

Concord School District

Acceptable Use Policy (AUP) & Internet Policy

2023-2024

Concord School District offers staff and students access to its electronic communication equipment and networking system (hereafter referred to as “network”). Including internet access. The following administrative guidelines supplement and define the Acceptable Use & Internet Policy for staff and student use of the network, which was adopted by the Board of Education on July 27, 2015.

The Concord School District is responsible for securing its network and computer systems against unauthorized access and/or abuse, while making the technology available for authorized users. The use of technology resources is a privilege, not a right and should be treated as such. Access to the internet and technology is provided for professional, managerial, and educational purposes only. This responsibility includes informing users of expected standards of conduct and the punitive measures for not adhering to this policy.

By accessing and using technology, users acknowledge that inappropriate use is prohibited and may result in disciplinary action. The Concord School District reserves the right to monitor or log all network activity with or without notice, including files, email and all web site communications, and therefore, users should have no reasonable expectation of privacy in the use of these resources.

The Technology Committee of Concord School District has developed the following policy for the student body and faculty/staff covering the use of a computer and/or computer network. Any person using a computer and/or network is covered by this policy while on the school campus or when accessing the school’s system from a computer outside the physical boundaries of the school.

Concord School District endeavors to protect the safety and security of students when navigating the internet. Concord School District continuously works to educate all students about appropriate online behavior, including but not limited to contact with individuals on social networking websites and cyber bullying awareness and response.

Technology infractions include but are not limited to:

1. General Infractions:

- Using the network/internet for other than educational purposes
- Gaining intentional access or maintaining access to material which are ‘harmful to minors’ as defined by the Arkansas Law
- Using the network/internet to engage in sending numerous, unsolicited electronic mail messages or participating in chain letters which can degrade the performance of the network; or accessing chat lines/rooms
- Using abusive, obscene, sexually explicit, threatening, or profane language or expressions regarding racism or hate in private messages on the system; or using the system to harass, insult, or verbally attack others
- Wasting limited resources provided by the school or causing congestion of the network through lengthy downloads or files, or failing to delete old emails or other files which take up excessive space.
- Using technology in a way that interferes with work obligations
- Inhibiting other users from using the system or the efficiency of the system
- Identifying oneself with another person’s name or password; or using an account or password of another user

2. Hardware-related Infractions;

- Vandalize, steal, deface, destroy or remove computer equipment, parts, cables, accessories, etc.
- Unauthorized dismantling, disconnecting, or removing computer equipment, cables, or peripherals
- Misuse of computer hardware which results in temporary or permanent damage or possible damage to equipment
- Installation of unauthorized hardware
- Unauthorized relocation of hardware

3. Software-related Infractions:

- Unauthorized changing of settings on computers including modifications or removal of software, operating systems, security programs, configuration files, etc.
- Intentional introduction of a virus, proxies or other destructive elements

- Installation of unauthorized and/or unlicensed software
- Vandalizing data of another user; or attempting to access or copy another user's files
- Gaining or attempting to gain unauthorized access to resources or files.
- Inappropriate use of files including:
 - o Unauthorized copying of software programs
 - o Unauthorized copying of files or disks
 - o Unauthorized downloading of files.

4. Computer Ethics-related Infractions:

- Attempting to access systems or files for unauthorized purposes
- Using or attempting to use unauthorized passwords- system security passwords, administrative passwords or other individual's passwords
- Failure to keep personal passwords secure and private
- Usage of computer for harassment (sexual, racial, personal, bullying, etc.)
- Usage of computer to convey or access any objectionable material including topics which are obscene, racially slurred, vulgar, sexually explicit, violent, etc.
- Excessive time usage causing the system to slow while others are waiting

5. Internet/Email related Infractions:

- Unauthorized posting of information/graphics pertaining to Concord School District, its employees, or students
- Visiting improper or inappropriate websites
- Design, creation or posting of websites which do not follow the district webpage standards.
- Use of chat rooms, cyber cafes, etc.
- Accessing or playing games, unless instructed to do so by the teacher or instructor
- Confidentiality – No email is confidential, personal, or private. All or part of an email can be sent to hundreds of people with just a few mouse clicks. In addition, emails can be subject to open records law. Persons should not post email messages containing inappropriate language or content.

