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Introduction

The Duchesne County School District provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence within Duchesne County School District by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers and support staff. Other appropriate educational uses of these resources include, but are not limited to, classroom-based projects and student works, college and career explorations, and high-quality, academically-enriching research. The use of these technology resources is a privilege, not a right.

With access to many different technology resources and people from all over the world, there comes the potential availability of material that may not be considered to be of educational value in the context of the school setting. Duchesne County School District firmly believes that the value of information, interaction, and research capabilities available (including, but not limited to, email, the Internet, and social media) outweighs the possibility that users may obtain material that is not consistent with the educational goals of the Duchesne County School District.

Proper behavior, as it relates to the use of technology resources, is no different than proper behavior in all other aspects of Duchesne County School District activities. Recognizing the value of the Internet, the Duchesne County School District supports teachers, students and all Duchesne County School District personnel being engaged in an online environment that allows them to discuss, collaborate, communicate, create, and share in a safe, ethical, and responsible manner. This expectation extends to all Duchesne County School District technology resources, as well as personal networks and devices inside and out of the school. This document is intended to clarify those expectations as they apply to technology resource usage and is consistent with Duchesne County School District policy.
Responsible Use for Duchesne County School District Technology Resources

Responsible Use

This Responsible Use for Technology Resources Policy is to prevent unauthorized access and other unlawful or improper activities by users online, prevent unauthorized disclosure or access to sensitive or confidential information, ensure responsible and appropriate use of its technology resources, and to comply with the Child's Internet Protection Act (CIPA). As used in this policy, “user” includes anyone using Duchesne County School District technology resources, including computers, Internet, email, chat rooms, wireless network, and other forms of direct electronic communications or equipment provided by the Duchesne County School District. Only current students, employees, officers, volunteers, substitutes and authorized visitors of the Duchesne County School District are permitted to use Duchesne County School District technology resources and network.

Students who are under 18 must have their parent(s) or guardian(s) authorize student use of Duchesne County School District technology resources and acknowledge compliance with this policy. Students who are 18 or older, as well as employees and other users, must acknowledge their compliance with this policy, either electronically online or by signing and returning a copy of the acknowledgement form provided below. The absence of a signed acknowledgment does not excuse compliance with this policy. All users must follow this policy and report any misuses of Duchesne County School District technology resources to a teacher, supervisor, administrator, or appropriate Duchesne County School District personnel. By using Duchesne County School District technology resources, users are held to have agreed to comply with this policy. If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult Duchesne County School District personnel in advance of any questionable use.

Violation of computer use policies, rules, or agreements may result in the user’s access being suspended or having access completely revoked for a time period determined by Duchesne County School District administration, as well as additional disciplinary or corrective action.

The use of any technology resource (including, but not limited to, desktop computers, mobile devices, personal/Duchesne County School District devices, network-delivered services, the Internet, audio-visual equipment, digital content and social media) must support the educational goals of Duchesne County School District. Use must be authorized by a Duchesne County School District staff member and must lie within the bounds of Duchesne County School District curriculum and educational purpose.

When placing, removing, or restricting access to specific databases, the Internet and/or any other technology resource, school officials shall apply the same criteria for educational suitability used to evaluate all other educational resources.

Responsible uses of the Duchesne County School District’s network and technology include:
Responsible Use for Duchesne County School District Technology Resources

a. Searching for and accessing appropriate information and materials. The material you access through the Duchesne County School District’s network system should be for class assignments or for research on subjects similar to what you might study in a class or in the school library.

b. Using school technology resources to do homework, write papers, and create presentations, videos and movies, and other creative projects. Make sure that the work that you turn in is yours and do not plagiarize works that you find on the Internet. Plagiarism is taking the ideas, graphics, or writings of others and presenting them as if they were yours without adequate and accurate citation.

c. You own the copyright to works that you create in school or for a class assignment. If the work is created by a group, each student will share joint ownership of the copyright. You and your parent or guardian must agree before your work will be posted on the school or Duchesne County School District Web site. Your work should be posted with your copyright notice.

d. Accessing social media sites like Facebook, YouTube & Twitter is allowed only by permission as a part of a class assignment or project. Accessing social media for entertainment purposes is not allowed.

