

POLICY: 380. COMMUNICATIONS/DATA SYSTEMS

The superintendent shall cause to be developed a method to inform users of District networks of: (1) why the networks are being made available for use in the District; (2) District limitation regarding control of information contained on the Internet and similar computer networks (e.g., access to inappropriate material); (3) what is expected of persons provided access to computer networks; and, (4) what shall happen to persons who violate established rules. The superintendent shall assure that parent/guardians of District students receive this information.

The superintendent shall appoint the supervisor of technology to be responsible for supervising the proper care and management of computer equipment and networks and compliance with established computer use policies and rules.

PROCEDURES:

General Statement of Policy

The School District of Arrowhead High School shall make communications/data systems, including the Internet, available to students and staff as necessary to support the District's educational mission. School District staff shall help and guide students as they develop the intellectual skills needed to select from among information sources, to identify information appropriate to age and developmental levels, and to evaluate and use information to meet educational goals. The School District expects that faculty will blend thoughtful use of the School District computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

Limited Purpose Network

The School District is providing students and employees with access to the School District's computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The School District system has a limited educational purpose, which includes use of the system for classroom activities, professional or career development, and limited high-quality, self-discovery activities. Users are expected to use Internet access through the District system to further educational and personal goals consistent with the Mission of the School District and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited purpose network.

Personal Device Guidelines

Arrowhead Union High School recognizes the value of technology in fostering engaging, relevant and personalized learning for your student as well as aid in improving communication with parents. Therefore, the use of personally-owned wireless electronic devices (WED) including laptops, netbooks, ipods, cell phones and others are permitted for students. Such possession or use of the WED may not, in any way:

1. Disrupt the educational process in the school district
2. Endanger the health or safety of the student or anyone else
3. Invade the rights of others at school
4. Involve in illegal or prohibited conduct of any kind

Use of Network is a Privilege

The use of the Arrowhead network is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the Arrowhead network may result in one or more of the following consequences: suspension or cancellation of use of access privileges; payment for damages and repairs; discipline under other appropriate School District policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws. Alternative instructional materials shall be made available to students who lose access privileges to District technology when the instruction lost as a result of denial of privileges is necessary for successful completion of required assignments.

Loss of access to personal WED can occur if the District becomes concerned about its appropriate use. Examples of District concerns include safety, potential for disruption to educational processes, and security issues related to connecting a personal computer to the District network.

When the devices are used on school property, they will be treated as school property. The District may examine the personal electronic devices and search its contents if there is reason to believe that school policies, rules, or regulations have been violated. The building administration may involve law enforcement if the device is used for an illegal purpose or for a purpose that causes harm to others.

Unacceptable Uses

- A. The following uses of the Arrowhead network are considered unacceptable:
1. Using the Arrowhead network to access, review, upload, download, store, print, post, or distribute pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors.
 2. Users will not use the School District system to transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.
 3. Using the Arrowhead network to access, review, upload, download, store, print, post, or distribute materials that use language or images that are inappropriate to the educational setting or disruptive to the educational process and will not post information or materials that could cause damage or danger of disruption.
 4. Using the Arrowhead network to access, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 5. Using the Arrowhead network to knowingly or recklessly post false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 6. Using the Arrowhead network to engage in any illegal act or violate any local, state or federal statute or law.
 7. Using the Arrowhead network to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the Arrowhead software or wiring, or take any action to violate the Arrowhead network's security and will not use the Arrowhead network in such way as to disrupt the use of the system by other users.
 8. Using the Arrowhead network to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
 9. Using the Arrowhead network to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including but not limited to, home addresses, telephone numbers,

- identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
- a. This paragraph does not prohibit the posting of employee contact information on School District web pages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
 - b. Employees creating or posting school-related web pages may include personal contact information about themselves on a webpage. However, employees may not post personal student contact information.
10. Attempting to gain unauthorized access to the Arrowhead network or any other system through the Arrowhead network, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user.
 11. Connecting non-Arrowhead devices to the Arrowhead internal network. Users will not attach equipment to the cable plant that serves the data and voice systems without express authorization in writing from the supervisor of technology or his/her designee.
 - a. Data connection prohibitions include, but are not limited to, computer workstations, laptops/notebooks/tablet PCs, file servers, printers, networkable scanners, network switches, or hubs, routers, PDAs, PDA/cell phone combination units, and all other wired or wireless devices. This prohibition includes connecting to the network via a wireless connection.
 - b. Voice connection prohibitions include, but are not limited to, analog telephones, IDSN (digital) telephones, FAX machines, and modems.
 - c. Televisions and VHS/DVD players may be attached to the cable TV distribution system without express authorization.
 - d. USB drives connected to individual workstations are permitted.
 12. Using the Arrowhead network to violate copyright laws, or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging or pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 13. Using the Arrowhead network for the conduct of a business, for unauthorized commercial purposes, or for financial gain unrelated to the Mission of the School District. Users will not use the Arrowhead network to offer or provide goods or services or for product advertisement. Users will not use the Arrowhead network to purchase goods or services for personal use without authorization from the appropriate School District official.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off School District premises, but using District network resources and/or equipment, also may be in violation of this policy as well as other School District policies. If the School District receives a report of an unacceptable use originating from a non-school computer or resource, the School District may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct including, but not limited to, suspension or cancellation of the use or access to the School District computer system and the Internet and discipline under other appropriate School District policies, including suspension, expulsion, exclusion, or termination of employment.

- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate School District official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. A user may also in certain rare instances access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher.
- D. Appropriate etiquette is expected and required of all users, students, staff, and constituents.

Hardware/Software Issues

The following software/hardware limitations apply to the use of District technology and communications/data systems to protect the integrity of the network:

- 1. The District has invested a large amount of capital funds to purchase computers for use by students and staff. All computer hardware and software is to be treated with care at all times.
- 2. Staff wishing to purchase, download, or install software must contact the supervisor of technology regarding network compatibility and integrity. Department chairs/coordinators are responsible for turning in a list of requested software to the supervisor of technology by May 15th in order to insure staff enough preparation time to acquire and install the requested software by the beginning of school in the fall. Software that does not meet this deadline will fall to the end of the IT department's work list.
- 3. Only data files should be stored in user directories.
- 4. The system administrator reserves the right to set quotas for disk storage for users. A user who exceeds their quota shall be advised to delete files to return to compliance. Failure to delete files when requested shall result in loss of computer use privileges.
- 5. The District shall retain ownership and possessory control of its computers, hardware, and software at all times. Checkout of school-owned equipment, hardware, software, etc., shall be at the discretion of the building principal. See attached form for checkout procedures.

District Web Page

Because of the public nature of web sites on the Internet, the Arrowhead School Board has adopted the following guidelines for the District web pages:

- 1. To facilitate communication within the District, numerous official web pages may be created, each with a separate purpose and target audience. These may include: (1) web pages with general information about the School District for students, staff, parents, and the world at large; (2) library media web pages intended to provide links to Internet resources; (3) web pages that provide general administrative information such as details on specific School Board actions, policies, and rules; (4) web pages designed to display student projects and talents; and (5) any other web page deemed valuable to the District.
- 2. The District web site shall be developed and maintained under the supervision of District employees. These employees are responsible for the additions, changes, or alterations of District web pages. The supervisor of technology shall serve as site coordinators and may edit or delete content when the supervisor of technology deems necessary to comply with these guidelines.
- 3. District web pages shall meet the same criteria established under the District's Internet Acceptable Use Policies for content. District web pages shall not be linked to sites that do not meet the same criteria.

