

WEST ELK SCHOOLS  
ACCEPTABLE USE GUIDELINES FOR TECHNOLOGY  
2018-19

West Elk Schools strongly believe in the educational value of electronic information services and the potential of such services to support our curriculum. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. West Elk Schools will make every effort to protect staff and students from misuse and abuse as a result of their experiences with information services. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service. Anyone who uses the network illegally or improperly would lose this privilege as well as face possible disciplinary action.

User Responsibility

- Students must have permission from at least one of their parents or guardians to access these information retrieval systems.
- The use of information retrieval systems is a privilege, not a right. West Elk declares unethical and unacceptable behavior as just cause for taking disciplinary action, revoking information retrieval access privileges, and/or initiating legal action for any activity initiated from school or any other site through which an individual:
- Uses impolite, abusive or otherwise objectionable language in either public or private messages;
- Uses information retrieval systems for illegal, inappropriate or obscene purposes or in support of such activities. Illegal activities shall be defined as those that violate local, state, and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the information retrieval systems and/or purpose and goal. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication vehicle;
- Uses the information networks for any illegal activity, including violation of copyrights or other contracts violating such matters as institutional or third party copyright, license agreements and other contracts.
- Intentionally disrupts network traffic, crashes the network or connected systems;
- Degrades or disrupts equipment or system performance;
- Circumvents West Elk's security measures from school or remote computers or networks;
- Sending or receiving copyrighted materials without appropriate permission;
- Gains or attempts to gain unauthorized access to the resources, programs or data of others;
- Vandalizes the data or files of another user including erasing, changing, or making unusable another person's computer files, programs, or disks;
- Knowingly let other persons use their name, login id, password or files for any reason (except for authorized staff members);
- Invades the privacy of individuals;
- Placing unlawful information into the system;
- Using the computer to deliberately annoy or harass others with language, images, innuendoes or threats;
- Sending or receiving pornographic material, inappropriate text files or files dangerous to the integrity of the network;

- Downloading or installing any commercial software, shareware, or freeware unless directed to do so by appropriate school personnel.

Students shall have no expectation of privacy for any information created, stored or used on any district computer system. The district makes no guarantee that the functions provided by the information retrieval systems will be error-free. West Elk will not be responsible for:

- Damages one may suffer, including but not limited to, loss of data or interruptions of service;
  - The accuracy or quality of the information obtained;
  - Any financial obligations arising through the unauthorized use of the system.
- 

I understand and accept my responsibilities detailed above as a user of the Internet and technology at West Elk Schools. I am aware that if I choose not to follow the guidelines, there will be consequences which may include loss of Internet access, technology privileges, or other appropriate disciplines.

#### Consequences

1<sup>st</sup> time-Loss of Internet/Technology use for thirty days + one detention.

2<sup>nd</sup> time-Loss of Internet/Technology use for thirty days + in-school suspension.

3<sup>rd</sup> time-Loss of Internet/Technology use ninety days + out-of-school suspension.

If deemed appropriate, law enforcement may be notified.