e. Taking appropriate photos & video with a Duchesne County School District or personal device of classroom or school activities or other public school areas is allowed and encouraged. Be sure to get permission from your teacher, the school, and each individual in a photo or video before posting or sharing online.

f. Respect the rights of copyright owners in your use of materials found on, disseminated through, or posted to the Internet. Copyright infringement occurs when you reproduce a work that is protected by a copyright without explicit permission from the copyright holder or outside the limitations of copyright law. Do not use peer-to-peer file sharing programs, such as “BitTorrent” or “Limewire,” to download or share copyrighted movies, music, or games.

g. Be considerate of your Internet and network usage. In times of high use, refrain from streaming music & video, and postpone downloading large files to a time when network use is low. Delete your download files when you are done with them or when you log off of a Duchesne County School District device.

h. If you mistakenly access inappropriate information, you should immediately report this access to a teacher or an administrator. This will protect you against a claim that you have intentionally violated this policy.

i. The Duchesne County School District has taken reasonable steps to restrict access to materials it considers harmful and to materials that do not support or conform to accepted educational objectives. These steps include the Duchesne County School District installing filtering software & hardware to protect against access to inappropriate material in accordance with the Children’s Internet Protection Act (CIPA). If you feel that the filtering software is blocking your access to an appropriate site, report this to your school librarian, computer lab coordinator, teacher, or an administrator.

j. Do not share your personal contact information with anyone you don’t know and trust personally. This includes your full name, together with other information that would allow an
individual to locate you, including your family name, your home address or location, your work address or location, or your phone number. You may disclose personal contact information to educational institutions, companies or other entities for college/career exploration purposes, or with specific staff approval.

k. Protect the personal contact information of others. You will not disclose names or any other private or personal information about other students. You will not forward a message that was sent to you privately without permission of the person who sent you the message.

l. You will promptly disclose to your teacher or other school staff any message you receive that is inappropriate or makes you feel uncomfortable. You should not delete such messages until instructed to do so by a staff member.

m. Your parents and authorized district personnel have the right to request to see the contents of your computer or device files at any time.

n. If you want or need to use a Web browser extension or add-on, please ask your teacher or local technology support person for permission to add or install it.

o. If you observe someone using school technology in an inappropriate manner (see the examples below), you will report it to an adult as soon as possible, even if it is done anonymously.

p. Part of being a good digital citizen is understanding the individual environment you are in. Follow the different rules and expectations of each teacher or administrator.

Inappropriate Uses

Individual(s) involved in any of the following will be subject to disciplinary or corrective action in accordance with applicable Duchesne County School District policy, handbooks, rules and regulations:

a. Possessing, accessing, transmitting, copying, or creating material that violates the Student Code of Conduct, Duchesne County School District policy, student or employee handbooks, or Duchesne County School District rules and regulations, including but not limited to content that is inappropriate, illegal, copyrighted, pornographic or obscene, stolen, threatening, discriminatory, harassing, or offensive

b. Attempts to bypass or disable the Duchesne County School District Internet filter, security systems or software

c. Attempts to access, alter, interfere with, damage, or change network configuration, security, passwords, or individual accounts of another without written permission from the Duchesne County School District Technology Department

d. Any unauthorized attempts to circumvent passwords or obtain access to passwords or other security-related information

e. Disclosing any other user’s password to others or allowing another individual to use another’s system account

f. Attempts to upload, create, or transmit computer viruses

g. Attempts to access or install unlicensed, inappropriate, or unapproved software or technology
Responsible Use for Duchesne County School District Technology Resources