4. In order to provide for oversight and quality control of information placed on the Arrowhead web pages, the following criteria must be followed:
 - A. Quality Control Issues – All web pages must include a title that appropriately describes the content of the page; well-edited text, including correct spelling and grammar; factually correct information; and information and graphics that adhere to all School District policies or guidelines.
 - B. Copyright/Trademark Issues – Arrowhead web pages shall comply with legal requirements regarding the use, reproduction, and distribution of copyrighted works. Therefore, no copyrighted information should be placed on the District web page except with the written permission from the creator of the work, or otherwise permitted by law. Official trademarks or logos also may not be placed on District web pages without receiving appropriate permission. All graphics and images should be copyright free or the user must have the written consent of the creator.
 - C. Privacy Issues – Because web pages on the Internet are public in nature, they can be accessed by a variety of people in a variety of locations. District web pages may identify students unless parents have indicated otherwise, in writing, to the superintendent.
5. District web pages shall be maintained and updated on a regular basis.
6. The staff is encouraged to use District web pages to provide information to the public on school events, curriculum, programs, policies, staff and student accomplishments, and so on. However, District web pages are not to be used as “personal web space,” as the sites are seen as official publications of the District.
7. The District shall communicate this web policy to all staff and to interested students, parents, and community members.
8. Disclaimer: AHS makes no warranties of any kind, neither expressed nor implied, for the web site and Internet links it is providing. The District shall not be responsible for any damages users suffer, and the District shall not be responsible for the accuracy, nature, or quality of information gathered through the District-provided web site.

The District reserves the right to modify, add to, or delete these guidelines at any time.

Filter

- A. All School District computers and student-owned wireless electronic devices using Arrowhead Internet access will restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography, or harmful to minors under state or federal law.
- B. All School District computers and student-owned wireless electronic devices with using Arrowhead Internet access will restrict, by use of available software filtering technology or other effective methods, adult access to materials that are reasonably believed to be obscene or child pornography under state or federal law.
- C. Exceptions to this policy may be made when authorized by the supervisor of technology and are limited to school safety issues (the Sheriff’s liaison, principals in charge of discipline) and one computer in each building needed to check requested sites to see if they are appropriate for District use.

Consistency With Other School Policies

Use of the Arrowhead network, equipment and personal wireless electronic devices shall be consistent with School District policies and the Mission of the School District.

Limited Expectation of Privacy

- A. By authorizing use of the Arrowhead network and equipment, the School District does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the Arrowhead network or equipment.
- B. Routine maintenance and monitoring of the School District system may lead to a discovery that a user has violated this policy, another School District policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or School District policy.
- D. Parents have the right to request the termination of their child's individual account at any time.
- E. School District employees should be aware that data and other materials in files maintained on the School District system may be subject to review, disclosure, or discovery under state or federal law.
- F. The School District will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with School District policies conducted through the School District system.

Limitation on School District Liability

Use of the School District system is at the user's own risk. The system is provided on an "as is, as available" basis. The School District will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on School District diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The School District is not responsible for the accuracy or quality of any advice or information obtained through or stored on the School District system. The School District will not be responsible for financial obligations arising through unauthorized use of the School District system or the Internet.

Parent Responsibility: Notification of Student Internet Use

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the School District system and of the Internet if the student is accessing the School District system from home or a remote location.
- B. Parents will be notified that their students will be using School District resources/accounts to access the Internet and that the School District will provide parents the option to request that their child not have Internet access. This notification should include:
 - 1. A copy of the Authorized Use Agreement form provided to the student user.
 - 2. A description of parent/guardian responsibilities.
 - 3. A statement that the Internet Use Agreement must be signed by the user.
 - 4. A statement that the School District's entire Communications/Data Policy 380 is available on the school website.

Parental Opt Out Form or Negative (Reverse) Check-off Form

Because so many valuable information resources are now accessed via the AHS communications/data systems and the Internet, denying students access to such information resources is like restricting student access to textbooks in years past.

Instead of requiring all 2000+ students at AHS to return a parental permission form granting them access to the AHS communications/data systems, including the Internet, AHS has elected to provide all parents with information regarding the vital role these communications/data systems and the Internet now play in the provision of educational resources to students. AHS further provides all parents and users with a copy of the terms and conditions regulating use of the AHS communications/data systems and the Internet.

AHS further provides a negative check-off or reverse check-off form for parents to sign if they do not wish their students to access these information resources. However, staff at AHS believes strongly in the importance of student access to the AHS communications/data systems and the Internet for educational and informational resources. These systems, and the Internet, are an "electronic highway" connecting millions of computers all over the world and millions of individual users.

