

Technology Resources



Serving Children Since 1888

Prepared for Employees of:
The Kyrene School District
8700 S. Kyrene Rd.
Tempe, AZ 85248

Revised Regulations effective: June 30th, 2004

Technology Resources

Acceptable Use of Technology Resources

Table of Contents

	<u>Page #</u>
Policy IIAE	3
Regulation IIAE-R (revised as of 06/30/2004)	
Technology Resources Components and Ownership	5
Responsibilities of the Kyrene School District	5
Legal Accountability	5
Educational Purpose	5
User Access and Acceptable Use of Technology Resources	6
Unacceptable Uses	7
Limitation of Liability	10

Technology Resources

IIAE

ACCEPTABLE USE OF INFORMATION SYSTEMS AND EDUCATIONAL TECHNOLOGY RESOURCES

The Kyrene School District is providing students and employees with access to information systems and educational technology resources consisting of: stand-alone computers and peripheral equipment, computer workstations connected to local area networks, servers and networked peripherals, a wide area network which includes access to the Internet, and electronic communications system which includes audio and video capability. These systems and resources, as they may exist from time to time, are collectively referred to in this policy as "technology resources."

The District provides these technology resources for a limited educational purpose: to advance the learning of students and District employees in accordance with the goals and objectives of the District. Users will access the technology resources only for educational and professional or career development activities, and to a limited extent, high quality, personal learning activities.

While the District recognizes the benefit of these technology resources, it also understands the magnitude of potential information available to students and employees through these technology resources, and believes that comprehensive guidelines in the form of administrative regulations are warranted in order to serve the educational needs of the district and prevent the inappropriate use or abuse of these technology resources.

- The superintendent shall provide regulations implementing this policy.
- Users shall comply with this policy and the regulations.
- The District will notify the parent(s) or guardian(s) of the District's students about the technology resources and the policies and regulations governing their use. Parent(s) or guardian(s) must sign an agreement to allow their child(ren) to have access, and to verify that they and their child(ren) understand and will comply with the provisions of this policy and the accompanying regulations.
- Employees must sign an agreement before being granted access to the technology resources, and to verify that they understand and will comply with the provisions of this policy and the accompanying regulations.
- The District, through its designees, reserves the right to monitor, examine, evaluate and disclose all aspects of the technology resources and their use.
- Use of technology resources is a privilege, not a right. Users violating any District policy or regulations shall be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.
- In the event there is an allegation that a user has violated this policy or the accompanying regulations, the user will be provided with an opportunity to present an explanation before the appropriate authority, according to the disciplinary guidelines of the District.
- The District makes no warranties of any kind, either express or implied, that the functions or the services provided by the technology resources will be error-free or without defect. The District will not be responsible for any damage users may

Technology Resources

suffer, including but not limited to, loss of data or interruptions of service. The District specifically denies any responsibility for the accuracy or quality of the information obtained through or stored on the technology resources. Further, use of any information obtained via the technology resources is at the user's own risk.

- The District will not be responsible for financial obligations arising through the unauthorized use of the technology resources. Specifically, users may not use the technology resources for personal commercial purposes, which are defined for the purposes of this policy as offering or selling goods or services or purchasing goods or services for payment or other consideration. District procurement policies must be followed for the purchase of goods or services for the District.
- District policies on copyright will govern the use of material accessed through technology resources.
- Teachers will assist their students in developing the skills to use the technology resources effectively and in a manner that is in conformance with all District policies and regulations.
- The Superintendent is authorized to adopt, amend and revise regulations consistent with this policy for the use of technology resources, as the superintendent deems necessary and appropriate from time to time.

Adopted: January 26, 1999

Technology Resources

Technology Resources Components and Ownership

The information systems and educational Technology Resources covered by these regulations shall be collectively referred to in these Regulations as “Technology Resources.” They include:

- Computer workstations connected to local area networks
- Stand-alone computers
- Peripheral equipment (networked and stand-alone)
- Servers
- A wide area network which includes access to the Internet
- An electronic communications system which includes audio and video capability

All of the Technology Resources, along with the associated network wiring and management devices, are owned in their entirety by the Kyrene School District.

All information, correspondence and communications contained in files or created using district technology resources are owned by the Kyrene School District.

B. Responsibilities of the Kyrene School District

It is the responsibility of the Kyrene School District to:

1. Provide Technology Resources solely for the appropriate educational goals of the District, students, and staff.
2. Inform users of expected standards of conduct and the consequences for not adhering to them.
3. Inform users that any violation or attempted violation of the provisions of the District’s Policy on *Acceptable Use of Technology Resources* or these Regulations will result in disciplinary action appropriate to the violation.
4. Adhere to all legal requirements relating to management of access to the information contained within the files residing on the Technology Resources.

