

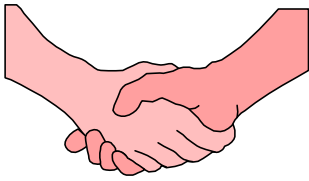
**BOARD OF EDUCATION
AIRPORT COMMUNITY SCHOOLS**

TECHNOLOGY POLICY

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations. It also recognizes that safeguards have to be established to ensure that the District's investment in both hardware and software is achieving the benefits of technology.

The Superintendent shall establish administrative guidelines not only for proper acquisition of technology but also to ensure that staff and students are making legal, appropriate and ethical use of the technology.

The Superintendent shall also ensure that both staff and students are adequately informed about disciplinary actions that will be taken if District technology is abused in any way or used in an illegal, inappropriate or unethical manner.



AIRPORT COMMUNITY SCHOOLS

Technology Code of Conduct Administrative Guidelines



Technology Mission

The Technology Mission statement of the **Airport Community Schools** is to incorporate technology into educational programs in order for the district to:

- Empower students to reach their goals and improve their quality of life.
- Utilize current technology to prepare all students, staff and the community for a rapidly changing global society.
- Enable problem solving, exploration and critical thinking.

District Responsibilities

Airport Community Schools is responsible for the management of the structure, hardware, and software that the district uses to allow access to information technologies for educational purposes. These include:

- Assigning and removing of member accounts on the network.
- Maintenance and repair of equipment
- Selection of software
- Technology Code of Conduct
- Defining rights/responsibilities of members
- Providing resources that support the mission of the school district
- Providing training opportunities on the use and application of information technology, including training and information on new technologies, software and media as they are acquired and put into use in the district
- Guiding students at school toward appropriate materials

The district does not take responsibility for members who take actions or locate resources that do not support the mission of the school district.

Definitions: The following definitions are used in the Administrative Guidelines.

Technology: District equipment that includes but is not limited to computers, disk drives, printers, scanners, networks, video and audio recorders, cameras, photocopiers, phones, and other related electronic resources.

Software: Software includes, but is not limited to, computer software, print and non-print resources.

Network: Networks include but are not limited to all voice, video, and data systems.

Network Members: All account holders on the Airport Community Schools network will be granted access to network services. The following people may hold accounts on the Airport Community Schools network.

- 1. Students.** Students who are currently enrolled in the district may be granted a network account upon agreement to the terms stated in the Technology Code of Conduct.
- 2. Employees.** Staff members currently employed by the district may be granted a network account.
- 3. Others.** These requests will be granted on a case-by-case basis, depending on need and resource availability upon agreement to the terms stated in these guidelines.

Cyberspace: The “area” in which computer users travel when “navigating” around on a network.

Rights and Responsibilities of Airport Community Schools Network Members

Rights

Members have the following rights:

1. Free and equal access to available technology and network services to facilitate learning and enhance educational information exchange;
2. Use of all authorized hardware and software;
3. Access to information from outside resources;
4. Free and open expression subject to the Student Code of conduct/employee contract;
5. Conditional privacy in e-mail, listserv and bulletin board communications. If a user is believed to be in violation of the guidelines stated in this Technology Code of Conduct, a school administrator or teacher may gain access to private correspondence or files. An attempt will be made to notify the user of such inspections whenever possible.
6. Conditional privileges to sign up for listservs, bulletin boards and newsgroups.

Responsibilities

Members have the following responsibilities:

1. Use of appropriate language. Profanity or obscenity will not be tolerated on the Network. All members should use language appropriate for school situations as indicated by school codes of conduct and Employee contracts.
2. Utilization of resources that support the school's mission. Keep all files free of pornographic and other offensive materials.
3. Utilization of non-offensive and non-inflammatory speech. Members must respect the rights of others both in the local community and in the Internet at large. Personal attacks are an unacceptable use of the network. You are to bring the incident to the attention of a teacher or school administrator.
4. Appropriate use of technology in the school. Use of the technology for private business, for product advertisement or political lobbying is prohibited.
5. Attendance at appropriate training in the use and care of hardware, software and networks.
6. Following the rules established for the use of hardware, software, labs and networks in the school or through remote access outside of the school.
7. Legal use of technology. Use of technology for any illegal activities is prohibited. Illegal activities include tampering with computer hardware or software, unauthorized entry into computers, or knowledgeable vandalism or destruction of computer files. Such activity is considered a crime under state and federal law.
8. Keeping passwords private. All violations of this guideline that can be traced to an individual account name will be treated as the sole responsibility of the owner of that account. Under no conditions should you give your password to another user.
9. Maintaining the integrity of district technology. Deliberate attempts to degrade or disrupt system performance of the Network or any other computer system in cyberspace by spreading computer viruses is considered criminal activity under state and federal law.
10. Notification of threatening or unwelcome communications to a school administrator or teacher. Members must, however, be aware that there are many services available on the Internet that could potentially be offensive to certain groups of users. **Airport Community Schools** cannot eliminate access to all such services, nor could they even begin to identify them. Thus, individual users must take responsibility for their own actions in navigating the Network.

