

**Bamberg School District One
Student Acceptable Use Policy for Grades 6-12**

Bamberg School District One views the use of technology as a tool for productivity and for learning. As such, technology operates as an extension of the classroom and library media center and as an integral part of the curriculum. This policy extends to both school and home use of the district network and all district-owned technology (e.g. computers, laptops, printers, handheld devices, digital cameras, digital media players, televisions, digital white boards). Students with district-owned laptops are also expected to abide by the guidelines in the *Student/Parent Laptop Agreement and Regulations*.

The district expects responsible behavior from technology users. Technology use is a privilege, not a right, and inappropriate use may result in a loss of those privileges as well as other disciplinary action. Willful damage or vandalism will result in legal or disciplinary action as well as repair or replacement charges.

The district uses software designed to prevent access to certain sites and will monitor network activity (e.g. email, websites, chat rooms, bulletin boards) visited by users of the network.

1.0	Appropriate uses
1.1	District technology resources are for educational use and acceptable use policy will be enforced at all times.
1.2	The primary use of technology is for reference, inquiry and production of educational documents.
1.3	Students will not play games or use technology resources for other non-academic activities during instructional time without the teacher's authorization.
1.4	Copyright laws must be followed when using information from electronic resources (e.g. online databases, electronic encyclopedias, news services), including appropriate reference citation. Plagiarism and copyright violations will not be tolerated.
1.5	Downloading or using illegal music, games, software or other files is prohibited. Copyright violations will not be tolerated.
2.0	Use and care of technology resources
2.1	Students must ask for assistance if they do not know how to operate any equipment.
2.2	Appropriate procedures must be followed, including proper startup, shutdown and sign-in procedures. Resources and peripheral devices (e.g. keyboards, disk drives, mice, cables) must be used with care. Keep food, drink, gum and magnets away from all equipment.
2.3	Students must use only their assigned equipment or peripherals and are prohibited from using equipment assigned to other students unless they have the permission of the teacher or technician. Students must ask for permission before printing.
2.4	Damaging, marring or defacing technology resources in any manner is prohibited. Technology resources refers to the monitor, CPU, keyboard and mouse, printer and any associated equipment. Technology resources also includes network cabling system such as cables, connections, switches or electrical supplies.
2.5	Deleting, altering or modifying software residing on school equipment is strictly prohibited. This includes modifying system setups such as Windows desktop controls, menu settings or network security settings.

3.0	Communications and email
3.1	Creation or transmission of material in violation of school district policy or any local, state or national law is prohibited. This includes, but is not limited to, copyrighted material, threatening or bullying, gang-related activities, obscene material or material protected by trade secrets.
3.2	Communication with other Internet users is limited to use of Web Portal accounts unless approved by the supervising teacher. Social networking sites are strictly prohibited.
3.3	All electronic communications must be conducted in a polite and considerate manner.
3.4	The school district is required by the federal government to archive email and instant messaging.
3.5	For safety purposes, students should not share or post their own or anyone else's personal data (e.g. full name, address, Social Security, driver's license number, personal photograph). Any activity that results in the loss of another person's privacy is prohibited.
4.0	Software and Internet
4.1	Only district-approved software may be used on computers. Installing, copying or executing software not approved by the district is prohibited.
4.2	Making illegal copies (to included district network provided resources e.g. home folder) of software or other copyrighted media (e.g. CDs, DVDs, music, movies, downloaded files) is prohibited.
4.3	All access to the Internet from school or home is protected by filtering software provided by the district. Circumventing any filtering software (e.g. proxy and ghost server websites) is prohibited.
4.4	Computers connected to the network must have security software installed. Any computer brought from home must first be physically checked by district personnel to ensure it has appropriate software and licensing.
5.0	System security
5.1	Abuse of network or personal passwords, obtaining the passwords of other users or circumventing system security measures in any way is prohibited.
5.2	Do not engage in any activity that might be harmful to the computer or network (e.g. create viruses, damage files, disrupt service intentionally, access hacking programs).
5.3	Altering files, changing BIOS settings or hiding directories or files is prohibited.
5.4	Unauthorized remote access to or hacking of school resources is prohibited.
6.0	Controversial material
6.1	Students should not attempt to access inappropriate sites such as those that contain obscenity, pornography, advertisements for products or services not permitted to minors by law, hate or gang sites or other sites which may be harmful to minors or may cause a substantial disruption to the academic environment.
6.2	The district attempts to filter inappropriate material through a selected list of sites deemed as inappropriate due to content.

Student name (print): _____

Sign and return this page to your school. Please keep pages 1-2 for your records.

Enforcement

Bamberg School District One considers any violation of the acceptable use policy to be a serious offense and reserves the right to copy and examine any files or information resident on district systems allegedly related to unacceptable use. Violators are subject to disciplinary action. Offenders also may be prosecuted under laws including, but not limited to, the Privacy Protection Act of 1974, The Computer Fraud and Abuse Act of 1986, The Computer Virus Eradication Act of 1989, Interstate Transportation of Stolen Property Act and the Electronic Communications Privacy Act.

Summary

This acceptable use policy is designed to describe how the district expects technology resources to be used. Persons violating this policy may suffer disciplinary action including, but not limited to, the loss of privileges relating to the use of technology in the schools. The district's goal is to provide employees and students with access to technology in a safe environment that encourages and supports instruction. As a user of these technologies, you are expected to read, understand and acknowledge this policy before using the technology resources.

Please note: *Bamberg School District One monitors all computer usage through a security system. Federal law (CIPA) mandates that all computer activity within schools be closely watched in order to ensure the safety of our students. It is the policy of Bamberg School District One to: (a) prevent user access over its computer network to or transmission of, inappropriate material via Internet, electronic mail or other forms of direct electronic communications; (b) prevent unauthorized access, including so-called "hacking" and other unlawful online activity; (c) prevent unauthorized online disclosure, use or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act {Pub. L. No. 106-554 and 47 USC 254(h)} enacted December 21, 2000.*

Signatures

I understand and agree to abide by Bamberg School District One's acceptable use policy. I understand that there are consequences if I don't follow this acceptable use policy.

Student signature

Date

Parent/Legal guardian signature

Date

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