h. Attempts to alter, disconnect, destroy, hack, or disable Duchesne County School District computer equipment, mice, keyboards or other computer components, personal/Duchesne County School District devices, Duchesne County School District data, the data of others, or other networks connected to the Duchesne County School District system, including while off school property
i. Plagiarism or use of Duchesne County School District technology resources to engage in academic dishonesty
j. Use of Duchesne County School District technology resources to access, create, send or post material that is obscene; child pornography; material that depicts, or describes in an offensive way, violence, nudity, sex, death, or bodily functions; material that has been designated as for adults only; material that promotes or advocates illegal activities; material that promotes the use of alcohol or tobacco, school cheating, or weapons; or material that advocates participation in hate groups or other potentially dangerous groups
k. Unauthorized use of any Duchesne County School District technology resource or personal/Duchesne County School District device for non-educational purposes or outside the bounds of Duchesne County School District curriculum
l. Use of email, the Internet, or social media resources at school to engage in conduct that violates the Student Code of Conduct or threatens school safety
m. Use of Duchesne County School District technology resources, including email, the Internet or social media resources to threaten, harass, bully, retaliate, discriminate against other students, employees, or volunteers
n. Use of personal email, the Internet, or social media resources, without regard to whether it occurs on school property, to engage in conduct that involves a public school and contains the elements of the offense of terrorist threat or false alarm, or otherwise causes a substantial disruption to the educational environment
o. Violating or infringing upon the intellectual property, copyrighted or trademarked rights of another
p. Using the Duchesne County School District’s network system for personal commercial purposes. You may not offer, provide, or purchase products or services without authorization through the Duchesne County School District’s network system.
q. Possessing, accessing or transmitting any material which is considered inappropriate or is in violation of any federal or state law is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets

These are examples of inappropriate conduct that would violate this policy. The Duchesne County School District reserves the right to take immediate disciplinary or corrective action against a user that engages in conduct that: (i) creates security or safety issues for the [District/Charter], students, employees, schools, networks, or technology resources, or (ii) is determined to be inappropriate or inconsistent with Duchesne County School District policy or law.
Social Media Guidelines

Overview

The Duchesne County School District recognizes that part of 21st century learning includes the ability to adapt to the changing methods of communication of which technology plays an even-increasing role. The importance of teachers, students and parents engaging, collaborating, learning, and sharing in these digital environments is a part of 21st century learning. To this end, Duchesne County School District has developed the following guidelines to provide direction for employees, students and the school community when participating in online social media activities. Whether or not an employee chooses to participate in online social networking or any other form of online publishing or discussion is his or her own decision. Free speech protects educators who want to participate in social media, but the laws and courts have ruled that schools can discipline teachers if their speech, including online postings, disrupts school operations. The Duchesne County School District social media guidelines were developed so employees may participate in online social media activities as a relevant 21st century method of communication.

Before you decide to use social media, you must know the Responsible Use for Technology Resources Guidelines for Duchesne County School District contained in this document. Remember, that when you use social media in the name of the [District/Charter], you forfeit your individuality and become a representative of the [District/Charter], transcending any personal beliefs and ideologies. If you have questions about the use of social media, make sure to contact the Duchesne County School District Administration.

These guidelines will change as new technologies and social networking tools emerge. It is your responsibility to review them periodically to make sure you have the most current information.

**Social Media:** refers to any user generated content sites that include, but are not limited to sites like Facebook, Flickr, YouTube, Twitter, MySpace, Ning, Google Apps, Skype, Wikis, Social Networks, Forums, Blogs, and other content sharing sites.

This new model for interaction can help you create a stronger and more successful learning relationship with the students, parents, and the community if used properly.
Responsible Use for Duchesne County School District Technology Resources

Rules of Social Media Engagement

a. **Personal Responsibility** – Duchesne County School District employees are personally responsible for all comments/information they publish online. Be mindful that what you publish is permanent—protect your privacy.

b. **Be Professional** – Your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face, and be in accordance with the highest professional Standards.

c. **Check for Disclaimers/Disclosures** – Do not use photos or movies taken at school without permission. Do not post photos or movies that can clearly identify students without parental consent.

d. **Be Transparent** – Your honesty—or dishonesty—will be quickly noticed in the social media environment. Do not misrepresent yourself by using someone else’s identity or misrepresenting your identity. Be honest about who you are, where you work and what you do.

e. **Communication with Students** – It is inappropriate to use email, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities. Appropriate discussions would include the student’s homework, class activity, school sport or club, or other school sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student. An exception might be when the communication is clearly school-related and irrelevant for persons other than the individual student to receive.

Adapted From:

- [Social Media Guidelines Wiki](#)
- [Intel Social Media Guidelines](#)

Individual User Responsibilities

All users are expected to abide by the generally accepted rules of network etiquette (also known as netiquette). These rules include, but are not restricted to the following:

a. **Be Polite and Use Appropriate Language** - Remember that you are a representative of your school and Duchesne County School District on a non-private system. You may be alone using a technology resource or personal/Duchesne County School District device, but what you say and do on your computer can be viewed globally. You should not submit, publish or display any defamatory, inaccurate, racially offensive, discriminatory, abusive, obscene, profane, sexually oriented, harassing or threatening materials or messages either public or private.
b. **Privacy** - Do not reveal any personal information about yourself or other persons (including, but not limited to, home address, personal phone numbers, photographs, or last name).