C. Legal Accountability

Since all transactions conducted through the District’s Technology Resources could be perceived as authorized District activities, users of the District’s Technology Resources are responsible for respecting and adhering to local, state, federal and international laws. Any attempt to break those laws through the use of the Technology Resources may result in legal action against the offender by the District, injured third parties and/or governmental authorities. If such an event should occur, the District will fully comply with any requests for information related to the legal proceeding, subject only to prohibitions of law.

D. Educational Purpose

1. The District’s Technology Resources have been provided for a limited educational purpose. The term “educational purpose” includes:
 - Classroom activities
 - Career development
 - Curriculum Development
 - Communication essential to the organization
 - Operation of the District’s school system
 - Limited high-quality personal learning activities

Technology Resources

Teachers and parents will define the limit on personal learning activities for students. Viewing, downloading, copying, sending, or processing information outside the scope of this educational purpose is strictly prohibited.

2. The District's Technology Resources have not been provided as a public access service or a public forum. The District has the right to place restrictions on the material which users access or post through Technology Resources. Users of Technology Resources are expected to follow acceptable use policy, any rules found in the District or school handbooks and all applicable local, state, federal and international laws.

E. User Access and Acceptable Use of Technology Resources

1. Access to Technology Resources

- a. Access is only provided upon the receipt of a signed User Agreement form.
- b. Users may have access to:
 - Audio/visual equipment
 - Computers/networked workstations
 - Peripheral devices
 - District-approved applications
- c. Users may not connect or install any computer hardware, hardware components or software, which is their own personal property to and/or in the district's Technology Resources without the prior approval of the Technology Department.

Access to certain information and files may be restricted to protect the administrative security of the District, its records, rights of privacy and confidentiality. Users who are provided access to such restricted information and files shall exercise the utmost care to prevent unauthorized persons from gaining access to such information and files, and to maintain the confidentiality of such information.

2. Technology Network

- a. District's Technology Resources will be used for educational purposes only.
- b. All files and communications on and conducted through the District's Technology Resources should not be considered private. The District reserves the right to log, monitor, examine and evaluate all usage of its Technology Resources.
- c. By signing the *Information Systems and Educational Technology Resources User Agreement*, all users waive all rights to privacy.
- d. Users are responsible for the appropriate storage and backup of their data.

3. The Internet/Web Page Use

- a. District's Technology Resources will be used for educational purposes only.

Technology Resources

- b. In compliance with general laws governing students' privacy and safety on the Internet, the district provides a filtering service and a firewall.
- c. By signing the *Technology Resources User Agreement*, all users will have access to Internet information resources through connected computer workstations in classrooms, offices, library/media centers or school computer labs.
 - Parents may request that their children refrain from using the Internet for educational purposes.
 - Alternative activities and/or resources for their children will be provided.
- d. Guidelines for student acceptable use are located in the school handbook. Staff will be responsible for monitoring student Internet use. Staff will provide learning opportunities for students to understand the Technology Resources section of the Student Handbook.
- e. All published information/student work will be located **only** on Kyrene servers. Users placing information on the Internet using the District's Technology Resources are publishing information on behalf of the District. (See Student Release Form)

4. Electronic Mail System

- a. District's Technology Resources will be used for educational purposes only.
- b. District/school rules regarding communication apply to email. Uses of profanity, verbal abuse, or threatening statements are not tolerated.
- c. Email accounts are created, monitored, and managed by email administrators designated by the District.
- d. By signing the Technology Resources User Agreement, an email account will be provided to staff. Students in grades K through 8 may be provided with email access under a teacher's direct supervision using a classroom account.

F. Unacceptable Uses

1. Inappropriate Communications and Access

- a. Users shall not use, view, download, copy, send, post or access obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful information, communications, language, images or video, or material that advocates illegal acts, violence, or discrimination towards others. Restrictions against inappropriate language, images or video apply to public messages, private messages, material posted on web pages, and files stored or created on the Technology Resources.
- b. If a user mistakenly accesses inappropriate information, the user must immediately inform their supervisor, the web master and/or the email administrator.

Technology Resources

- c. Users shall not post information that could cause damage or pose a danger of disruption to the operations of the Technology Resources or the District.

