

IIBF - Acceptable Use Policy

Geary County Schools USD 475 provides computer systems, including access to the Internet, to maximize the educational benefits of students and staff to better prepare them for opportunities to problem solve, manage, and retrieve information, think creatively, and communicate effectively. District computer systems and issued electronic devices are for educational and business use only. All information created by students or employees stored on District computer systems shall be considered District property and shall be subject to unannounced monitoring by District administrators. Violation of the Acceptable Use Policy (AUP) may result in disciplinary action up to and including expulsion for students, and up to and including termination for staff. A person using electronic media for terrorist activities will be subject to legal action.

District computer systems and issued electronic devices includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, printers, CD/DVD devices, PDAs, phones, smartphones, cameras, Smartboards, projectors, multimedia devices, storage devices, servers, workstations, personal computers, tablets, the Internet and other internal or external networks. This includes any other devices that may be used to connect to the USD 475 network or electronically stored USD 475 material.

The administration may conduct periodic audits of software installed on District equipment to verify legitimate use. Failure to turn in a device when requested may result in the employee or student being charged the full replacement cost. Additionally, if stolen, a report should be filed with the local law enforcement agency.

Use of the computer system is a privilege and not a right. Students and employees shall have no expectation of privacy when using District e-mail, network or other official communication systems. Any e-mail, network, computer application, or information in District computers or computer systems is subject to monitoring by the administration.

Technology protection measures (or Internet filters), to the extent practical, shall be used to block or filter Internet access (or other forms of electronic communications) to inappropriate information. Specifically, as required by the Children's Internet Protection Act, (CIPA), blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Use of computer systems to send, post, or download electronic messages or pictures that are abusive, obscene, sexually oriented, threatening, harassing or cyber bullying is unacceptable. Violation of the AUP may result in disciplinary action up to and including expulsion for students, and up to and including termination for staff (i.e. cancellation of privileges, detention, and expulsion).

Technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes subject to staff supervision. To the extent practical, steps shall be taken to promote the safety and security of users of the Geary County School District online computer network when using electronic messaging and media.

In compliance with FERPA and CIPA guidelines, USD 475 is committed to making advanced technology and increased access to learning opportunities available to all students and staff members.

Acceptable Use

- The Network / Internet shall be used for research and educational purposes. The use of this access must be in support of and consistent with the educational objectives of the District.
- Appropriate school conduct is expected when using computers, the network and the Internet
- Student users will be supervised
- Users will keep passwords secure
- Users may encounter material that is controversial, inappropriate, or offensive and shall report any incidents to their teacher or immediate supervisor
- Users must follow copyright laws
- Users must follow [social media guidelines](#)

Unacceptable Use - Each user is responsible for his or her actions on the computer system. Prohibited conduct includes, but not limited to:

- Sending, posting, or downloading electronic messages or pictures that are abusive, obscene, sexually oriented, threatening, harassing or cyber bullying
- Using the network for commercial or private financial gain
- Using the computer system for product advertisement or political campaigning
- Vandalizing the data of another user or other networks including so-called "hacking" and other unlawful activities to hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses
- Using another's password, folders, or files
- Posting material created by another without his or her consent.
- Unauthorized use of copyrighted material
- Purposefully bypassing Internet safeguards
- Willfully accessing inappropriate Internet content
- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors
- Intentional damage of computers, electronic devices and computer systems (may result in the full cost of repairs)

USD 475 makes no warranties of any kind, whether express or implied, for the service it is providing. The District will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, service interruption, user errors, or omissions. Use of any information obtained via the Internet is at the user's own risk. USD 475 specifically denies any responsibility for the accuracy or quality of information obtained through online services. All users need to consider the source and validity of any information they obtain on the Internet. USD 475 complies with FERPA and CIPA guidelines.

Revised 10-29-2014 by HD 12:23 p.m.