Users should have no expectation of privacy regarding their use of Duchesne County School District property and technology resources. In general, communications or transmissions made through technology resources should never be considered private or confidential. Duchesne County School District reserves the right to monitor the use of its network and all technology resources as it deems necessary to ensure the safety and integrity of its network, diagnose problems, investigate reports of illegal or impermissible activity and ensure user compliance with state and federal laws and Duchesne County School District policies. In addition, users should be aware that the Duchesne County School District will comply with lawful orders of courts, such as subpoenas and search warrants. The Duchesne County School District is also subject to the [*Utah Government Records Access and Management Act (GRAMA)*](http://grama.utah.gov) which may require disclosure of information transmitted through its technology resources, including email communications.

c. **Electronic Mail (email)**

   a. All users of any electronic mail either provided by the Duchesne County School District or transmitted through the Duchesne County School District technology resources are required to comply with this Responsible Use Policy.

   b. System users are asked to purge email or outdated files on a regular basis. Employees and volunteers should ensure that any official school records that are maintained in an electronic medium that are subject to state or federal retention requirements are either retained in hard copy or archived prior to being deleted or purged.

   c. Never assume electronic mail is private. Messages relating to or in support of illegal activities must be reported to the authorities and the Duchesne County School District will comply with state and federal laws, as well as court orders or subpoenas that will require disclosure.

   d. Be brief and professional: Few people will bother to read a long message or one that is not narrowly tailored to the underlying purpose of the communication. Electronic communications by Duchesne County School District employees, volunteers and staff should be consistent with Duchesne County School District professional standards of conduct.

   e. Include your signature (name, position, affiliation, and Internet address) at the bottom of email messages.

   f. Send only to individuals and/or groups you know.

d. **Disruptions** - Do not use the network in any way that would disrupt use of the network by others.
e. **Ownership** - Any data or communication placed on Duchesne County School District equipment will become the property of Duchesne County School District. Intellectual property created solely for the purpose of satisfying a course requirement and/or contributing to their student learning is owned by the creator.

f. **Vandalism** - Any attempt to alter or destroy data of another user will be subject to disciplinary or corrective action in accordance with Duchesne County School District policy.

g. **Accountability** - Users are responsible for the proper use of their system accounts, passwords and [District/Charter]-issued technology resources. Users must control unauthorized use of their accounts, passwords and [District/Charter]-issued technology resources. Users should not provide their password to any person, unless authorized or directed by Duchesne County School District. If you permit someone else access to your account, password, or [District/Charter]-issued technology resources, you may be held responsible for any improper, illegal or destructive activity done by that person. Do not give others access to Duchesne County School District technology resources unless they are authorized and authenticated to do so. Users may not extend access to Duchesne County School District technology resources to others without permission from Duchesne County School District.

If you believe that your account, password or [District/Charter]-issued technology resource may have been stolen, hacked, or compromised, you must immediately report it to the Duchesne County School District's Technology Department.

**Internet Safety**

The Duchesne County School District makes the Internet accessible in accordance with our mission to provide information resources and services to ensure that all users have free and open access to ideas and information. In this role, the Duchesne County School District provides access to information resources available on the Internet. The Duchesne County School District has no control over the information obtained through the Internet and cannot be held responsible for its content or accuracy. It may contain materials which some find offensive or inappropriate. All staff, students and other users access the Internet at their own discretion.

In accordance with the federal [Children’s Internet Protection Act (CIPA)](https://www.ed.gov/offices/OSEP/CI-po/), all desktop computers, laptops and personal/Duchesne County School District wireless devices, that utilize the Duchesne County School District network, will be filtered by a centralized filtering appliance. This filtering appliance is set to screen out sites which may reasonably be construed as obscene, as that term is defined in section 1460 of title 18, United States Code; or child pornography, as that term is defined in section 2256 of title 18, United States Code; or harmful to minors as defined in section 1703, Pub. L. 106-544. The Duchesne County School District has the ability to monitor the online activities of...
Responsible Use for Duchesne County School District Technology Resources

students and staff through direct observation and/or technological means to ensure that students and staff are following the guidelines and policies set forth by Duchesne County School District

