

**Anselmo-Merna Public Schools Acceptable Use Policy
Grades 7-12**

The Anselmo-Merna Public School system maintains quality technology systems (hardware, software, and services) for the purposes of enhancing student learning and assisting staff in classroom management. All users of the system are part of a community, and membership in such a community requires awareness and practice of acceptable behaviors. These behaviors apply to all levels of technology, whether using a single computer or using Internet resources.

In addition, the school district is bound by contract to other providers of services to require certain behaviors:

- It is the policy of Educational Service Unit 10 that access to the Internet provided by ESU 10 is expected to be used as an educational and/or work-related resource and that such access shall be made available subject to such rules and regulations as may be established, provided that no use shall be permitted which, in the judgment of the Board of Directors of ESU 10, is in any way prejudicial to the best interest of the unit or in conflict with the ESU 10 Program of Services. The ESU 10 Board of Directors reserves the right to refuse access to the Internet by ESU 10 to anyone when it deems it necessary in the public interest.
- Under federal law, most schools and libraries will have to use filtering software on computers with Internet access. Any school or library that receives discounted rates for telecommunications services under the E-Rate program, or receives funding through the Library Services & Technology Act or Title III, in order to purchase computers used to access the Internet, or to pay for direct costs associated with accessing the Internet, must comply.
- Internet filters are not a substitute for educators diligently monitoring students' computer and Internet use. Students should be appropriately monitored to ensure that they are complying with the school's Acceptable Use Policy (AUP) and other school rules.

The computing systems of Anselmo-Merna Public Schools will be used for educational purposes only. Access to the technology systems is a privilege, not a right. The school district retains the authority to revoke access and/or apply disciplinary measures (termination of use and/or appropriate disciplinary procedures) if the terms or the spirit of this policy are violated. Anselmo-Merna Public Schools condemns any illegal use of school's computer system, including:

- Software pirating
- Hacking
- Copyright violations
- Harassment or threats
- Defamation.

Other activities prohibited are:

- Unsupervised student use of Internet, email, chat and other direct electronic communication which may result in loss of privileges
- Unauthorized disclosure, use, and dissemination of minors' personal information
- Using obscenities
- Viewing or downloading pornographic materials
- Sharing account information or attempting to use another person's account
- File sharing or downloading file-sharing programs
- Harming school property
- Attempting to bypass or bypassing the school filtering system
- Participating in any other activity that is detrimental to students, the school, or school officials.

Definitions

1. Access to the Internet—A computer shall be considered to have access to the Internet if such computer is equipped with a modem or is connected to a computer network, which has access to the Internet.
2. Minor shall mean an individual who has not attained the age of 19.
3. Obscene shall have the meaning given such term in section 1460 of title 18, United States Code.
4. Child pornography shall have the meaning given such term in section 2256 of title 18, United States Code.
5. Harmful to minors shall mean any picture, image, graphic image file, or other visual depiction that:
 - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion.
 - b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
6. Hacking shall mean attempting to gain unauthorized access to computer and network systems both connected or not connected to the Internet.
7. Technology protection measure shall refer to a proxy server managed by ESU 10 that blocks and/or filters Internet access or other means by which access may be blocked and/or filtered.
8. Authorized staff member as used herein shall refer to an adult staff member appointed by the Anselmo-Merna Public Schools Technology Committee.
9. Technology Committee as used herein shall refer to a group of Anselmo-Merna Public Schools staff including the following:
 - a. Administrator
 - b. Technology Coordinator
 - c. Faculty members
10. Fair Use: this includes the reproduction in copies or photo records or by any other means specified for the purpose such as criticism, comment, news

reporting, teaching, (including multiple copies for classroom use), scholarship, or research is not an infringement of copyright.

11. Technology: includes, but does not limit to the following list: computers, telephone, personal computer devices such as palm pilots, cell phones, tablet PCs, laptops, pagers, personal email, graphic calculators, etc.
12. Educational Activities: this includes classroom activities, career development, scholarship work, and limited high-quality self-discovery activities.
13. Copyright violation: four factors to determine whether a particular use violates copyright law:
 - a. Purpose and character of use including whether such use is of a commercial nature or is for nonprofit educational purposes;
 - b. The nature of the copyrighted work;
 - c. The amount and substantiality of the portion used in relation to the copyrighted work as a whole;
 - d. The effect of the use upon the potential market for or value of the copyrighted work.

Three exemptions for education are:

- a. Face-to-face teaching at a nonprofit educational institution. (i.e. Instructors may generally read, perform, or display copyrighted material in a face-to-face address.)
- b. Educational broadcasting. (Instructional broadcasting allows the performance of a nondramatic literary or musical work for instructional purposes.); and
- c. Not-for-profit performances (allows the nonpublic performance of nondramatic literary or musical works that are not for monetary gain).