Internet Use Agreement

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the School District. Use of the School District computer system and the Internet requires the proper conduct of the end users.
- B. An Internet Use Agreement form must be read and signed by the user. This form will then be filed at the school office.
- C. Strict guidelines are provided here so that you are aware of the responsibilities you are about to acquire when you access the AHS communications/data systems and the Internet.
- D. In general, this requires efficient, ethical, and legal utilization of the communications network resources. If an Arrowhead user violates any of these provisions, his or her account with AHS shall be terminated, and future access may be denied.

Arrowhead – Terms and Conditions

A. Arrowhead Network Acceptable Use Policy

All staff and students at Arrowhead High School, and approved members of the community, must sign this contract agreeing to abide by the following AHS network rules before they shall be assigned an Arrowhead network account.

The Arrowhead network is a computer network being developed to connect people and information in support of Arrowhead High School's educational mission. Access to Arrowhead network resources is a privilege offered to all Arrowhead school faculty and staff, enrolled students, and other members of our school community, as determined by the administration and educational technology committee(s). The network is to be used for **educational purposes**, defined as purposes directly related to an Arrowhead High School assignment, project, project job, or function for which the user is responsible. Every Arrowhead network user is expected to act in a responsible, ethical, and legal manner, in accordance with the Arrowhead Network Acceptable Use Policy. Arrowhead High School enforces this policy at all times.

All students at AHS participate in an Internet Safety program during their freshman year of school. AHS utilizes the curriculum and videos developed by national educational safety organizations and such training takes place during freshman social studies classes.

In accordance with state and federal laws, Arrowhead High School subscribes to an Internet filter. Further, Arrowhead High School staff provides "on site" supervision of all computer labs/libraries, and students are not allowed to work in unsupervised computer labs. However, no amount of staff supervision and external filtering of Internet resources can guarantee that objectionable material **cannot** be accessed. Ultimately, we hold the end user responsible for appropriate use of the Arrowhead network and for **not** accessing inappropriate, non-educational material. We hold the parent(s) and guardian(s) of minors responsible for setting and conveying the standards that their child(ren) should follow.

Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information resources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the Arrowhead network if the student is accessing the Arrowhead network from home or a remote location.

In cases where goods and services have been purchased over the Internet that could potentially result in unwanted financial obligations, any financial obligation incurred by a student through the Internet is the sole responsibility of the student or the student's parents.

Before an Arrowhead network account can be offered to staff/students, we ask that parents review the policy, its privileges, and responsibilities with their children. The employee/student must sign the following Agreement indicating their commitment to adhere to the responsibilities described in the Acceptable Use Policy.

Arrowhead High School provides all minor students/staff with information regarding the Arrowhead network and its Acceptable Use Policy in a yearly mailing. Further, AHS has instituted a negative check-off policy in which those parents who do **not** wish their minor students to access the Arrowhead network, must sign and return to school the following Non-Consent form. Arrowhead High School supports and respects each family's right to decide whether or not to accept Arrowhead network access. Further, Arrowhead network privileges shall be made available only to those students and staff who agree to the User Responsibilities

described herein. Once agreed to, violation of the Acceptable Use Policy may result in restricted network access or loss of network privileges, at the discretion of the educational staff and school administration. If necessary, dismissal, disciplinary, and/or legal action shall be enforced.

B. Arrowhead – Terms and Conditions for Arrowhead Network and Personal Wireless Electronic Device Usage

Students/staff/community members will agree to the following in order to use the Arrowhead network. (The following is a brief summary of important School District beliefs/guidelines. To read the entire Communications/Data Policy and Procedures #380, please access the AHS website.)