11. Ethical use of technology. Malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others, and to infiltrate unauthorized computer systems is prohibited.
12. Appropriate use of e-mail, listservs, bulletin boards or newsgroups.
13. Obtaining prior approval from a school administrator or designee to develop a Web page or create a bulletin board.
14. Adherence to copyright guidelines in the use of software, information, and attributions of authorship and in the transmission or copying of text or files on the Internet or from other resources.
15. Obtaining the original author's prior consent before re-posting personal communications. To re-post personal communications without the original author's prior consent is a violation of the author's privacy. However, all messages posted in a public forum such as newsgroups or listservs may be copied in subsequent communications, so long as proper attribution is given.
16. Use of real names. Impersonation, anonymity and pseudonyms are not allowed. Individuals must take responsibility for their actions and words.
17. Use of exemplary behavior on "virtual" field trips. When "visiting" locations in cyberspace, members must conduct themselves as representatives of their school and of the community as a whole.
18. Observation of safety precautions. Members must never send home addresses or home phone numbers over cyberspace, nor provide credit card or social security numbers. Once information is released in cyberspace, there is no way to limit or control its usage. It is important that members recognize that there is no such thing as total security in network communications.

Consequences of Inappropriate Behavior

Any member who does not comply with the Technology Code of Conduct may lose Network privileges. Repeated or severe infractions of the policy may result in permanent termination of privileges. Members may be required to make full financial restitution for any unauthorized expenses incurred or any damages caused.

The school administrator will determine what is inappropriate use based on the Technology Code of Conduct. The school administrator may close an account at any time for infractions.

Members violating any of these rights and responsibilities may face additional disciplinary action deemed appropriate in keeping with the adopted disciplinary policies and guidelines of the school district. Discipline may include requirements for additional training sessions and/or legal action.

Challenges

Challenges to district staff/student discipline shall be made as established by Board adopted policy.

USER AGREEMENT AND PARENT PERMISSION FORM FOR ELECTRONIC INFORMATION TECHNOLOGIES

We are pleased to offer students of the Airport community Schools access to electronic information technologies including computer networks for electronic mail and the Internet. To gain access to technology, e.g., e-mail and the Information Superhighway, all students must complete the attached form and return it to their teacher. Students under the age of 18 must also obtain written parental permission. Students 18 and over must sign their own forms.

Access to the electronic information technologies will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with other network users throughout the world. Families should be warned that some material accessible via the Internet and other networks may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make access available to further educational goals and objectives, students may find ways to access unacceptable materials as well. We believe that the benefits to students from access to the Information Superhighway in the form of information resources and opportunities for collaboration exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the acceptable standards that their children should follow when using media and electronic information sources.

GUIDELINES

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege-not a right.

Students are responsible for appropriate behavior on school computers and networks just as they are in a classroom or on school property. Communications on the network are often public in nature. General school rules for behavior apply.

Users of the district computers and networks are responsible for their behavior and communications over those technologies. It is presumed that users will comply with district standards and will honor the agreements they have signed. At school, teachers will guide students toward appropriate materials. However, the district may not be able to restrict, monitor or control the communications of individuals utilizing the networks.

Within reason, freedom of speech and access to information will be honored. Information storage areas may be treated like school lockers. School administrators or their designee may review files and electronic communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

As outlined in board policy and procedures on student rights and responsibilities (Student Code of Conduct), copies of which are available in school offices, the following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks or other technologies
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work, mail or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Use of "Chat Lines" or other non-educational forums
- Any other actions deemed inappropriate by the administration

Violations may result in a loss of access as well as other disciplinary or legal action.

USER AGREEMENT AND PARENT PERMISSION FORM

As a user of Airport Community School's Electronic Information Technologies, I hereby AGREE to comply with the guidelines stated in the user agreement. I will communicate over networks in a responsible fashion while honoring all relevant laws and restrictions.

Student Signature

Date

As the parent or legal guardian of the student signing above, I GRANT permission for my child to access district computer services such as electronic mail and the Internet. I UNDERSTAND that students and parents/guardians may be held liable for violations. I UNDERSTAND that some materials on networks may be objectionable, but I ACCEPT responsibility for guidance of use – setting and conveying standards for my child to follow when selecting, sharing or exploring information and media.

Parent Signature of Students under 18

Date

Name of Student

Birthdate

School

