



## Hickman Mills C-1 School District Student Acceptable Use of *Technologies* Policy

The use of technology is a vital aspect of the educational experience of Hickman Mills C-1 students. Various technologies used affords the district's students with engaging and impactful learning opportunities. With these opportunities comes the importance of a full understanding of the rights and responsibilities of both the student and the Hickman Mills C-1 School District.

Student use of technologies, *both personally-owned and district-owned*, while on district property or at school related activities is a privilege and afforded for the educational benefit of each student. Failure to adhere to district guidelines and policies may result in disciplinary action including, *but not limited to*, temporary or permanent loss of use.

### Definition of Technologies

For the purposes of these guidelines and policies, *technology* in the Hickman Mills C-1 School District is defined as the district's network (wired and wireless), servers, computer workstations, laptops, mobile technology, peripheral devices, application databases, online resources, Internet access, email, and any other technology designated for use by students, including any and all new technologies adopted and deployed by the district, as they become available. These guidelines and policies also include access to and use of any Hickman Mills C-1 School District *technologies* while on or near school property, in school vehicles, at school-sponsored events and activities, and the appropriate use of district-owned *technologies* and resources while off campus. The intended uses of *technologies* are for the educational benefit of students. Failure to comply with district policy may result in restricted or revocation of use of technologies

### Hickman Mills C-1 School District Rights and Responsibilities

The district has the responsibility to assist students with (a) development of skills for successful educational use of *technologies*; (b) development of skills and understanding of appropriate and responsible use of *technologies*; and, (c) integration and use of *technologies* with district-approved curricula and educational activities.

In order to ensure the security of district information resources, including confidential student files, email, district staff personnel files and any other type of confidential data, the district may restrict access to technologies and at all times reserves the right to access student digital files, messages and account information on any district-owned *technologies*. School and or district officials may read, examine or inspect the contents of any personally-owned technology or district-owned technology upon reasonable suspicion that the contents or recent utilization of the technology contains evidence of a violation of these or other standing rules or policies, as well as any local, state or federal law(s).

In accordance with the Children's Internet Protection Act, Hickman Mills C-1 School District educates staff and students regarding appropriate online behavior to assist with ensuring Internet safety. This includes use of email and

Web 2.0 resources (social media). The district has deployed filtering technologies and protection measures to restrict access to inappropriate content such as those that are illegal, harmful or contain potentially offensive content. While every effort is made to provide the most secure and optimal learning environment, it is not possible to absolutely prevent access (accidental or otherwise) to inappropriate content.

*It is each student's responsibility to follow the guidelines for appropriate and acceptable use. When unacceptable or inappropriate use of technologies by a student occurs, the district will take appropriate disciplinary action and will immediately notify parents/guardians and other officials as warranted.*

### **Student Rights and Responsibilities**

Student use of technologies is a privilege intended for the educational benefit of each Hickman Mills C-1 School District student. Students must comply with the terms of these guidelines and all applicable Board of Education policies relative to the use of *technologies*. As such, in all uses of *technologies* in the Hickman Mills C-1 School District, the student rights and responsibilities are:

- a) Respect the rights of privacy of all students and district personnel;
- b) Remember and practice an understanding that all student communications represent the district and as such reflect on the integrity, ethics and good name of the Hickman Mills C-1 School District as a public education institution;
- c) Practice and apply ethical and acceptable standards of behavior, conduct and courtesy as are expected in the school, all classrooms and all district settings;
- d) Comply with all local, state and federal laws, Board of Education policies, and administrative and school guidelines regarding the use of copyrighted materials;
- e) Refrain from seeking unauthorized access to school, district, other public or private networks, technologies or digital/electronic files for any purpose;
- f) Comply with all related Board of Education policies, administrative guidelines and school operating procedures related to acceptable and responsible use;
- g) Cooperate fully with building and district administrators should an incident of inappropriate use be reported or suspected; and,
- h) Utilize District-provided technologies (see definition of technologies in this policy) in adherence with all district policies and settings, as designated and governed by any current and future federal privacy and protection.

### **Appropriate Use**

While using *technologies* in the Hickman Mills C-1 School District, the student will:

- a) Adhere to appropriate digital citizenship expectations;
- b) Access, open, view, modify and/or delete only your/their personal digital files/educational work/email accounts and passwords;
- c) Restrict Internet and bandwidth usage to support school assignments/activities;
- d) Immediately report threatening messages or inappropriate use/access of Internet files/content to a teacher or administrator;
- e) Use all district technologies to communicate and collaborate with others in ways that are kind and respectful;
- f) Assume full responsibility and behave in ways that are ethical and responsible, even when technologies may provide the freedom to do otherwise; and,
- g) Use only the appropriate wireless access, as provided by the district for student use, and never attempt to establish any rogue access to any district-owned *technologies* (see definition of technologies in this policy).

## Unacceptable and Inappropriate Use

The following specific forms of use of technologies are unacceptable and inappropriate and will be considered violations of Board of Education policy and administrative guidelines. Violators will be subject to disciplinary action, including but not necessarily limited to, temporary or permanent loss of use or access.

- a) Create, copy, knowingly distribute or post any type of malicious code to any district-owned technologies;
- b) Send or post any digital messages (*email, social media, or other*) using someone else's name or provide personal information about another individual without their consent;
- c) Send messages that are inconsistent with Board of Education policies or administrative guidelines;
- d) Send messages that are sexist, racist or otherwise discriminatory, inflammatory or hurtful;
- e) Send inappropriate messages to any type of digital technology;
- f) Send messages, download files or access websites that knowingly contain obscene language, graphics, pictures, or any inappropriate content – to include any that are encoded/encrypted or attached to other messages;
- g) Engage in online chat sessions not directly-related to coursework;
- h) Lend any account ID or account password to another student and/or adults;
- i) Create any social networking site or presence while masquerading as another student or adult;
- j) Use obscene, harassing, bullying or abusive language in any digital or non-digital format;
- k) Record or distribute media on the Internet with the intent to manipulate or embarrass others – students or adults;
- l) Disabling or attempting to disable any district filtering, monitoring or security system installed on any District *technology*;
- m) Violate copyright laws;
- n) Attempt to log in to any district network (wired or wireless) as a network administrator at any time without proper authorization;
- o) Vandalize or destroy data of another user – student or adult;
- p) Plagiarize the work of others in completing digital or non-digital school assignments; nor,
- q) Use *technologies* in any way that violates school rules, administrative guidelines, Hickman Mills C-1 School District Board of Education policies or local, state or federal law.

## Consequences for Unacceptable and Inappropriate Use

Students violating these policies or other related administrative guidelines or the Hickman Mills C-1 School District Board of Education policies related to Student Acceptable Use of *Technologies* will be subject to any and all applicable disciplinary measures. Possible disciplinary measures may include and may not be limited to:

- Appropriate disciplinary or legal action in accordance with the Student Code of Conduct
- Appropriate disciplinary or legal action related to monetary damages
- Suspension of access to any or all district *technologies* (see definition of technologies in this policy)
- Revocation of access to the district supplied system user account
- Possible criminal and/or civil prosecution