1. I agree to use the Internet and my electronic device to support learning appropriate for school.
2. I will not use any device or the Arrowhead network to annoy, hinder, or harass other users.
3. I agree to use appropriate language on the network and in all communications that I may send over the network. I will not use obscene, abusive, or threatening language, nor will I access, store, or print obscene or pornographic text or images.
4. I agree to use all devices and the Arrowhead network appropriately. I will not give out my user name and password to others.
5. I will always practice “safe” Internet behavior, including the following: I will not post any personal information about myself or about other students on the Internet. I will not interact with other individuals on non-educational social networking websites or in non-educational chat rooms. I will not engage in “cyber-bullying” activities. I will report incidents of “cyber-bullying” directed at me to school authorities.
6. I understand that Arrowhead High School has the right to monitor the Arrowhead network and devices as necessary to ensure smooth network operations and acceptable use. I understand that any information sent on the Arrowhead network and devices used at Arrowhead are not private and that school administrators may search information and devices.
7. I understand that AHS does not guarantee the accuracy of any information found on the Internet or the safety of any materials saved on district servers, hard drives, flash drives, personal devices, etc.
8. I will not violate copyright law.
9. I will not use the Arrowhead network or equipment for commercial or financial gain.
10. I will not vandalize. I will not attempt to disable, disrupt, or adversely affect the use of network resources or network equipment in any way. I will not tamper with or alter the computers or other associated equipment or software, including the filtering software. I will not attempt to bypass the filtering system.
11. I understand that if I am using another network (i.e. data plan) within Arrowhead, I still must abide by Arrowhead policies and agreements.
12. I understand that if my Arrowhead network privileges are revoked, I will not be able to utilize Arrowhead devices or network to complete assigned work.

Depending on the severity of the action, optional consequences may include:

Penalties for first offense violations may include:

- Loss of usage of device (personal or school-owned) for the remainder of the class period
- Parents contacted
- Reinforce guidelines in the Handbook, pg. 33

- 2 week loss of Arrowhead network use privileges
- Network/user space restrictions
- Payment for damages
- Referral to administration and the police for legal action if necessary
- Suspension and dismissal

Disclaimer: The severity of some offenses may result in subsequent penalties.

Subsequent penalties may include:

- Loss of library/computer lab privileges for a determined period of time
- Loss of Arrowhead network privileges for a determined period of time
- Loss of usage of personal wireless device during school operating hours
- Payment for damages, referral to building principal, legal action, suspension, dismissal, or other determined by superintendent

STUDENT/COMMUNITY COMPUTER USE AGREEMENT FORM

Students, you and your parents were sent a copy of the rules of Computer/Internet use at Arrowhead in the summer mailing. The following statements are a brief summary and not inclusive. The entire Communications Policy #380 is found on our web site.

1. I agree to use the Internet and my electronic device to support learning appropriate for school.
2. I will not use any device or the Arrowhead network to annoy, hinder, or harass other users.
3. I agree to use appropriate language on the network and in all communications that I may send over the network. I will not use obscene, abusive, or threatening language, nor will I access, store, or print obscene or pornographic text or images.
4. I agree to use all devices and the Arrowhead network appropriately. I will not give out my user name and password to others.
5. I will always practice "safe" Internet behavior, including the following: I will not post any personal information about myself or about other students on the Internet. I will not interact with other individuals on non-educational social networking websites or in non-educational chat rooms. I will not engage in "cyber-bullying" activities. I will report incidents of "cyber-bullying" directed at me to school authorities.
6. I understand that Arrowhead High School has the right to monitor the Arrowhead network and devices as necessary to ensure smooth network operations and acceptable use. I understand that any information sent on the Arrowhead network and devices used at Arrowhead are not private and that school administrators may search information and devices.
7. I understand that AHS does not guarantee the accuracy of any information found on the Internet or the safety of any materials saved on district servers, hard drives, flash drives, personal devices, etc.
8. I will not violate copyright law.
9. I will not use the Arrowhead network or equipment for commercial or financial gain.
10. I will not vandalize. I will not attempt to disable, disrupt, or adversely affect the use of network resources or network equipment in any way. I will not tamper with or alter the computers or other associated equipment or software, including the filtering software. I will not attempt to bypass the filtering system.
11. I understand that if I am using another network (i.e., data plan) within Arrowhead, I still must abide by Arrowhead policies and agreements.
12. I understand that if my Arrowhead network privileges are revoked, I will not be able to utilize Arrowhead devices or network to complete assigned work.

After reading the rules and conditions, please do the following:

1. Sign on the line below that you have read, understand, and agree to the conditions listed.
2. Print your first and last name clearly.
3. Students will receive network logins and passwords during the first week of school.
4. Please keep the top part of this form for reference.

I have read and agree to the attached Terms and Conditions for Computer Use at Arrowhead High School.

Student Signature

Date