Access to Internet by Minors

Minors accessing Internet services provided by Anselmo-Merna Public Schools shall be subject to the following rules and regulations:

1. Minors shall not access material that is obscene, child pornography, harmful to minors, or otherwise inappropriate for educational.
2. Minors shall not use Anselmo-Merna Public Schools technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.
3. Minors shall not engage in any illegal activities on the Internet.
4. Minors should only use electronic mail, chat rooms, and other forms of direct electronic communications for purposes related to education within the context of a school-related assignment activity.
5. Minors shall not disclose personal identification information on the Internet (including but not limited to: ordering online, chatting, eBay, etc.)
6. Minors shall be monitored while using the Internet.
7. Minors shall not alter school networking or web services usernames and passwords, unless with expressed permission of a teacher or administrator.

Access to Internet by Adults

Adults accessing Internet services provided by Anselmo-Merna Public Schools shall be subject to the following rules and regulations:

1. Adults shall not access material that is obscene, child pornography, or otherwise inappropriate for training or work-related uses.
2. Adults shall not use Anselmo-Merna Public Schools technology resources to engage in unauthorized hacking or attempts to otherwise compromise any computer or network system's security.
3. Adults shall not engage in illegal activities on the Internet.
4. Adults shall not use the network for commercial purposes (offer, provide, purchase or sell products or services), nor for political lobbying (but you may use the network for communication with elected officials and to express your opinion on political issues).
5. Parents shall not alter school networking or web services usernames and passwords, unless with expressed permission of a teacher or administrator.

Technology Protection Measure

Anselmo-Merna Public Schools shall use a technology protection measure that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with the policies of Anselmo-Merna Public Schools.

1. The technology protection measure that blocks and/or filters Internet access may be disabled by an authorized staff member for bona fide research purposes with permission of the immediate supervisor of the staff member requesting said disabling or with the permission of the administrator of Anselmo-Merna Public Schools.
2. Privacy Information:
 - a. You should expect only limited privacy in the content of your personal files on the District system. Routine maintenance and monitoring of the network may lead to discovery that you have violated this policy, the board policies, or the law.
 - b. An individual search will be conducted if there is reasonable suspicion that you have violated any policies or laws.
 - c. Parents of students have the right at any time to request to see the contents of your files.
 - d. You have a right to due process for any violations of any of the policies listed here, in the student handbook, teacher handbook, or board policies. Remember when you are using the Internet or the network, you leave "electronic footprints" and your actions can be traced.
 - e. All usage of photographic images on the Internet or communicated electronically need to approved by an administrator.
3. Student Safety Protection measures:
 - a. Students will not post personal information about yourself or other people. Personal contact information includes your address, telephone, school

address, work address, or any other information that would allow someone to find you in person.

- b. You will not agree to meet with someone you have met online without your parent's approval. Your parent should accompany you to this meeting.
- c. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.
- d. You will not make deliberate attempts disrupt the computer system or destroy data on the network or Internet.
- e. You will not use the network or Internet to engage in any other illegal act such as arranging for drug sales or the purchase of alcohol, engaging in criminal activity, threatening the safety of other people, etc.
- f. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- g. You will immediately notify a teacher or the system administrator if you have identified a possible security problem.
- h. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language. You will not engage in personal attacks or harassment, including prejudicial or discriminatory attacks.

Policy Violations

Any violation of this policy may result in the loss of access to the Internet by Anselmo-Merna Public Schools and/or ESU 10. Additional disciplinary action may be determined in accordance with existing procedures and practices, both administrative and as stipulated in Anselmo-Merna Public Schools and/or ESU 10 board policy, and including applicable law enforcement agencies when necessary (See Teacher and Student Handbook and Board Policies for more details).

Policy Challenge Procedure

An individual who has been granted access to the Internet by Anselmo-Merna Public Schools and desires to access an Internet site that is not compliant with this policy may challenge the enforcement of the policy according to the following provisions:

1. Internet site review requests should be directed to the Anselmo-Merna Public Schools Technology Committee in writing for consideration.
2. The Technology Committee will review the site within seven working days of submission of the request and, if deemed appropriate for educational or work-related purposes, may vote to unblock the site.
3. Anselmo-Merna Public Schools Principles will regulate enforcement of the policy, including disciplinary actions, and shall forward to the administrator of Anselmo-Merna Public Schools any challenges to the severity of the applied discipline.
4. Challenges to the application or enforcement of Anselmo-Merna Public Schools' Internet Safety Policy which cannot be resolved at the levels outlined in the preceding step will be handled in accordance with Anselmo-Merna Public

School's established grievance policy or at the Anselmo-Merna Public Schools administrator and/or board level for challenges presented in writing.

References

20 USC 9134(b)

20 USC 6801 et seq.

Acceptable Use Policy Templates provided by the Educational Service Unit 10 legal staff.

