

<b>Eagle Butte School District</b>	<b>NEPN Code: IIBG</b>
<b>Policy Manual</b>	

## **USE OF COMPUTERS AND NETWORKS**

Access to the internet is available to students and teachers of the School District. Online resources will allow classroom projects such as pen-pal discussions, scientific data collection, and international cultural exchanges. The internet enables worldwide connection to electronic mail, discussion groups, databases, computer software and informational sources such as libraries and museums. The goal of the district through online resources is to promote educational excellence by facilitating resource sharing, innovation and

Internet users, like traditional library users, are responsible for their actions in accessing online resources. Faculty, staff, students or parents/guardians will be held accountable for the guidelines set forth in Staff and Student/Parent Handbooks.

The administration will formulate the necessary regulations to carry out the policy of acceptable internet use and the consequences if violations occur.

### **Introduction**

It is the policy of the school to:

- a) prevent user access over its computer network to, or transmission of, inappropriate material via internet, electronic mail, or other forms of direct electronic communications;
- b) prevent unauthorized access and other unlawful online activity;
- c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

**Definitions** \*Key terms are as defined in the Children's Internet Protection Act.

### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or "internet filters") shall be used to block or filter internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes. Such requests must be made directly to the Superintendent and will be reviewed in coordination

of the Information Technology Coordinator to determine need, validity, legality, and approval or denial of such requests.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the online computer network(s) when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:

- a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and
- b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Education, Supervision and Monitoring**

It shall be the responsibility of all members of school staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the school Information Technology Coordinator(s) or designated representatives.

School staff will provide age-appropriate training for students who use the internet facilities, networks, software, and hardware. The training provided will be designed to promote our commitment to:

- a) The standards and acceptable use of internet services as set forth in the Acceptable Use and Internet Safety Policy;
- b) Student safety with regard to:
  - safety on the internet;
  - appropriate behavior while on online, on social networking websites, and in chat rooms; and
  - cyberbullying awareness and response.
- c) Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

### **Conditions and Terms of Use of the Internet:**

All users (staff, students, visitors, etc.) are expected to use the resource in a responsible, ethical manner. This includes but is not limited to the following:

1. All use of the internet must be in support of the school mission statement.
2. Educational/informational use will take precedence over recreational use.
3. Do not use the internet system to engage in any other unlawful act, activity, or threatening of the safety of any person.
4. Users will be required to be polite and use appropriate language in messages to others. Obscene, abusive, sexually explicit or threatening language will not be allowed or tolerated. Accessing, uploading, downloading, distributing, viewing, streaming or possessing any pornographic, obscene or sexually explicit material or language is prohibited. Access is a privilege, not a right, and inappropriate use will result in cancellation of the privilege. Students who engage in the above may be subject to immediate cancellation of privileges for up to one year.
5. If you mistakenly access inappropriate information, you should immediately report this access in the manner specified by your school or to your teacher and principal. This will protect you against a claim that you have intentionally violated this policy.
6. Never try and use a VPN or proxy site to access prohibited/blocked material while on school furnished computer equipment.
7. Never reveal your own or anyone else's personal address, phone number, or password.
8. Recognize that electronic mail is not guaranteed to be private and may be accessed by others and messages relating to or in support of illegal activities will be reported to the authorities.
9. You must promptly disclose to your teacher or other school staff member 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.
10. Use only your own account, if this service is available. You may not access any other person's materials, information, or files without their permission. Do not attempt to gain unauthorized access to the school internet system or to any other computer system through the school's internet system.
11. Do not harm, destroy or alter the data of another user, including the uploading of or the creation of computer viruses to any computer. This includes interruption of network services.
12. 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.

13. You should expect only limited privacy for the contents of your personal files on the internet system and for records of your online activity. All student use of the internet will be supervised and monitored. The school's monitoring of internet usage can reveal all activities you engage in using the school internet system.
14. Routine maintenance and monitoring of the school internet system may lead to discovery that you have violated this policy, the student disciplinary code, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the student disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation.
15. Do not send "chain letters" or "broadcast" messages of lists of individuals that would result in congestion of the network or otherwise interfere with the work of others.
16. Abide by all copyright and license agreements, including obtaining the approval for the use of another person's intellectual property.
17. Do not place unlawful information on the network (examples: pirated music/movies, virus software, pornography, bomb threats, hoaxes, etc.)
18. Violations of any and all related policies and regulations within School Handbooks will be prohibited.
19. All local, state, and federal rules and regulations will apply and must be followed. Users will be held responsible for the possession of the unlawful materials.
20. Commercial use of the school's access to the internet is prohibited. No financial transactions of any kind will be allowed by students.
21. Any attempts to log onto the internet as a systems administrator will result in immediate cancellation of user's privileges.
22. Prospective users will sign an Internet User Agreement, annually, to be effective for the term of one school year.
23. Youth under the age of eighteen (18) will also be required to have written parental or guardian permission to access the internet.
24. Elementary students must have a parent, guardian, teacher, or adult child care provider with them when accessing the internet.
25. The Board of Education has adopted a policy which prohibits bullying and cyber-bullying which is found in all student handbooks. The school system conducts student and staff training and instruction regarding bullying and cyber-bullying with age appropriate consequences. Staff will instruct students about appropriate online

behavior including interacting with others on social media.

26. The abuse, damage, negligence, or loss of laptop equipment or the internet/network will result in an assessment of cost to the staff member or to parents of students checking out the equipment.
27. Staff, student and parents are informed through this policy of the consequences of violating the *Use of Computers and Networks Policy*, which could include restricted laptop privileges.

Adopted: February 11, 2015

Revised: July 17<sup>th</sup>, 2023

SIGNATURE PAGE: ***Staff collect and return to Building Principal***

## USE OF COMPUTERS AND NETWORKS POLICY

School staff reserves the right to notify parents/guardians of minor's access to inappropriate materials on the internet.

The school makes no warranty, expressed, or implied for the internet access it provides. The school will not be responsible for any unauthorized financial obligations resulting from the use of the internet.

Any violation of these terms will result in loss of access to the internet. Additional disciplinary action may be imposed and will be determined on an individual basis in keeping with existing school rules and policies. When applicable, law enforcement agencies may become involved.

- A. **EXTENT OF COVERAGE:** All conditions and terms as stated in the document are applicable to all users of the computer network and internet. These provisions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the Cheyenne River Sioux Tribe, the state of South Dakota, and the United States of America.
  
- B. **STAFF/STUDENTS/PARENT AGREEMENT:** All students and parent(s)/guardians (s) shall be made aware of the conditions and terms relating to internet use. Once they have read and received the information, an agreement will be implemented and kept on file for each student.

**By signing below, I agree that I have received, understand, and will comply with the school *Use of Computers and Networks Policy*.**

**Student Name Printed** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Parent/Guardian Name Printed** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Staff/Employee Name Printed** \_\_\_\_\_

**Staff/Employee Signature** \_\_\_\_\_

**Date** \_\_\_\_\_