

Sarcoxie R-II School District
Staff Acceptable Use Policy

The Sarcoxie R-II School District provides access for students, teachers, and staff to state-of-the-art computer technology and access to the Internet. The use of this technology must be in support of education and consistent with the educational objectives of the Sarcoxie R-II School District and the MOREnet Acceptable Use Policy.

The District computer systems may be stand-alone or attached to instructional computer networks. All users must share the responsibility for seeing that the District computer facilities are used in an effective, efficient, ethical and lawful manner.

A student will be issued a network user account and password at Sarcoxie Middle School and Sarcoxie High School. After this Acceptable Use Policy has been signed by the user and the user's legal guardian, it must be returned to the school office, at which point the user's account will be activated by District Technology Staff. Wildwood Elementary students will not be issued user accounts, but will be permitted to access the network with direct adult supervision.

It is a privilege to use the equipment and to have access to the Internet. This privilege carries with it a number of responsibilities. Therefore, all users must agree to comply with these policies. These include, but are not limited to, the following:

Section I: General Computing Policy

- User will keep their user account and password private and protected. Sharing your user account and/or password with any other person is prohibited. In the event you do share your user account and/or password with another person, you will be solely responsible for the actions of the other person.
- User will not access social networking sites or utilize instant messaging systems for any purpose.
- User will use only school-appropriate language, pictures, text and other data on the District computer system or Internet.
- User will not purposely obtain, create, view, download or otherwise gain access to objectionable materials (i.e. obscene, pornographic, gambling, non-educational games, or otherwise inappropriate for educational use).
- User will not delete, examine, copy, or modify files and/or data belonging to other users.
- User accepts level of access provided and understands that attempts to increase the level of access to which the user is not authorized shall be regarded as a malicious act.
- User will not use school resources to engage in hacking or attempts to otherwise compromise system security.
- User will not engage in any illegal activities while using District technology equipment.
- User will refrain from using the facilities and/or services for commercial purposes.
- User will not violate software copyright laws by 1) downloading or using copyrighted information without permission from the copyright holder and 2) copying software from the District network for personal use that has been licensed to the Sarcoxie R-II School District.
- User realizes that the District reserves the right to view any materials stored in files on the network and will edit or remove any material which the staff believes may be objectionable.
- User will agree that the computer systems are set up by the District Technology Department and are not to be altered in any way by any user.

- District staff will monitor students' use of the Internet, through either direct supervision or by monitoring Internet usage to ensure enforcement of the policy.
- Rules and regulations of system usage will be reviewed periodically by the Technology Department and users of the network are subject to these rules and regulations.
- User will not attempt to bypass the Internet Content Filter. Content is filtered in compliance with federal regulations (CIPA).
- User will not be permitted to change configurations (screensaver, wallpaper, shortcuts, etc.).

Section II: Electronic Mail

In 2006, the U.S. Supreme Court's amendments to the Federal Rules of Civil Procedure (FRCP) created a category for electronic records that, for the first time, explicitly named emails and instant message chats as likely records to be archived and produced when relevant. When you send electronic mail, your name and user account are included in each message. You are responsible for all electronic mail originating from your user account. Therefore:

- Forgery of e-mail messages is prohibited and subject to penalty under law.
- Attempts to read, delete, copy, or modify e-mail of other users are prohibited.
- User should not reveal personal information on the Internet or through e-mail.
- User will not send harassing, obscene and/or threatening messages.
- The District e-mail system is not to be used for idle talk for the purpose of sending information contrary to the District's mission statement, vision, and goals or statements which might damage one's character.
- MOREnet, following the guidelines provided by FRCP, will store e-mail for 3 years.

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Sign and return this sheet to the school office. Once returned, District Technology Staff will activate user account. Summarily, the Acceptable Use Policy states:

- User will keep their user account and password private and protected. Sharing your user account and/or password with any other person is prohibited. In the event you do share your user account and/or password with another person, you will be solely responsible for the actions of the other person.
- User will not access social networking sites or utilize instant messaging systems for any purpose.
- User will use only school-appropriate language, pictures, text and other data on the District computer system or Internet.
- User will not purposely obtain, create, view, download or otherwise gain access to objectionable materials (i.e. obscene, pornographic, gambling, non-educational games, or otherwise inappropriate for educational use).
- User will not delete, examine, copy, or modify files and/or data belonging to other users.
- User accepts level of access provided and understands that attempts to increase the level of access to which the user is not authorized shall be regarded as a malicious act.
- User will not use school resources to engage in hacking or attempts to otherwise compromise system security.
- User will not engage in any illegal activities while using District technology equipment.
- User will refrain from using the facilities and/or services for commercial purposes.
- User will not violate software copyright laws by 1) downloading or using copyrighted information without permission from the copyright holder and 2) copying software from the District network for personal use that has been licensed to the Sarcoxie R-II School District.
- User realizes that the District reserves the right to view any materials stored in files on the network and will edit or remove any material which the staff believes may be objectionable.
- User will agree that the computer systems are set up by the District Technology Department and are not to be altered in any way by any user.
- District staff will monitor students' use of the Internet, through either direct supervision or by monitoring Internet usage to ensure enforcement of the policy.
- Rules and regulations of system usage will be reviewed periodically by the Technology Department and users of the network are subject to these rules and regulations.
- User will not attempt to bypass the Internet Content Filter. Content is filtered in compliance with federal regulations (CIPA).
- User will not be permitted to change configurations (screensaver, wallpaper, shortcuts, etc.).
- Forgery of e-mail messages is prohibited and subject to penalty under law.
- Attempts to read, delete, copy, or modify e-mail of other users are prohibited.
- User should not reveal personal information on the Internet or through e-mail.
- User will not send harassing, obscene and/or threatening messages.
- The District e-mail system is not to be used for idle talk for the purpose of sending information contrary to the District's mission statement, vision, and goals or statements which might damage one's character.

I have read the Sarcoxie R-II School District Acceptable Use Policy, understand and accept my responsibilities as a user of District computer equipment, and I am aware of the consequences that will result for not adhering to the policy.

Printed Name of User:	Signature of User:
Date:	Building/Position:
Password:	