

## **School District of River Falls Acceptable Use Policies**

Policy: Information and Technology

Scope: Students

Effective Date: 08/27/03 – Adopted by Board

Approval: Administration

### Policy Statement

The School District of River Falls encourages use and application of technology to enhance students' education by providing the ability to conduct research and to efficiently communicate with faculty and other members of the School District and the community. The technology tools include, but are not limited to: computers, on-line Library databases, email, and intranet/internet.

Access to various technology tools available at the School District is a privilege extended to current students and requires that individual users act responsibly. Users must respect the rights of others, respect the integrity of systems and related physical resources, and observe all relevant laws, regulations and School District policies.

The School District reserves the right to access all information in its technology tools for business purposes. Business purposes may include the day-to-day management of the systems of this or other School District policies, such as sexual harassment, the unauthorized disclosure of confidential information, misuse of School District resources or property, or a violation of law. There is no privacy nor expectation of privacy associated with a user's School District account. The School District reserves the right to extend, limit, restrict, or deny privileges or access to its technology tools. The School District is not responsible for any materials.

### Security

Users are expected to keep passwords confidential and user passwords may be overridden by the School District as necessary for business or administrative reasons. The student to whom the account is assigned is the only person authorized to use the account. Please report any unauthorized use of your account to the Supervisor or Technology Services.

### Usage

Accounts will be terminated at the end of the last semester in which the student was enrolled or upon withdrawal from the District.

User access may be suspended or terminated by the School District at any time with or without notice.

### Acceptable Uses/Limitations

Examples include but are not limited to:

- The School District's technology tools are to be used primarily for School District business purposes. Use of any School District system for the benefit of any student or third party is expressly prohibited. Students are permitted to use technology tools in a prudent manner for personal use as long as it does not interfere with the use of technology by other members of the School District community.
- Users do not own accounts on School District computers, but are granted the privilege of use. The School District may revoke this privilege if School District policies are not followed. Users may not share their accounts with others and must keep account passwords confidential.
- The School District cannot guarantee that messages or files created, stored, received or sent through School District technology systems (including computers, hard drives, disks, etc.) are private or secure. The School District may monitor and record usage to enforce its policies and may use information gained in this way in disciplinary actions against the user.
- Users must adhere strictly to software licensing agreements and copyright laws.
- Only software that has been authorized by the School District may be loaded or used on any School District computer. The Technology Services Department is responsible for loading or removing any software.

### Prohibited Conduct

Examples include but are not limited to:

- Sending, storing, or accessing harassing, pornographic, obscene, offensive or otherwise inappropriate information or material.
- Deliberate attempts to access files or information that the user is not authorized to access.
- Downloading music or videos due to the impact on system performance.
- Unauthorized attempts to view and/or use another person's accounts, computer files, programs, or data.
- Use of School District resources for any commercial activity or for-profit services.
- Any attempts to disable or compromise the security of information contacted on School District's computers.
- Copying software protected by copyright.
- Initiating or propagating electronic chain letters.
- Inappropriate mass mailings to newsgroups, mailing lists or individuals.
- Unauthorized "broadcasting" of unsolicited mail or information.
- Failure to limit personal use as appropriate.

- Attempts to disrupt, subvert, or circumvent the School District's access to any data, communications, systems, files or passwords.
- Posting a message on an internet bulletin board, World Wide Web document, or any publicly available internet site which in any manner refers to the School District and its programs and services, or which might be interpreted as stating a School District position or policy, without express advance approval of the Building Administrator, unless the message clearly indicates that it reflects only the views of the author and not the School District.

### Violations

Any suspected violation of this policy should be directed to the Building Administrator. Violations may result in disciplinary action.

### Questions

Users of the School District's technology tools are encouraged to ask questions and understand the topics covered in this policy. Questions should be directed to the Building Administrator.

### Consequences for Inappropriate Use

- Notification of proper authorities, which may include law enforcement or other appropriate agencies.
- Revocation of Privileges
- Suspension
- Dismissal/Expulsion
- Restitution for property damage

### Policy Cross References

Non-Discrimination Policy  
Sexual Harassment Policy