

ACCEPTABLE USE AND INTERNET SAFETY POLICY

I. PURPOSE

The Keokuk Community School District (hereinafter called the “KCS‍D”) is pleased to make available access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities. These rules are in place to protect employees, students, and the district.

II. SCOPE

This policy applies to students, employees, contractors, consultants, volunteers, temporaries, and other workers at KCS‍D, including all personnel affiliated with third parties all of which are considered “users” for the purposes of this policy. This policy applies to all equipment that is owned or leased by KCS‍D.

III. PERSONAL RESPONSIBILITY

In order for the KCS‍D to be able to continue to make its computer network and Internet access available, all employees and students must take responsibility for appropriate and lawful use of this access. Employees and students must understand that one’s misuse of the network and Internet access may jeopardize the ability of all to enjoy such access. While the school’s teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. All users are reminded that content on the school district computers are considered a public record; so, users need to recognize there is no expectation of privacy in work on the computer.

IV. WARRANTIES/INDEMNIFICATION

The KCS‍D makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages or costs (including attorney’s fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user’s use of its computer networks or the Internet under this policy. Students and employees are be advised to make personal back-ups of all their files contained on the district system.

Users are taking full responsibility for his or her use. The user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the KCS‍D, and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user’s access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user’s parent(s) or guardian(s) agree to cooperate with the school in the event of the school’s initiating an investigation of a user’s use of

his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the KCSD's network.

V. GENERAL USE AND OWNERSHIP

1. The KCSD provides access to its computer networks and the Internet and use of equipment for educational purposes only.
2. The user's use of computer equipment, computer networks and Internet is a privilege, not a right.
3. The KCSD reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information and files shall be and remain the property of the KCSD and no user shall have any expectation of privacy regarding such materials.
4. For security and network maintenance purposes, authorized individuals within KCSD may examine and monitor equipment, systems and network traffic at any time.
5. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites.

VI. NETIQUETTE

1. Be polite. Use appropriate language. No swearing or vulgarities. No suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, marital status, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or family status.

VII. PERSONAL SAFETY AND SECURITY

1. In using the computer network and Internet, do not reveal personal information such as your name, home address, home telephone number, credit card number, social security number or school id number, or those of any other person.
2. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts.
3. Any attempts to disable, defeat, or circumvent any security facility is prohibited.

VIII. UNACCEPTABLE USE

Under no circumstances is an employee or student of KCSD authorized to engage in or encourage others to engage in any activity that is illegal under local, state, federal or international law. It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to

gain such unauthorized access.

1. Uses that cause harm to others or damage to their property. Do not mistreat equipment.
2. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material, to individuals who did not specifically request such material (email spam).
3. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages (cyber bullying).
4. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).
5. Sending sexually explicit or sexually provocative messages, photos, or video electronically (sexting).

IX. CONFIDENTIALITY OF INFORMATION

Personally identifiable information (including Internet and access records) concerning students will be disclosed consistent with the Student Records Access board policy (505.1). Personally identifiable information will be disclosed consistent with the Employee Records board policy.

X. ACTIVE RESTRICTION MEASURES

The KCS D will utilize filtering software or other technologies to prevent employees and students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes. Any attempts to disable, defeat, or circumvent any filtering facility is prohibited. The school will also monitor the online activities of employees and students, through direct observation and/or technological means, to ensure that employees and students are not accessing, generating or sharing such depictions or any other material which is inappropriate.

XI. COPYRIGHT

Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs or written text from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which KCS D or the end user does not have an active license is strictly prohibited. "Fair use" allows an individual to reproduce copyrighted work for purposes such as teaching or research. Reproduction beyond fair use needs the permission of the copyright holder.

XII. ENFORCEMENT AND FAILURE TO FOLLOW POLICY

A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which, for students, the KCS D may refuse to reinstate for the remainder of the student's enrollment in the KCS D. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been

denied or terminated. The KCSD may also take other disciplinary action in such circumstances. Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.