Oak Grove SD 68
Responsible Use Policy for Students

Oak Grove SD 68's electronic technologies, including District network and District Internet access, give students the freedom to obtain a wide variety of educational information and resources. This access is provided by Oak Grove SD 68 to students for specific educational and learning purposes. Use of the District's electronic technologies is a privilege, not a right. The District's educational technology has limitations of use; the District may restrict student participation on the District network for educational or safety reasons.

Responsible Use of Oak Grove SD 68 Electronic Technologies

Electronic technologies, including District network and District Internet access, are assets of the District and are protected from unauthorized access, modification, destruction or disclosure.

1. The District may monitor, read or copy any item on or using the District's electronic technologies, including its network.

2. Students will **not** vandalize, damage, disable or hack into District electronic technologies.

3. The District retains control over materials using District electronic technologies. Users should **not** expect privacy in the contents of personal files on District-owned devices or networks.

4. Routine maintenance and monitoring of electronic technologies, including the District network, may lead to a discovery that a user has violated the Student Responsible Use Policy, another District policy or the law.

5. The proper use of the Internet and District educational technologies is the joint responsibility of students, parents and employees of the District.

Unacceptable Uses of Oak Grove SD 68 Electronic Technologies

1. Users will **not** use the District's electronic technologies to create, access, review, transfer, upload, download, store, print, post, receive, transmit or distribute:
   - Personal photos, videos, music or files not related to educational purposes.
   - Any unauthorized audio or video recording of students or staff members, or the public distribution of any such recording without the full, knowledgeable consent of the individual being recorded.
   - Obscene or sexually explicit material.
   - Abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or sexually explicit language.
   - Materials that use language or images that advocate violence or discrimination toward other people or that may constitute harassment or discrimination, or that threatens the safety of others.
   - Any image, message, photo, file or other electronic content that may violate District policy.
   - Any violation of any local, state or federal law.

2. Users will **not** use the District's electronic technologies, including District network and District Internet access, to vandalize, damage or disable the property of another person or organization. Users will **not**:

- Make deliberate attempts to degrade or disrupt District educational technology performance by spreading computer viruses, engaging in "spamming" or by any other means.

- Tamper with, modify or change the District educational technology or take any action to violate the District's security system.

- Disrupt the use of the District's electronic technologies by other users.

- Gain unauthorized access to information resources or to another person's materials, information or files without the implied or direct permission of that person.

- Delete or modify a student or employee file.

- Post information in public access areas regarding private or confidential information about another person.

- Attempt to log in through another person's account or use computer accounts, access codes or network identification other than those assigned to the user. Users must keep all account information and passwords private.

3. Messages and records on the District's electronic technologies may **not** be encrypted without the permission of Oak Grove Personnel.

4. Users will **not** use the District's electronic technologies, including District network and District Internet access, to violate copyright laws or usage licensing agreements. Users will **not**:

- Use another person's intellectual property without the person's prior written approval.

- Download, copy or exchange pirated software, including freeware and shareware, videos, audio, or other electronic material

- Plagiarize works found on the Internet or other information resources.

5. Users will **not** use the District's electronic technologies, including District network and District Internet access, for unauthorized commercial purposes or financial gain unrelated to the District's mission. Users will **not** use the District's electronic technologies to offer or provide goods or services unrelated to the District's mission or for product placement.

Cyber-Bullying

Cyber-bullying is the use of electronic information and communication devices to willfully harm either a person or persons through the medium of electronic text, photos or videos. Cyber-bullying creates a hostile, disruptive environment in the school and is a violation of a student's right to be safe and secure. It is a serious offense that will lead to disciplinary action. A victim of cyber-bullying should report the problem to a teacher, counselor or administrator as soon as possible. Students are **not** permitted to use the District's electronic technologies, including District network and District Internet access to:

1. Take pictures of anyone that will cause embarrassment and/or harm to that individual. Any unauthorized audio or video recording of any student or staff member, and/or any unauthorized distribution of any image or recording of any student or staff member without the full knowledge and consent of the individual being recorded is **not** permitted.

2. Create, post or transfer any discriminatory, confidential, threatening, libelous, obscene or slanderous comments about Oak Grove SD 68, its employees, students, parents or community members.

3. Send discriminatory, threatening, libelous, obscene or slanderous email messages. Students should never discuss inappropriate topics when emailing, texting or posting on social media – even if such discussion is considered to be in a joking manner by students. Likewise, students should never respond to messages or posts that are suggestive, obscene, belligerent or harassing.

Collaborative Learning Spaces

The use of collaborative learning spaces (such as the Edmodo Learning Management System or shared Google Drive documents) to communicate with Oak Grove SD 68 students provides educators with unique advantages that did not exist in the past. Collaborative learning spaces may, however, lead to miscommunication between students and teachers if used incorrectly. The guidelines below provide a means to help students use collaborative learning spaces responsibly:

1. Be transparent and readily available.

2. Be professional and only use this form of communication between teachers and students for valid educational or extracurricular reasons.

3. Follow all local, state and national federal guidelines including the Child Internet Protection Act (CIPA) and all copyright laws.

4. Do **not** include private or confidential information about others.

Recommended guidelines for using electronic communication can be found in section six of the Oak Grove SD 68 Board Policy.

Violations of this Responsible Use Policy

Students who violate any provision of this Responsible Use Policy may be subject to disciplinary actions. Depending on the severity of the offense, students may be restricted or suspended of network, technology or computer privileges; assigned detentions; suspended from school pending a parent conference; reported to law enforcement and/or recommended for expulsion.