

## **Educational Technology**

### **Acceptable Use Guidelines**

#### **Educational Technology (General)**

1. All use of educational technology must be in support of education and research and consistent with the mission of the Quileute Tribal School District. The Quileute Tribal School District reserves the right to prioritize use and access to educational technology;
2. Any use of educational technology must be in conformity to state and federal law, licenses, and school policy. Use of educational technology for commercial purposes is prohibited. Use of educational technology for charitable purposes must be approved in advance by the superintendent or designee;
3. The school's educational technology may not be used to support or oppose political candidates or ballot measures;
4. Malicious use of educational technology to harass others is prohibited;
5. Users are responsible for the appropriateness and content of material they transmit or publish on educational technology. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited; and
6. Use of educational technology to access, transfer, store, or distribute obscene or pornographic material is prohibited.

#### **Electronic Information Systems (Computers and Networks)**

##### **Network**

1. Malicious use of the system to harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited;
2. No use of the system shall serve to disrupt the operation of the system by others; instructional information system components including hardware or software shall not be destroyed, modified or abused in any way;
3. No person shall connect or create any type of Internet server to the school's network without an appropriate written Special Internet Server Agreement with the school; and
4. Subscriptions to mailing lists, bulletin boards, chat groups and commercial on-line services, and other information services must be pre-approved by School administrators.

##### **Security**

5. System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users will not share their account number or password with another person or leave an open file or session unattended or unsupervised. **Account owners are ultimately responsible for all activity under their account;**
6. Users will not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system;

7. Communications may not be encrypted so as to avoid security review; and
8. Users should change passwords regularly and avoid easily guessed passwords.

### **Personal Security**

9. Personal information such as addresses and telephone numbers will remain confidential when communicating on the system. Students will never reveal such information without permission from their teacher or other adult;
10. Students will never make appointments to meet people in person that they have contacted on the system without School and parent permission; and
11. Students will notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.

### **Copyrights**

12. The unauthorized installation, use, storage, or distribution of copyrighted software or materials on School computers is prohibited.

### **General Use**

13. Diligent effort must be made to conserve system resources. For example, users should frequently delete unused files;
14. No person shall have access to the system without having received appropriate training. A signed Individual User Release Form must be on file with the school. Students under the age of 18 must have the approval of a parent or guardian;
15. Nothing in these regulations is intended to preclude the supervised use of educational technology while under the direction of a teacher or other approved user acting in conformity with school policy and procedures; and
16. The staff will provide guidance and instruction to students in the appropriate use of electronic information resources. Staff will use the guidelines cited in the School Curriculum Standards Handbook for the selection of instructional materials to guide use of electronic and telecommunication resources with students.

From time-to-time, the school will make a determination on whether specific uses of the system are consistent with the regulations stated above. Under prescribed circumstances non-student or staff use may be permitted, provided such individuals demonstrate that their use furthers the purpose and goals of the school. For security and administrative purposes, the school reserves the right for authorized personnel to review system use and file content. The school reserves the right to remove a user account on the system to prevent further unauthorized activity. The school's wide-area network provider reserves the right to disconnect the school to prevent further unauthorized activity.

While our intent is to make Internet access available to further the educational goals and objectives of the Quileute Tribal School District, students may find it possible to access other materials as well. The school continues researching and investigating methods to provide the

widest access to age appropriate resources on the Internet, while restricting access to inappropriate areas. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information resources.

***Violation of any of the conditions of use will be potential cause for disciplinary action.***

### **Procedure for Authorizing Student Access to the Internet**

For student Internet access in a school building, it will be necessary to first offer a meeting for parents to inform them of the pros and cons of student Internet access and to solicit parental input on the school's student access policies. School personnel will be available to make presentations, if desired, or to assist you at these meetings or in planning for them.

It is important for all staff to understand that, along with the valuable resources available on the Internet, there are offensive materials. The School Board firmly believes that the valuable information and interaction available on the Internet far outweighs the possibility that users may procure material that is not consistent with the educational goals of the school. However, it is essential that educators understand the full range of materials available on the Internet and that student access to the Internet in the classroom be rigorously supervised.

### **School staff that has Internet E-Mail accounts should be aware of the following:**

1. Giving your Internet password to anyone is prohibited;
2. All Internet accountholders are responsible to notify a system administrator or building administrator promptly upon discovery of any suspected security breach; and
3. Teachers who wish their students to have Internet access must first complete training on the Internet offered by the school or show evidence of comparable knowledge of the Internet.

For each student for whom School Network and or Internet access is to be authorized, a copy of the school's Network & Internet Agreement must be provided to parents and the form must be signed by the student, his or her parent/guardian, and his or her teacher. Signed forms must be returned to and kept on file by the sponsoring teacher and the building office.

***These agreements are valid only for the school year in which they are signed.***

Please note:

These procedures are subject to change as new information becomes available.