2. Technology Network

- a. Users shall not access the network for any non-educational purposes as defined in Section D of this document.
- b. Users will not gain or attempt to gain unauthorized access to the files of others, or vandalize the data or files of another user.
- c. Users will not attempt to gain access to, harm, modify, or gain unauthorized access to district systems or data.
- d. Users will not interfere with system security.
- e. Users will not download and use games, files, documents, music, or software for non-educational purposes. (i.e. Shockwave games/animations, audio and visual files that do not meet Fair Use Guidelines)
- f. Users will not use the network for inappropriate, illegal, obscene purposes, or in support of such activities.
- g. Users will not violate copyright, trademarks, license agreements, third party copyright, and/or other contracts.
- h. Users will not utilize the network for commercial or financial gain, political lobbying, or fraud.
- i. Users will not destroy or steal data, equipment, software, or intellectual property.
- j. Users will not possess any data, which may be considered a violation of these regulations, in paper, magnetic (disk), or any other form.
- k. Users will not access/utilize another employee or student's username and password.
- l. Users will not share usernames and passwords with anyone.

3. The Internet/Web Page Use

- a. Users will not reveal full name, address, phone number, or personal email without permission from an adult.
- b. Users shall not plagiarize works that are found on the Internet or any other electronic resource.
- c. Users will not post copyrighted materials unless written permission has been received from those who hold rights to specific resources or information. The permission(s) should be linked to a posting of the copyrighted materials.
- d. Users will not download and use games, files, documents, music, or software for non-educational purposes. (i.e. Shockwave games/animations, audio and visual files that do not meet Fair Use Guidelines)
- e. Users **will not publish** information/student work to a server outside of the Kyrene Technology Resources.
- f. Users will not access/utilize another person's email account and password.

Technology Resources

- g. Users will not access, send, or display offensive pictures or messages.
- h. Users will not harass, insult, attack others or use obscene language in communications or web pages.
- i. Users will not retrieve or display any material that is defamatory, abusive, obscene, profane, gag related, sexually threatening, explicit, racially offensive, or illegal.

4. Electronic Mail System

- a. Users will not access/utilize another person's email account and password.
- b. Users will not share email passwords, or provide email access with anyone.
- c. Users will not access, send, or display offensive pictures or messages.
- d. Users will not harass, insult, attack others or use obscene language in written communications.
- e. Users will not retrieve or display any material that is defamatory, abusive, obscene, profane, gang related, sexually threatening, explicit, racially offensive, or illegal.
- f. Users will not post anonymous messages.
- g. Users may not use *free* web based email, messaging, video conferencing, or chat services without written permission from the Technology Department.
- h. Users will not post chain letters.

5. Resource Limitations

- a. Activities that are deemed by the network supervisor to cause unreasonable demand on network capacity or disruption of system operation are prohibited.
- b. Users shall subscribe only to high quality discussion groups or mailing lists that are relevant to their education, profession, or career development.

6. Use of Resources

- a. Users shall not use the District's Technology Resources for commercial purposes or financial gain. This includes the creation, development and offering of goods or services for sale, and the unauthorized purchase of goods or services. All District approved purchases will be made following District approved procedures.
- b. Users will not use District resources for political lobbying purposes, except through the District's official legislative action strategies.

Technology Resources

- c. The District's portable information systems and educational technology resources such as notebook computers, peripherals, and/or companion devices, will be at the school sites during school hours, unless a signed Authorization Form is on file with and has been approved by the Technology Department.

G. Limitation of Liability

1. The District makes no guarantee that the functions or services provided by or through the District's Technology Resources will be error-free or without defect.
2. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions.
3. The District is not responsible for the accuracy or quality of the information obtained through or stored on its Technology Resources.
4. The District will not be responsible for any financial obligation arising through the unauthorized use of the District's Technology Resources.

Technology Resources

Kyrene School District



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Technology Resources Agreement

Employee Name _____ Position _____

School/Location _____

I have read and understand the Policy and Regulation¹ for the use of Kyrene School District Educational Technology Resources. I understand that it is my responsibility to read future revisions of the Policy and Regulation governing Technology Resources. I agree to adhere to policy and regulation set forth in these documents. I understand that if I violate policy and/or regulation, my access may be restricted, and I may face other disciplinary measures.

H. Signature _____ Date _____

¹ Policy IIAE, Acceptable Use of Technology Resources was adopted on January 26, 1999. The accompanying Regulation, IIAE-**R is changed**, effective **July 1, 2001**. The changes to the Regulation are posted on the Kyrene School District website at www.kyrene.org/policy/iaae-r.html.