"CIPA Deadline Approaching: Check Your Compliance Now." Scholastic Administrator Spring 2002: 12.

Communications Act of 1934, Section 254(h)(5)

"A Legal Memorandum: A Principal's Guide to Internet Policies and Electronic Communications." National Association of Secondary Principals Winter 2004: 1-8.

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Anselmo-Merna Public Schools offers access to the Internet, the network and the network file server, as part of its educational experience. However, because of the wide range of information available (some of which may be offensive on the Internet), it is our administrative policy to require parental permission and student recognition of the rules and regulations before granting access to students. While the school district will do as much as possible to encourage wholesome use and discourage offensive use, the decision ultimately lies with the student. It is administrative policy of the district to directly supervise students who use the Internet.

It is also the policy of Anselmo-Merna Public Schools and Educational Service Unit 10 that such Internet and network access be only for the purpose of completing directed educational activities assigned by a teacher as a part of the student's educational experience. Unsupervised recreational browsing on the Internet, destructive behaviors to the network or to other users, is therefore excluded. The Anselmo-Merna Public School system may revoke access to the Internet, the file server and the network, if the student chooses to violate the terms or spirit of this agreement, at which time you will be notified.

Your signature grants consent for your student to have access to the Internet under directly-supervised conditions for the purpose of completing educational activities and relieves the district from responsibility should the student choose to engage in any of the activities excluded by this document. Should the student decide to violate any of the aforementioned rules or regulations, the student will be disciplined according to school policy.

I understand and will abide by the procedures and Acceptable Use Policy for Independent Access to the electronic resources of Anselmo-Merna Public Schools. I further understand that any violation of the regulations above is unethical and should I commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken.

In consideration for the privilege of using the Anselmo-Merna Public Schools electronic resources and in consideration for having access to the information contained on it, I hereby release and agree to hold harmless Anselmo-Merna Public Schools from any and all Claims or damages of any nature arising from my access, use, or inability to access or use the computers or network system.

As the parent or guardian of the undersigned student, I have read the Acceptable Use Policy and guidelines for independent use established by the Anselmo-Merna Public Schools. I grant permission for my son or daughter to access the network. I understand and agree that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of computer or Internet use-setting and conveying standards for my student to follow when selecting, sharing, or exploring information and media. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I agree not to hold the school, the school district, or school personnel responsible for any material the student accesses or transmit via the school's computer system.

(Student Signature)

(Date)

(Parent or Guardian Signature)

(Date)

Computer Loan Agreement Grades 7-12

Student/Borrower: _____

Parent Responsibilities

Your son/daughter has been issued a Macintosh laptop to optimize his or her learning experience at Anselmo-Merna. Please review these expectations:

As a parent, I agree to...

- Supervise computer usage at home.
- Set high standards for appropriate internet and email usage.
- Refrain from any attempt to repair this computer.
- Report any damage or issue to the school in a timely fashion.
- Ensure that no software is downloaded or deleted from this computer.
- Encourage my son/daughter to charge computer nightly.
- Ensure that student brings his/her computers to school on a daily basis (may be called upon to deliver forgotten computers to the school).
- Make sure that the computer is returned to the school when requested and upon my son's/daughter's withdrawal from Anselmo-Merna Public School.
- Pay a \$25, nonrefundable user fee for students in grades 7-12.
- The return the computer when requested and upon your son/daughter withdrawal from Anselmo-Merna Public School.

Student Responsibilities

Your laptop is an important learning tool and is for educational purposes only. Using your computer at home is a privilege, not a right. Please review these expectations:

As a student, I agree to...

- Transport the computer inside of the provided pouch or book bag and take all steps necessary to protect the computer from damage.
- Follow the policies of the Anselmo-Merna Public School at home and at school— especially the Student Code of Conduct—and abide by all local, state, and federal laws.
- Keep the computer in my possession, not allowing friends or family members to use it.
- Refrain from downloading or deleting ANY software.
- Follow both school and family guidelines for computer use.
- Refrain from sharing personal information online.
- Bring the computer to class on a daily basis.
- Use email safely, appropriately and responsibly, in keeping with school policies.
- Keep passwords 'secret' and accounts secure.
- Do not alter passwords or usernames
- Refrain from any attempt repair this computer
- Report any damage or issue to the school in a timely fashion.
- Charge my computer nightly.

Parent Signature _____ Date _____

Student Signature _____ Date _____

Our signatures indicate agreement to meet expectations described above and an understanding that Nebraska statutes 79-737 and 79-2,127 allow the District to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. Borrower acknowledges and agrees that Borrower's use of the District Property is a privilege and that by Borrower's agreement to the terms hereof, Borrower acknowledges Borrower's responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by Anselmo-Merna Public Schools.