6. Wireless Devices:

- All wireless devices that connect to Concord School District network must also abide by the AUP, **including guests**

Concord School District Web Page

- The technology coordinator or his/her designee will be responsible for the creation of web pages or the association of web pages to the district's home page. On occasion, a student's name and/or picture may appear on a school webpage; however, a student's picture will not be identified with his/her name.

Technology Protection Measure

- Concord School District will participate in the Arkansas Department of Information Systems (DIS) topical filtering system as an active restriction measure to prevent access to material that is harmful to minors with a secondary line of topical filtering utilized on the additional bandwidth. District teachers and staff will make reasonable efforts to supervise students use of the network and internet access; however, they must have student cooperation in exercising and promoting responsible use of the technology.

Appropriate Online Behavior Education for Minors

- Concord School District educates minors about appropriate online behavior, including interaction with other individuals on social networking websites and in chat rooms, and in cyber bullying awareness response

Your Rights

- Users should expect only limited privacy in the contents of their personal files and email on the district's or school's network; they must realize that any information stored electronically on school-owned equipment is subject to Arkansas Freedom of Information (FOI) Act. This situation is similar to the rights staff and students have in regard to their lockers, desks, or other storage systems.

Disciplinary Action:

All violations will be handled as any other infraction of school board policy. Disciplinary actions may include:

1. Revocation of computer access
2. Financial restitutions
3. **Students:**
 - **Saturday School-** Students will attend a Saturday School per each offense.
 - **Severe Clause: The principal has the discretion to bypass any level of offense and invoke a higher level of penalty.**

Limitations of Liability

The Concord School District makes no guarantees that the functions of the services provided by or through the network will be error-free or without defect. The district will not be responsible for any damage the user may suffer, including but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the network. The district will not be responsible for financial obligations arising through the unauthorized use of the network.

This policy will be periodically reviewed/revised as deemed necessary by the Concord School District Technology Committee.

This is a policy that is in effect until the 2025-2026 school year. If changes are made you will be notified and a new signature may be required.

Adopted: May, 2016

Revised: June 2023

Acceptable Use of Technology and Internet Safety Policy

APPLICATION AND CONTRACT AGREEMENT

INTERNET ACCOUNT/COMPUTER ACCESS

2023-2024

First Name: _____ Last Name: _____

I am a (check one): _____ Administrator _____ Teacher
_____ Paraprofessional _____ Media Specialist
_____ Support Staff _____ Guest

After receiving the Acceptable Use of Technology and Internet Safety Policy of the Concord School District, please read and fill out the appropriate portions of the following contract. Please return the contract back to the Principal's office or Superintendent's office.

User Contract

I have received the Acceptable Use of Technology and Internet Safety Policy of the Concord School District. I understand and agree to abide by the stated terms and conditions set forth in this document. I further understand that violations of the regulations are unethical and may constitute a criminal offense. Should I commit a violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken. The district follows the State Security Office K-12 Faculty/Staff Password Management Standards. All staff passwords must be at least 8 characters in length and contain both alpha and non-alpha characters. Passwords for staff are changed every 90 days or as needed. It is extremely important that teachers NEVER share their passwords with students. To protect the security of your own and other's files, please NEVER share your password with anyone and always log out when you leave your computer. Do not allow a student to use the computer with your login name and password.

User Name (please print) _____

User Signature: _____ Date: _____

Acceptable Use of Technology and Internet Safety Policy

Student's Agreement

2023-24

Every student, regardless of age, must read and sign below:

User Contract

I have received the Acceptable Use of Technology and Internet Safety Policy of the Concord School District. I wish to be assigned a log in name and password. These will grant me the privilege of using the computer/ network at Concord School. I agree to abide by the rules and regulations of the Concord Acceptable Use of Technology and Internet Safety Policy.

I understand that system administrator may periodically monitor activity on my account. I understand that I must follow Concord School District's Acceptable Use of Technology and Internet Safety Policy. I also understand that I am subject to penalties of all state and federal laws governing the use of computers, software, copyrights, etc. Violations may result in loss of computer privileges/access, removal of my account for the computer network, suspensions and/or disciplinary actions. Suspensions or disciplinary actions will not cancel my responsibilities in the computer class in which I am enrolled. I will be accountable for all assignments.

PLEASE PRINT CLEARLY

Student Name: _____

Grade: _____ **Date:** _____

Student Signature: _____

Parent/Guardian Signature: _____

Phone Number: _____

For all applicants less than 18 years of age, the signature of a parent/guardian is required