

Acceptable Use Policy

Information Network System & Social Media

Warren/Alvarado/Oslo Public Schools

Purpose

The Board of Education, Administration, and Staff of the WAO schools recognize the need for access to a global information network. Preparing students to compete in the 21st century requires access to the tools they will be using as adults. Accordingly, the WAO schools shall operate an information network system to enhance and expand its educational mission.

Definition

Information Network is defined as the hardware, software, cabling, and related equipment that allows for the creation, storage, transfer and access to data, video and voice communication both within the district and to the outside world. Responsible use of this global information network is of primary importance. Responsible use shall be governed by the regulations and conditions set forth in this policy.

User is defined as any person using the Information Network.

Acceptable Use

The district's information network shall be used for educational purposes consistent with the district's educational mission, district policy, state laws, and federal laws. Use of the information network is a privilege. That privilege may be revoked or restricted.

Student use of the district's information network requires staff permission.

The district reserves the right to inspect folders and files to assure compliance with this Information Network Acceptable Use Policy.

Prohibited Use

The following activities are prohibited:

1. Private or commercial business use
2. Any illegal activity
3. Using the system to submit, obtain, publish, store, or display objectionable or inaccurate information including:
 - a. Information to encourage the use of tobacco, alcohol, or controlled substances or otherwise promote any other activity prohibited by district policy, state, or federal law
 - b. Information encouraging the toleration or promotion of discrimination towards individuals or groups of individuals based on race, sex, religion, age, or national origin
 - c. Information or software that is pornographic or sexually explicit
4. Subscribing to any service which results in membership or line charges. System users and parents of student users assume full responsibility for any charges incurred. Students will not join a mailing list unless directed by a teacher as part of an assignment.
5. Any social media access during school hours and/or while using the WAO internet system.

Security

Any action by the user which results in the compromise of the system's security is expressly prohibited. Any user identifying a security problem on the district's system must immediately notify the superintendents or technology coordinator.

1. Attempts to log on to the district's system as a system administrator or access any portion of the system, folders, or files for which the user does not have access privileges shall result in cancellation of user privileges and may result in disciplinary action up to and including expulsion.
2. Users will keep all accounts and passwords confidential
3. Users will not improperly access, alter, or delete the files, data, or other information of others.

Mobile Technology

Upon receiving a mobile technology device from the district, including but not limited to, iPads, iPods, laptops, school purchased cell phones and desktop computers, it is the student or staff's responsibility to maintain the technology and return it in good working condition. If the technology device is damaged while not exercising good judgment, it is the sole responsibility of the WAO student or staff member to fix or replace the device.

Students and staff will be held responsible for maintaining their individual iPads, iPods, laptops, school purchased cell phones and desktop computers, and keeping them in good working order.

Any questions regarding this policy should be directed to the Superintendent or Schools.

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(Signature Page)

Staff/Student Name (Printed): _____

Staff/Student Signature

Date

Parent Signature

Date