There may be unique circumstances in which a parent may not want their child's work and/or picture published on the Internet or video productions for channel 19. If it is your desire not to have your child's work and/or picture published on the Internet or shown on channel 19, you are asked to contact the Dell Rapids Public School at (605) 428-5473 and notify them of this decision.

Acceptable Use Policy
Signature Form

In support of its mission of teaching, research, and public service, the Dell Rapids Public School provides access to computing and information resources for students, faculty, administration and community. During school hours (8:00 a.m. to 4:00 p.m.) the computing and information resources at Dell Rapids Public School are to be used for educational purposes only. Educational purposes include academic research, completing class assignments and software training. Use of the Dell Rapids Public School system for entertainment, commercial solicitation, social networking, or other inappropriate activities is prohibited at anytime. Blogging, Tweeting, E-mail and chatting are to be used only with the supervising teacher present. Our goal is to provide all students with appropriate access to our system according to the needs of their classes. Access to technology is a privilege and therefore the Dell Rapids Public School reserves the right to limit, restrict or extend computing privileges and access to its information resources.

User Declaration:
I understand and will abide with the Acceptable Use Policy of the Dell Rapids Public School. I acknowledge that the Dell Rapids Public School is not responsible for the information that I access or that I use. I am responsible for the information that I access or use. I further understand that any violations of the Acceptable Use Policy may jeopardize my access privileges and warrant disciplinary action. I understand that if I lose my computer privileges, I may be expected to complete any and all assignments without the use of the district's computer resources.

User's full name (Print) _____ Grade _____

User's Signature _____ Date _____

Parent/Guardian Declaration:
I have read the Acceptable Use Policy for the Dell Rapids Public School. I hereby give permission for my child to use the Internet for educational purposes. I recognize that it is impossible for the Dell Rapids Public School to restrict and prevent access to controversial materials and will not hold the school responsible for materials requested on the system. Further, I will accept full responsibility for my child's actions while using the computer system and Internet at Dell Rapids Public School. I also understand that student access may not be continuously monitored.

Parent/Guardian Signature _____ Date_____

If you have any questions or would like clarification regarding the Acceptable Use Policy, please call the Dell Rapids Public School (428-5473).

> ***Students in grades K-4 will return this form to their homeroom teacher.**
> ***Students in grades 5-8 will return this form to homeroom teacher.**
> ***Students in grades 9-12 will return this form to the office.**