Acceptable Use Policy for Technology and the Internet

Purpose for Technology and Internet Use – 2023-2024

U.S.D #114 is committed to making advanced technology and increased access to learning opportunities available to all of our students and staff. We believe this computer technology will allow students and staff to access and use information sources from distant computers and communicate and share information with individuals and groups. The primary purpose for the use of technology and the Internet is to facilitate teaching, learning, and personal growth in technology, and foster information gathering skills, and communication skills.

Users have the opportunity to use the school's technology resources to broaden their horizons, provide diverse opportunities, and prepare for the world of today. The Internet has great promise for sharing ideas and knowledge, it is also has the potential for misuse. The Riverside Unified School District does filter the Internet in an effort to block material that is not appropriate for students. Access to inappropriate material will be monitored by the school district and restrictions will be applied where appropriate. It is possible that a student may run across some objectionable materials. While we will take reasonable measures to prevent such access, it is not possible to guarantee that students will not accidentally or purposely access inappropriate material. This Acceptable Use Policy (AUP) will outline some of those cautions and provide direction for the use of the resources.

Any personal electronic hardware (personal computer, tablet, phone) used on district property falls under this AUP. You assume all risks and responsibilities when using your own personal computer equipment and agree not connect any network-capable devices without prior written permission of the school. This connection privilege can be revoked without reason or notice.

The responsibility of all users is outlined in this Acceptable Use Policy. It is the policy that USD 114 technology resources are to be used in a responsible, efficient, ethical and legal manner in accordance with the USD 114 Acceptable Use Policy. Use of technology and the Internet is a **privilege**, not a right.

Network Etiquette:

All users of the Riverside Public Schools' computers and networks are expected to abide by the generally accepted rules of the network etiquette. These rules of behavior include (but are not limited to) the following:
1. Be polite. Don't swear or use inappropriate language.
2. Do not reveal your personal address, phone numbers, or any other identifying information of yourself or other students and colleagues.
3. Do not place unlawful information on any network system.
4. Note that e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the authorities.
5. All communications and information accessible via the network should comply with copyright laws. 6. Include your signature at the bottom of the e-mail messages. Y our signature footer should include your name, position, and affiliation.
7. Capitalize words only to highlight an important point or to distinguish a title or heading.
8. Student users must always get permission from their instructors before using the network or accessing any specific file or application. FOLLOW WRITTEN AND ORAL PROCEDURES.

Policy For Acceptable Use of Computers and Networks

The primary purpose of the District network (including but not limited to the Internet, printers, laptops, etc.) is to allow users to conduct school business. The following policy for acceptable use of computers and networks shall apply to all district administrators, faculty, staff, and students.

1. The user shall not erase, change, rename, or make unusable anyone else's computers files, programs, or disks (except for authorized staff members).

2. The user shall not let other persons use his/her name, logon, password, or files for any reason. 3. The user shall not use or try to discover another user's password or in any way access another person's e-mail or other files (except for authorized staff members).

4. The user shall not use Riverside school computers or networks for any non-instructional or non-administrative purpose (e.g. activities for personal profit).

5. The user shall not use a computer for unlawful purposes, such as the illegal copying or installation of software.

6. The user shall not copy, change or transfer any software or documentation provided by Riverside schools, teachers, or another student without permission.

7. The user shall not write, produce, generate, copy, propagate, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan Horse, or similar name.

8. The user shall not deliberately use the computer to annoy or harass others with language, images, innuendoes, or threats. The user shall not deliberately access or create any obscene or objectionable information, language, or images.

9. The user shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system software. This includes, but is not limited to "hacking."

10. The user shall not tamper with computers, networks, printers or other associated equipment.

11. Student users at grades where take home technology equipment is an option, must first have the parental permission form signed. Any take-home technology shall be used in the same manner as if it were at school.

12. The user of the Internet and take-home technology must be a student in good standing (no outstanding detention time, no expulsions from school, no down slips, no overdue library materials or outstanding fines).

13. "Cyber-bullying" will not be tolerated. Cyber-bullying means bullying by use of any electronic communication device using, but not limited to e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, websites, etc. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited.

14. Do not waste school resources by printing excessively.

15. Outside users can request guest access for district purposes. These requests will be reviewed on a case-by-case basis and will be granted, if warranted, as needs and resources permit.

Penalties for Improper Use:

Three levels of punishment will be enforced by the administration. Any user violating these district guidelines or applicable state and federal laws shall be subject to loss of network privileges and possible disciplinary action, including suspension or expulsion from school. Use of the computers for programs, software, e-mail, and to access telecommunications resources is a **privilege** and not a right.

Level 1: Warning: Student will lose computer privileges/Internet access until a parent conference is held. Any additional loss of privileges as determined by the administration will be discussed at this conference.

Level 2: Pattern of abuse, repeated abuse, or flagrant violations: Any student who, after a Level 1 warning, continues to engage in serious or persistent misbehavior by violating the district's previously communicated written standards of conduct may be removed from any computer/Internet privileges for the entire school year or remaining school years and recommended for suspension.

Level 3: Expellable offense: Student could be expelled from school if he/she engages in conduct on the Internet that contains the elements of the offense of criminal mischief, as defined by state and federal law. Any student expelled for misuse of technology will also lose computer privileges for the remainder of the school year or school years.