Wall School District
Acceptable Use Policy

General Information
The Wall School District provides computer equipment, computer services, and Internet access to its students and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination and the use of global communication resources. The system administrator and employees of the Wall School District reserve the right to monitor all activity on network facilities.

Because of the complex association between so many government agencies and networks, the end user of these networks must adhere to strict guidelines. They are provided here so that staff, community and student users and the parents/guardians of students are aware of their responsibilities. The District may modify these rules at any time by publishing modified rule(s) on the system. The signatures at the end of this document are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by established rules.

Information Content and Uses of the System
The user agrees not to publish on or over the system any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane or sexually offensive to an average person, or which, without the approval of the system administrators, contains any advertising or any solicitation of other members to use goods or services. The user agrees not to use the facilities and capabilities of the system to conduct any business or solicit the performance of any activity prohibited by law.

Because the Wall School District provides, through connection to the Internet, access to other computer systems around the world, students and their parents understand that the District and system administrators have no control over content. While most of the content available on the Internet is innocuous and much of it a valuable educational resource, some objectionable material exists. The District will provide staff and students access to Internet resources only in supervised environments and in compliance with the Children's Internet Protection Act is taking steps to lock out objectionable areas, but potential dangers remain. Staff, students and their parents/guardians are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material. The Wall School District and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. Parents of minors having accounts on the system should be aware of the existence of such materials and monitor any future home usage of the District's resources. Staff or students knowingly bringing such materials into the school environment will be dealt with according to the discipline policies of the District and such activities may result in termination of such students' accounts on the network.

Online Conduct
Any action by a member that is determined by a system administrator to constitute an inappropriate use of network resources or to improperly restrict or inhibit other members from using and enjoying those resources is strictly prohibited and may result in termination of the offending member's account and/or other action in compliance with the District's discipline code. The user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material; nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information or software in violation of any local, state or federal law is also prohibited and is a breach of the Terms and Conditions.

Users and their parents/guardians specifically agree to indemnify the Wall School District and the system administrators for any losses, costs or damages, including reasonable attorney's fees incurred by the District relating to, or arising out of any breach of this section (Online Conduct) by the user.

Software Libraries
Software is provided to staff and students as a curricular resource. No staff member or student may install, upload or download software without the expressed consent of the system administrator. Any software having the purpose of damaging other members' accounts or the District network (e.g., computer viruses) is specifically prohibited. The system administrator's, at their sole discretion, further reserve the right to immediately terminate the account or take other action consistent with the District's discipline code of a member who misuses the software libraries.

Licensed software is defined as software programs for which the Wall School District has purchased either single or network licenses or is freeware available for use without the purchase of a specific license (i.e. Adobe Acrobat Reader). No unlicensed software shall be loaded onto District computers.

Copyrighted Material
Copyrighted material must not be placed on any system connected to the network without the author's permission. Only the owner(s) or persons they specifically authorize may upload copyrighted material to the system. Members may download copyrighted material for their own use. Any member may also non-commercially redistribute a copyrighted program with the expressed permission of the owner or authorized person. Permission must be specified in the document, on the system, or must be obtained directly from the author.

Peer to Peer Sharing (P2P) Services
The use of P2P services (i.e. Kazaa, Morpheus, Grokster, etc.) are by nature used to download copyrighted material without the consent of the copyright owner. The use of these services is not appropriate for an educational facility and is therefore prohibited.

Use of recordable CD-ROM drives
Use of recordable CD-ROM drives is to enhance the education of students and to allow greater storage on this media. Drives are not to be used to make duplicate copies of copyrighted material (e.g. programs, music CDs) without the expressed permission of the copyright holder. The system administrator's, at their sole discretion, further reserve the right to immediately terminate the account or take other action consistent with the District's discipline code of a member who misuses this capability.

Public Posting Areas (Message Boards/Usenet Groups)
UseNet messages are posted from systems connected to the Internet around the world and the Wall School District administrators have no control of the content of messages posted from these other systems. To best utilize system resources, the system administrators will determine which UseNet groups are most applicable to the curricular needs of the school district and will carry these groups on the local system. The system administrators, at their sole discretion, may remove messages posted locally that are deemed to be unacceptable or in violation of the Terms and Conditions. The system administrators, at their sole discretion, further reserve the right to immediately terminate the account of a member who misuses the message boards or UseNet groups.

Real-time, Interaction Communication Areas
The use of real-time conference and instant messaging features (i.e. MSN Messenger, Yahoo-Messenger, IRC chat, etc.) available on many systems is seen as inappropriate use of time and resources and in many cases used for non-educational purposes. The use of these features is therefore deemed inappropriate within the school.

Real time audio/video connections drastically reduce the bandwidth of the District's Internet connection and therefore are prohibited except when performed as a teacher directed class project on a centrally located computer and are coordinated with the Network Administrator as to not interfere with the needs of other staff members. The system administrators, at their sole discretion, reserve the right to immediately terminate the account of a member who misuses real-time conference features (talk/chat/internet relay chat).

