

USD 503 Parsons District Schools

Technology Acceptable Use Policy

USD 503 Board of Education Approved 4-21-03

Technology access utilizing district resources is available to employees and students of Parsons District Schools as a privilege and not a right. USD 503 technology access and usage requires efficient, ethical, and legal utilization of district resources. USD 503 defines district technology resource usage to include access to and usage of televisions, video recorders/players, computers, peripherals (such as projectors, printers, scanners, cameras, usb drives, eInstruction units, smartboards units, etc.), the Internet, e-mail system, voice mail systems, phone systems, and copiers. If a user violates any of these provisions, his or her account or access may be terminated or limited and future access could be denied.

I. Board/District's Desired Outcomes

1. District technology resources would be appropriately integrated into the learning environment as an educational resource and utilized by all district students and staff. This integration and usage would promote educational development, performance, achievement, productivity, and obtain positive educational results.
2. Parsons District Schools expects the utilization of their technology resources to promote effective and efficient communication, intellectual inquiry, comprehensive information gathering/presentation and awareness of global diversity that will enhance the districts teaching and learning goals and objectives.
3. The District is responsible to inform, educate, and provide all staff training on acceptable use of district technology resources. The district teaching staff is responsible to inform, educate, and provide all students training on acceptable use of district technology resources.
4. The district administrative team shall be responsible for establishing practices that enforce this policy at the district, building, and classroom levels.

II. General Usage Guidelines for Technology Resources

1. Parsons District Schools views access to district provided technology resources as a privilege and not a right. As such, inherent with this privilege, are responsibilities with which Parsons District Schools expects full and complete compliance. Breach of these responsibilities may result in loss of access privileges to these technology resources.
2. The user specifically agrees not to submit, publish, retrieve or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material when using district technology resources.

III. USD 503 District Definition of Acceptable and Unacceptable Use of District Technology-Internet Resources.

<u>Acceptable Use</u>	<u>Unacceptable Use</u>
Use of technology resources that promote educational teaching and learning objectives and results.	Use of technology resources for personal use/benefit, profit, commercial, political, religious, and illegal activity.
Copying of materials after receiving written approval from source or owner(s).	Copying of materials in violation of copyright laws.
Use of school management program/data by authorized staff members in the performance of their jobs.	Access or use of school management data or program by students or non-authorized or unapproved staff.
Proper work citing of reference work ideas, and findings of information.	Plagiarizing without giving credit or citing original source or author.
Proper usage of district provided applications, programs, internet web sites, and resources for educational use by district staff and students.	Attempting to degrade, disrupt or disable district technology resources or bypass or circumvent district acceptable use policies, security, or filtering programs.
<u>Authorized</u> downloading of productivity applications, educational programs, and data-voice files for use with assigned projects or technology related research activities. A district/building technology team member must authorize the downloading of any new program or application to Lab or commonly shared technology resources.	Unauthorized downloading of programs, applications, games, audio files and pictures onto district resources that do not promote school district educational or standardization goals or objectives including but not limited to Snood, DragonBall-Z, file sharing audio files, and pornographic/obscene/offensive jpeg or video files.
Discretionary use of district provided internet/e-mail/phones/voicemail programs to communicate with teaching colleagues within and outside USD 503, USD 503 students and direct family members.	Excessive or disruptive use of district provided internet/e-mail/phones/voicemail programs that limit or negatively impact the staff teaching or student learning process.
Staff users will only register or sign up for educational listservs or information referral sites that fully protect the distribution of personal information.	All users will not provide personal data or information regarding themselves, co-workers or students on any non-educational web site for any reason using district resources.

Proper Use of Equipment Guidelines:

1. A district staff member will instruct and monitor acceptable use of all students' access to district technology resources.
2. It is the district staff's responsibility to monitor student usage of classroom/lab software programs and to follow district usage policies and copyright laws.
3. All Internet sites used in class must be pre-screened by the teacher before using the sites in a classroom or lab setting at the elementary building level.
4. Most Internet sites should be pre-screened by the teacher before using the sites in a classroom or lab setting at the Middle School or High School levels. Additional student training at the Middle School and High School levels will occur so students learn to disseminate web site search results, web site data integrity, and appropriate research content.
5. Use should be consistent with the specific objectives of the curriculum or task.
6. All information stored on district technology resources (including E-Mail) can and may be reviewed and monitored by district administrative or technology support personnel.

Copyright Policy/Guidelines

1. The ethical and practical problems caused by software piracy shall be taught in all schools in the district.
2. District employees are obligated to adhere to the provisions of the law pertaining to the making of back-up copies of computer programs, or the copying of another's music, art, or company trademark.
3. Illegal copies of copyrighted programs cannot be made or used on district equipment and in district educational programs.
4. The Superintendent or Technology Director are designated as the only individuals who may sign license agreements for software for schools and departments in the district.