

Staff
ACCEPTABLE USE AND INTERNET SAFETY POLICY
FOR THE COMPUTER NETWORK OF THE
Hoxie School District

2018-2019 School Year

The Hoxie School District is pleased to make available to the staff access to interconnected computer systems within the District and to the Internet, which is a worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the Hoxie School District to be able to continue to make its computers, its network, and Internet access available, all staff must take responsibility for appropriate and lawful use of this access.

The Hoxie School District provides technology to support teaching, enhance learning, and improve productivity. The policy is intended to delineate the roles and responsibilities of all technology users in the Hoxie School District. All Public Schools employees are required to comply with the provisions herein.

All users must sign and return an Acceptable Use Policy Statement before being allowed to use any of the Hoxie School District's technology. The Acceptable Use Statement will stay in effect as long as the staff member is employed in the Hoxie School district.

Listed below are the provisions of your agreement regarding computer, network, and Internet use. If you have any questions about these provisions, you should contact the High School Principal, the Technology Coordinator, or other persons to whom the School has assigned responsibility to work with the School's computers, network, and/or Internet access. If any user violates this Policy, the staff's access to the School's computers, network, and Internet will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

I. Personal Responsibility

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of computers, the network, and Internet access to the High School Principal, Technology Coordinator, and other persons to whom the School has assigned responsibility to work with the School's computers, network, and/or Internet Access. Misuse means any violations of this Policy or any other use of the School's computers, network, and/or Internet Access that is not included in the Policy, but has the effect of harming, harassing, annoying, or causing inconvenience to another person or to another person's property or harming and/or wasting and/or inappropriate use of the School's property and/or its resources.

II. Acceptable Uses

A. Educational Purposes Only. The School District is providing access to its computers, network, and Internet access for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the Principal, Technology Coordinator, or other persons to whom the School has assigned responsibility to work with the computers, network, and Internet access.

B. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

1. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the Hoxie School District's Student Handbook, view, transmit or download pornographic materials or any materials deemed "harmful to minors" or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

2. Uses that cause harm to others or damage to their property. This can be categorized as "cyber bullying." For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

3. Uses that jeopardize the security of student or staff access and of the computer, the network, or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user. Do not attempt to disable or circumvent any security programs, hardware, or filter that have been installed on computer or network. Do not install or attempt to install programs, screensavers, or alter the computer's software in any way. Do not waste the computer or network resources.

4. Providing access to the District's Internet or computers to unauthorized individuals is prohibited. No student or staff member is allowed to use the district's computer network without first signing and returning their Acceptable Use Policy.

C. Netiquette. All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

2. Avoid language and uses that may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

3. Don't assume that a sender of e-mail is giving, his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.

4. Be considerate when sending, attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

5. Do not participate in chain letters. Do not send multiple copies of email letters to another user or engage in other activities designed to annoy or inconvenience another user or users.

6. Avoid online games that are violent in nature. First person shooting games, and other games that contain violence, strong language or adult content should be avoided.

III. Internet Safety

A. General Warning; Individual Responsibility. All users are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer, the network, and Internet and stay away from these sites.

B. "Hacking" and Other Illegal Activities. It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to Hoxie School District computers and/or network or to other computers or computer systems outside the Hoxie School District, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited. This also includes the use of proxy software such as ultra-surf to bypass the filter.

C. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of apparent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Arkansas law, for internal administrative purposes or approved educational projects and activities.

D. Active Restriction Measures. Pursuant to the Children's Internet Protection Act, the Hoxie School District either by itself or in combination with the Arkansas Public School Computer Network will utilize filtering software or other technologies to prevent students and staff from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and technological means which include our Open DNS filter, to ensure that students are not accessing such depictions or any other material, which is inappropriate for minors.

Internet filtering, software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The Communications Act of 1934 defines the term "harmful to minors" (47USC Section 254 [h] [7]), as meaning any picture, image, graphic image file, or other visual depiction that:

1. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

F. Education of online behavior. The Hoxie School District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response during computer orientation sessions during the beginning of the school year. Resources from onguardonline.gov and from The Department of Education will be used to create these educational sessions. Information will also be posted near all student accessible computers throughout the district.

IV. PRIVACY

Network and Internet access is provided as a tool for your education. The Hoxie School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of computers, the network, and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

V. FAILURE TO FOLLOW POLICY

The user's use of the computer network and Internet is a privilege, not a right. A user, who violates this Policy, shall at a minimum, have his or her access to the computers, the network, and Internet terminated or restricted. Further disciplinary action will be decided by the Hoxie School District's Administration.

A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his other account or password to access the computer, the network, and/or the Internet, including, any user whose access has been denied or terminated.

VI. WARRANTIES/INDEMNIFICATION

The Hoxie School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computers, network, and the Internet access provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computers, network, or the Internet access under this Policy. By signing this, users are taking full responsibility for his or her use, and are agreeing to indemnify and hold the Hoxie School District and the Arkansas Public School Computer Network that provides the computer and Internet access opportunity to the Hoxie School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computers, network, and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the Schooling the event of the School's initiating an investigation of a user's use of his or her access to its computers, network, and the Internet, whether that use is on a School computer or on another computer outside the Hoxie School District's network.

VII. UPDATES

Users must sign a new policy each year they work for the Hoxie School District.

Staff's Agreement

The acceptable and unacceptable uses of the Hoxie School District's equipment, network and Internet access are described in this "Acceptable Use Agreement" for the Hoxie School District. By signing this agreement, I acknowledge that I have read, understand and agree to abide by the provisions of the attached Staff Acceptable Use Policy. I realize that all the rules of conduct described in the Hoxie School District's AUP, policies, procedures, and handbooks apply when I am using the District's network.

Staff Name (Print Please): _____

Personal Email: _____

Staff Signature: _____ Date: _____

Position/Job title: _____

Please sign this and return it to the technology department (RM 111 in the high school)