Duchesne County School District Board Policy also prohibits harassment, bullying, retaliation, discrimination, and other conduct that creates a hostile working or educational environment for an individual. This prohibition extends to the use of the Duchesne County School District’s technology resources. If you ever feel that you are being harassed, bullied, retaliated or discriminated against, or otherwise being subjected to illegal or inappropriate conduct through the Duchesne County School District’s technology resources, you should immediately report it to the Duchesne County School District

As with any other technology resource, restriction of a child's use of the Internet is ultimately the responsibility of the parent/legal guardian, within the confines of the law. See the Parental Restriction on Use of Technology Resources section below if parents do not wish for their students to use the technology resources of the Duchesne County School District

The Duchesne County School District assumes no responsibility for damages, direct, or indirect, for the use of the Internet. This includes, but is not limited to, damage to Duchesne County School District or personally owned equipment caused by virus-laden material downloaded from any Internet site. Users are encouraged to purchase and use a virus detection program on their personal devices.

Users should be aware that the Internet is not a secure medium. It is possible for third parties to obtain information regarding an individual user's search activities. Users should be very cautious about providing personal information over the Internet.

Parental Restriction on Use of Technology Resources

Parents who have objections to the Internet or other network-delivered services may assume responsibility for imposing restrictions only on their child(ren). Any parent wishing to restrict his/her child’s access to such services must provide the school with this restriction in writing. For details, see the Duchesne County School District Board policy governing the selection and adoption of instructional materials.

Limitation of District/Charter Liability

The Duchesne County School District will not guarantee that the functions or services provided through the Duchesne County School District’s network service will be without error. The Duchesne County School District will not be responsible for any damage you may suffer, including but not limited to loss of data, interruptions of service, or exposure to inappropriate material or people. The Duchesne County School District will not be responsible for the
accuracy or quality of the information obtained through the system. The Duchesne County School District will not be responsible for financial obligations arising through the unauthorized use of the system. Your parents can be held financially responsible for any harm that may result from your intentional misuse of the system.

Definitions

**Social Media** - the interactive use of online resources including, but not limited to, Facebook, YouTube, Twitter, MySpace, Ning, Google Apps, Skype, chat rooms, wikis, and blogs.

**Children’s Internet Protection Act (CIPA)** - The Children’s Internet Protection Act (CIPA) is a federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers. CIPA imposes certain types of requirements on any school or library that receives funding for Internet access or internal connections from the E-rate program – a program that makes certain communications technology more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA.

**Personal Devices** - the use of any technology related device that is not owned by Duchesne County School District

**Digital Content** - products available in digital form. It typically refers to music, information and images that are available for download or distribution on electronic media.

**Hacking** - to reconfigure or reprogram a system to function in ways not facilitated by the owner, administrator, or designer.

**Copyrighted** - The legal right granted to an author, composer, playwright, publisher, or distributor to exclusive publication, production, sale, or distribution of a literary, musical, dramatic, or artistic work.

**Computer Virus** - a computer program that can copy itself and infect a computer. It is also being used as a catch-all phrase to include all types of malware, adware, and spyware programs that do not have the reproductive ability. Malware includes computer viruses, worms, trojans, most rootkits, spyware, dishonest adware, crimeware, and other malicious and unwanted software, including true viruses. Viruses are sometimes confused with computer worms and Trojan Horses, which are technically different. A worm can exploit security vulnerabilities to spread itself automatically to other computers through networks, while a Trojan is a program that appears harmless but hides malicious functions. Worms and Trojans, like viruses, may harm a computer system's data or performance. Some viruses and other malware have symptoms noticeable to the computer user, but many are surreptitious and go unnoticed.
Technology Resources - Any and all mass storage media, online display devices, computers, computer printouts, and all computer-related activities involving any device capable of receiving email, browsing Web sites, receiving, storing, managing or transmitting data including but not limited to mainframes, servers, personal computers, notebook computers, laptops, hand-held computers, personal digital assistants (PDA), pagers, distributed processing systems, telecommunication devices, network environments, telephones, fax machines and printers. Technology resources also includes the procedures, equipment, facilities, software and data that is designed, built, operated, and maintained to create, collect, record, process, store, retrieve, display and transmit information.