To prevent bandwidth reduction, education related audios/videos should be downloaded during non-peak hours and stored locally on recordable media.

Social Networking Sites
Social Networking Sites (i.e. Facebook, MySpace, etc) are extremely popular and many individuals use them frequently. However, due to the nature of these sites and that material inappropriate for a school setting may be found on these sites, they are deemed inappropriate for use in school except in a supervised classroom setting.

The owners of these sites need to remain aware that posting inappropriate or unprofessional information on these sites are putting themselves and possible future opportunities at risk. Those who post original works (writings, music, etc.) may lose their ownership rights to that material. Anything posted on a social networking site becomes the property of that site and may be use in any way the site owners wish.

The Wall School District reserves the right to use any information posted on social networking sites and any posted information on the Internet in determining eligibility for scholarships, NHS membership, and in making recommendations ,etc.

Video Storage on Servers

Video projects may create very large files and therefore will only be stored in designated locations on the District's servers.

Use of Mobile Communication devices

- **Cell phones/smart phones/IPODS are to be turned off and in lockers during the school day, except before and after school and during lunch time.**
- The use of mobile communication, electronic, and personal entertainment devices such as iPods, MP3 players, DVD players cell phones, cell phones with wireless, photo, and text messaging capabilities, pagers, blackberry devices, iPaq handhelds with cell phone capabilities, pagers, etc. are considered disruptive and therefore inappropriate.
- Students will be allowed to possess wireless communication, electronic, and personal entertainment devices while in school, but they will need to be turned off and stored somewhere out of sight.
- Cell phone use is not permitted during school time expect during lunch period unless special permission is granted by the office/ administration.
- **Students may use their cell phones during lunch period in the multi-purpose room or gym. They will not be used while waiting in the lunch line and/or while eating.**
- **Students are not permitted to use personal smart phones and/or IPODS at any time during class time. Smart phones used in common areas at appropriate times may never be used to access, upload, download, distribute, view or possess any offensive files or websites that may be pornographic, obscene, or contain sexually explicit material or language or to harass, insult, or attack others.**

Consequences of cell phone violations:

- **No cell phone photographs are permitted in the restrooms or locker rooms at any time.**

Students in violation will have their cell phones confiscated and will need to pick them up in the office after school.

For a second offense, the cell phone will be confiscated, taken to the office, and will need to be picked up by the student's parent.

- For the third or more violations the cell phone will be confiscated and pick up by the parent. The student and parent will decide between a 1 day in-school suspension or giving the phone up for 5 school days.

Exceptions: Mobile, electronic, and personal entertainment devices may be used in classrooms when the teachers deems them appropriate, students who are on call as certified EMT's or certified firefighters may wear pagers after notifying the administration in writing.

Personal entertainment, electronic, or mobile communication devices may be used during or while in transit to or from school events, if approved by the supervising teacher or advisor, providing no material found to be offensive to a reasonable person is played, displayed, or recorded. Any photos, drawings, video or audio recordings, words spoken, etc. taken, created, displayed, or played with the intent to embarrass, humiliate, result in damages, or otherwise reduce the dignity of anyone, or to disrupt the learning environment is expressly prohibited.

Use of Privately Owned Computer Equipment

Due to the unknown nature of content material including possible virus infection on privately owned computer systems, the connection of privately own computer systems to the District network is not allowed.

Electronic Mail

Electronic Mail (e-mail) is a private message sent by or to a member in correspondence with another person having Internet mail access. The Wall School District provides e-mail services to staff members and students (Grades 6-12) for use in performing their professional responsibilities. E-mail is not to be used to send/receive information which would be considered abusive, profane or sexually offensive to an average person, or which, without the approval of the system administrators, contains any advertising or any solicitation of other members to use goods or services. The user agrees not to use the facilities and capabilities of the system to conduct any business or solicit the performance of any activity prohibited by law.

Spam is defined to be unsolicited emails of nonprofessional content sent to multiple addresses in a user's address book. The forwarding of this material puts a great strain on the email resources of the District. While the Wall School District cannot control the receipt of such emails, the forwarding of such material such as chain letter/emails is prohibited.

Electronic Mail (e-mail) is not a secure communication and can be read by unknown parties and therefore no confidential material should be sent by this means. The system administrators, at their sole discretion, further reserve the right to monitor, read, and/or reproduce any messages that are using the District facilities. The system administrators, at their sole discretion, reserve the right to immediately terminate the account of a member who misuses e-mail services and to deal with the misuse in accordance with District discipline policies.

Security

Professional staff may allow persons who are not members to access the system through the staff member's account as long as the staff member does not disclose the password of the account to the person and understands that the staff member assumes responsibility for the actions of persons using his/her account. Members may not otherwise let others use their account and password. Passwords to the system should not be easily guessable by others, nor should they be words found in a dictionary. Attempts to log in to the system using either another member's account or as a system administrator will result in termination of the account. Members should immediately notify a system administrator if a password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any member identified as a security risk will have his/her account terminated and be subject to other disciplinary action.

