

INDEPENDENT SCHOOL DISTRICT 283

SECTION/FILE 524 DATE OF ADOPTION 6.26.2000
REVISED 6.9.2003; 3.26.07

TITLE A Internet Acceptable Use and Safety

PROCEDURES

1. Personal Safety

- 1.1. Students are expected to tell a staff member about any message they receive that makes them feel uncomfortable or is inappropriate
- 1.2. Parents retain the right to restrict publication of student materials. Staff members are expected to inform parents about student materials on the Internet.

2. User Rights

- 1.1. Users have a right to free speech while using the electronic communication network. This network is considered a limited forum, similar to the school newspaper. Therefore the District may restrict speech for valid educational reasons. The district will not restrict speech on the basis of disagreement with opinions expressed.

3. Use of Personal Computer Equipment on the District's Network.

St. Louis Park Schools provides students and employees with technology resources for learning and job related functions. Technology is purchased on a cycle of life basis of five years. Dependent upon the piece of equipment each individual employee or student is using, the student or employee may have access to personal equipment that exceeds the ability of the equipment provided by the district. This does not however, allow the use of this non-district equipment in the district's networked environment. The Superintendent of Schools or the Superintendent's appointed designee will make the final decision over whether non-district equipment can be connected to district networks. This will be decided on a case-by-case basis.

A student or employee may use a piece of personal equipment at a district site as a stand-alone piece of equipment. If a person is using a personal piece of equipment at a district site, the following guidelines regulate such use:

- The district is not responsible for any loss of data, application crashes or operating system crashes or restoration of an employee's or student's personal computer for district or non-district related reasons.
- Due to the time/responsibility constraints already placed on building technical staff, he/she is not responsible for the installation and or configuration of hardware or software on an employee's or student's personal computer.
- District employees or students are not permitted to connect personal computer hardware to the district network or other district equipment for the following considerations:
 - Ensuring the privacy and security of data on the district's network is the foremost concern of introducing non-district owned/controlled equipment.
 - The introduction of a non-secured piece of hardware into the secured district network can lead to the release, intentional or otherwise, of malicious code (viruses, Trojan Horses etc.).
 - Incompatible hardware (i.e. NIC cards, etc) or software can cause "chatter" or "noise" on the network such that bandwidth on the network can be reduced to unacceptable levels.

- Drivers or software incompatible with district equipment can cause undo technical support time and undesirable affects on networked equipment.
- External drives can be used to illegally copy software to or from district equipment.

4. Use of Personal Computer Equipment on the District's Network.

Personal equipment which is permitted to be connected to district networks or equipment includes, but is not limited to:

Desktop computers
 Laptop Computers
 Handheld devices (Palm, Pocket PC etc.)
 Monitors
 Printers
 External writable drives
 CD/DVD R,RW drives.

- Portable drives known as “Flash Drives”, “Keychain Drives” or “Jump Drives” can be used to transfer personal files from a student or staff account for the purposes of backing up files and/or transporting files for uses off the school district network. The use of the aforementioned drives is not permitted to copy district licensed software from computers or to transfer unlicensed or malicious software to district computers.
- Digital music players (i.e. ipods) cannot be used to transfer music files to district computers unless explicit consent has been granted in advance by the Director of Information Services.
- Digital cameras or video cameras may be used in certain environments, but must be pre-approved by a district technician.

Any exception to the prohibition of non-district equipment must be acquired in writing from the Superintendent of schools or the Superintendent's appointed designee prior to the non-district equipment being used on district networks.

- In the event that non-district equipment is discovered connected to district equipment or the district network without prior permission by the superintendent or the superintendent's appointed designee, an Information Services Department employee will remove the non-district equipment. The owner of the equipment will be asked to remove the equipment from the premises by the end of the day. If the owner of the equipment cannot be determined, the Information Services Department will retain the piece of equipment until it is claimed.
- St. Louis Park Schools is not responsible for loss, theft or damage of personal equipment.
- Any equipment used on the premises of St. Louis Park School District is subject to the guidelines for use contained in the district's acceptable use policy.

