

# AFFTON SCHOOL DISTRICT- ACCEPTABLE USE POLICY

## Administrative Procedure – Use of Technology – General Acceptable Use

This administrative procedure implements Affton School District Board Policy EHB, and incorporates by reference all definitions in and terms of that policy. These procedures provide some specific rules and examples regarding use of District Technology. These procedures do not state all required or proscribed behavior, but provide some specific examples so users are aware of the types of behaviors that are allowed and prohibited.

We live in a changing world where we have more and faster access to information than ever before. Students now can be both consumers and producers of information, and we at the Affton School District strive to be a school district of best practices, taking advantage of the many new technologies and new methods of communication now available to our students. With access to these new technologies, students will have opportunities to learn and create like never before, but with those opportunities do come new responsibilities.

### USERS OF DISTRICT TECHNOLOGY WILL:

Exhibit good digital citizenship by conducting themselves appropriately and following these six principals of being a Digital Citizen:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

### USERS OF DISTRICT TECHNOLOGY WILL NOT:

- Download and/or install unauthorized software. Unauthorized software is any software not explicitly approved by the Technology Department;
- Use offensive, abusive, profane, threatening, racially or sexually offensive speech;
- Harass, bully, or threaten anyone;
- Use or distribute the account or password information of any individual;
- Violate the rights of others, including their privacy rights;
- Access, download, or create harmful, indecent, threatening, offensive, and/or illegal material;
- Destroy data, programs, networks, or any other system or component of a system
- Intentionally degrade or disrupt systems and/or equipment.
- Damage technology hardware of software.
- Gain unauthorized access to resources or entities (“hacking”)
- Attempt to override, bypass, or otherwise change the Internet filtering software of other network configurations.

# AFFTON SCHOOL DISTRICT- TECHNOLOGY USAGE (Student/Parent Technology Agreement)

I have read the Affton School District Technology Usage policy and procedure. I understand that violation of these provisions may result in disciplinary action but not limited to, suspension or revocation of access to district technology and suspension or expulsion from school.

I understand that the use of the district's technology resources is not private and that the school district may monitor electronic communications and all other use of district technology resources.

I consent to district interception of or access to all electronic communications using district technology resources, including deleted files, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

I agree to be responsible for any unauthorized costs arising from use of the district's technology resources. I agree to be responsible for any damages incurred from inappropriate use of district technology.

I understand that this form will be effective for the duration of my child's attendance in the district unless revoked or changed by the district or me. Signing below gives permission for your student to use district technology for purposes pursuant to being a good digital citizen as outlined on previous page.

Name of Student: \_\_\_\_\_

Name of Parent: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian Date

\_\_\_\_\_  
Signature of Student Date

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.