Any staff member or student who intentionally makes an unauthorized copy of any computer program, software or computer information; intentionally destroys, alters, disrupts, deletes, or rearranges any computer resource by any means; attempts to gain access to any portion of the network from either internal or external sources of which he/she is not specifically authorized; attempts to launch Denial of Service attacks against the District's network in part or whole; or intentionally introduces or allows the introduction of a computer virus into any computer resource; or other violations of Unlawful Uses of Computer Systems, SDCL 43-43B-1will result in cancellation of system privileges and other disciplinary measures in compliance with the District's discipline code and state law. Student privileges will be immediately revoked for the remainder of the current school year.

Non-educational use of District equipment

Game playing is not permitted on Wall School District computers and/or using District technology resources. Other use, considered non-educational in nature, may be restricted at the teacher's discretion.

Network Folders

The Wall School District will provide a network folder on District servers for staff and students to facilitate storing of classroom projects and work. Access will be restricted by network username and password. Students will typically be limited to 250 Megabytes of storage. The contents of student folders will be removed at the end of each school year. Students are responsible for saving any information from their folders that they wish to keep prior to the end of the year. Staff and students are prohibited from accessing folders to which they have not been given prior permission from the owner/network administrator/classroom teacher. The District reserves the right to monitor the amount of disk space used and/or the content of the material being stored to insure compliance with this policy. Teachers may request access to student folders by using the attached form. Students may request teacher access be granted or denied by use of the attached form.

Printing

The printing facilities of the Wall School District network should be used judiciously. Unnecessary printing is a drain of the capacity of the network, adds expense, and shortens the life of equipment. By developing on-screen proofreading skills and practicing proper use of cut and paste techniques, users can and should conserve printing resources and help the system run more efficiently. Members should use the District's printing facilities to print school related material only. Printing of personal use material is prohibited.

Disciplinary Actions

Any student found to have abused the above policies will be subject to disciplinary action in accordance with the Wall School District Student Handbook.

Parent/Guardian

As the parent of guardian of the student(s) listed below, I have read the Terms and Conditions for acceptable use of technology resources in the Wall School District. I understand that this access is designed for educational purposes and that the District is taking available precautions to eliminate controversial material in accordance with the Children's Internet Protection Act. However, I also recognize it is impossible for the Wall School District and the system administrators to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network and/or Internet. I hereby give my permission to issue a network account/ network folder for my child, permission for them to access the Internet, permission for the District to monitor my student's activity on the network/Internet and certify that the information contained in this form is correct.

Parent or Guardian (please print)_____

Telephone Number: Daytime_____

Evening_____

E-mail Address (if applicable)_____

Signature_____Date_____

List the name(s) of your child(ren) and grade level(s):

1._____Grade_____

2._____Grade_____

3._____Grade_____

4._____Grade_____

5._____Grade_____

6._____Grade_____

7._____Grade_____

Staff Member

As a Staff Member of the Wall School District, I have read and accept the Terms and Conditions for acceptable use of technology resources in the Wall School District. I understand that this access is designed for educational purposes and that the District is taking available precautions to eliminate controversial material. However, I recognize it is impossible for the Wall School District and the system administrators to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network or the Internet. I hereby give my permission to issue an account for me and certify that the information contained in this form is correct.

Staff Member (please print): _____

Signature: _____

Date: _____

Daytime Phone Number: _____
Evening Phone Number: _____

Request for Teacher Access To Student Network Folders

I, _____, request to be given (Read Only, Read/Write, Full) access
       Teacher's Name   Choose One Type

to the following student network folders. I need the access for _____.
                                                                   Name of Class (i.e. Freshman English)

I understand that it is my responsibility to inform the Network Administrator when this access is no longer required (i.e. student drops class) so that this access can be removed.

_____
                                                     Teacher Signature

Student Names

1. _____

   _____

2. _____

   _____

3. _____

   _____

4. _____

   _____

5. _____

   _____

6. _____

   _____

7. _____

   _____

8. _____

   _____

9. _____

   _____

16.

17.

18.

19.

20.

21.

22.

23.

24.

10. _____   25.

   _____

11. _____   26.

   _____

12. _____   27.

   _____

13. _____   28.

   _____

14. _____   29.

   _____

15. _____   30.

   _____

Approved: _____ **Date:**
_____
                    Prinicipal

Request for Access

I, _____, request that that (Read Only, Read/Write, Full) access
      Student Name   Choose One
to my network folder be given to _____. I understand that
                                        Teacher's Name
this access may be removed upon my request.

_____
                                       Student Signature   Date

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Request for Removal of Access

I, _____, request that that access to my/my student's network
      Student/ Parent/Guardian
folder be removed from _____.
                          Teacher's Name

_____
Student Signature   Date

_____
Parent/Guardian Signature   Date

Note: Access may be removed only for those teachers the student does not have as a current instructor.