** Non-district equipment is defined as any piece of equipment that does not have its manufacturer serial number recorded in St. Louis Park Schools technology equipment inventory database.*

5. Donation Acceptance for Computer or other electronic equipment.

St. Louis Park Schools appreciates the generosity of individuals or businesses that look to enhance the district through gifts or donations of equipment. Due to the rapidly changing nature of technology, St. Louis Park schools must abide by the following guidelines for accepting gifted or donated equipment:

- All donations of computers or electronic equipment must be approved by the Director of Information Services.
- All donated equipment must meet the minimum standards set annually by the Director of Information Services.

Rationale for these guidelines:

- St. Louis Park Schools maintains a 5-year cycle of life for most equipment in order to run efficient technology systems.
- Donations of older equipment require additional investment, both monetary and personnel, to make them compatible with the district's current systems.
- The district must ensure proper disposal of any equipment which is considered hazardous material, this includes old computers and electronic equipment.
- All donations are reported to the School Board for public recognition.
- St. Louis Park Schools does not perform appraisals of donated equipment's worth for tax purposes. The party making the donation determines the worth of the equipment on their own. St. Louis park schools will provide the party donating the equipment with a letter stating the acceptance of the specific equipment but will not assign worth to the equipment.

Specific guidelines for computer related donations

- Computers must include a working Network Interface at time of donation.
- Original media for installation of operating systems must be included for legal transfer of the software. Computers without the **original** operating system media will not be accepted.
- Computers must meet the annual minimum requirements for processor speed, hard drive size, ram and network interface.

Expected Behavior

Students

Consequences for misuse/abuse of on-line electronic resources will be in accordance with the District discipline policy and may include one or more of the following:

- 1) Warning
- 2) Loss of credit for the assignment
- 3) Loss of credit for the unit
- 4) Loss of privilege to use the Internet
- 5) Loss of computer privileges in the St. Louis Park Public School District
- 6) Referral to administration for discipline
- 7) Referral to authorities for processing.
- 8) Expulsion

Employees

Consequences for misuse/abuse of on-line electronic resources will be in accordance with district policies and procedures and may include one or more of the following:

- 1) Warning
- 2) Referral to administration for discipline, which may include termination of employment
- 3) Referral to authorities for processing

Rules and Regulations for
IIAAA – Acceptable Use of Electronic Resources

Email Guidelines

- ❖ Your district email account is considered a professional tool. Your messages are the property of the St. Louis Park Public Schools. All email can be read by the district network administrators.
- ❖ Consider obtaining a TIES internet account or using a browser to obtain an email account for personal use.
- ❖ List serves "span" our server. Do not sign up for list serves that send multiple messages (e.g. travel sites, joke-of-the-day). It is your responsibility to unsubscribe. Your account will be disabled if this rule is violated. It is fine to subscribe to a professional listserv.
- ❖ Delete unwanted messages. You will receive an error message if you have too many messages.
- ❖ Remember to close out your account so other people cannot access your messages.
- ❖ Give the "Change of Password" slip to your building computer technician. Do not use your name or phone number as your password. If you need to change your password later in the year, contact your computer tech.
- ❖ Do not use your St. Louis Park Public Schools account to send flame messages to anyone. Hostile, harassing or threatening email is a violation of the District's *Acceptable Use Policy*. If you must "flame", please use a personal account so St. Louis Park Public Schools' name is not on the email.

Email Etiquette

- ❖ ALL CAPS IS CONSIDERED SHOUTING.
- ❖ All lower case is considered mumbling.
- ❖ Do not forward virus warnings. The message IS the virus.
- ❖ Put a meaningful subject on your email. This helps those who are reading the mail you send. "IMPORTANT!" or "Please Read" aren't useful... they just look like "spam" (junk mail).
- ❖ Do not reply to a message if you're not addressing its content. If you want to send a new message to someone, create a new message.
- ❖ Do not forward jokes, petitions for "good causes," or other similar material to email lists. It clogs the server and wastes your professional time and the professional time of the receivers of your messages.
- ❖ Do not send personal email to email lists without asking the original sender's permission.
- ❖ Many people find it easier to be more aggressive with email than other forms of communication. This is called "flaming." Think before you flame. If you find yourself writing an inappropriate email, it may be wiser to save the message and come back to it later. It is easy to write something that seems fine now but may be a regret later.
- ❖ Do not give another person access to your email account. NEVER.
- ❖ Do not send replies to "all recipients" unless there is a very specific need for everyone to receive the message.
- ❖ Back up messages your server folder or hard drive.
- ❖ Consider using a personal signature including name, school, title, etc.