

Helena School District #1
2005-2006
Student Technology Use Agreement

Helena School District No.1 uses voice, data, and video electronic communication systems that allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These network resources provide students and staff access to electronic resources and are to be used for educational purposes. Communication over district networks is not to be considered private. Network supervision and maintenance may require review and inspection of network activity.

TERMS AND CONDITIONS FOR INTERNET ACCESS AND USE:

The use of the Internet must be in support of education or research and adhere to the educational goals and objectives of Helena School District No. 1. While some material accessible via the Internet may contain information that is inappropriate or inaccurate, Helena School District No. 1 believes that the benefits to students exceed the disadvantages. To comply with the Children's Internet Protection Act and to the extent practical, technology protection measures shall be used to block or filter Internet access to inappropriate information. Filtering is by no means meant to supercede the guidelines and requirements described in this document. Filtered access to some sites may still violate the Technology Use Agreement. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for a bona fide research.

Sharing assigned passwords is a violation of the Technology Use Agreement. Student files may be monitored or supervised by authorized staff.

Appropriate Use of the Internet:

Students are responsible for appropriate behavior when using the Internet just as they are in a classroom or hallway. **Students are expected to use these resources for educational purposes only.** Students are to abide by the generally accepted rules of network etiquette:

- Do not view, create, send or access abusive, obscene or harassing materials. A good rule to follow is never view, send, or access materials that you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.
- Do not access, download or participate in chat rooms, dating sites, blogging sites, instant messaging, multi-user environments, or games unless they are directly related to curriculum and instruction.

- Do not access, download or play games; access game sites, download or print game cheat codes, participate in dating sites, subscribe to or access listservs; download music files, check, send or receive email or use any messaging service such as Instant Messenger, unless supervised by a teacher. All activities must be consistent with the educational goals of the school and district.
- Do not download music, access online radio stations or access streaming audio or video without a teacher's approval and supervision.
- Do not share any of your passwords. If you are assigned a password, it is to be used by you only.
- Do not post messages to bulletin boards or other sites unless prior permission is granted and a teacher authorizes and supervises the activity.
- Do not give out any personal information including names, addresses, phone numbers, email addresses or credit card information pertaining to yourself or any other person without appropriate staff supervision.
- Do not engage in any commercial, for-profit activities unless the activity is in support of the educational mission of the district and is authorized and supervised by a teacher.
- Do not violate copyright laws. Materials accessed through the Internet must be properly cited when referenced in a student research assignment.
- Do not download or install any commercial software, shareware, or freeware.
- Do not copy other people's work or access other people's files.
- Do not waste school resources by printing excessively or consuming limited hard drive space or network space.
- Do not use the Internet in any way, which disrupts the service or its operation for others.
- Do not use district resources to create, manage or access personal web pages that are not related to the educational goals of the district.

Consequences for Inappropriate Use of the Internet:

Since Internet access is a privilege and not a right, users have the responsibility to use the Internet in an appropriate manner. Consequences for misuse or abuse of the Internet,

depending upon the age of the student and the severity of the situation, may include one or more of the following:

- A warning, followed by re-clarification of the appropriate use guidelines.
- Loss of Internet access privileges for not less than 45 school days.
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.

Note: Students who have lost Internet or network privileges may not use personal equipment at school in lieu of district or school equipment.

TERMS AND CONDITIONS FOR TECHNOLOGY NETWORK AND EQUIPMENT ACCESS AND USE:

Helena School District No.1 provides a variety of technology resources that will allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These resources include computers, software, scanners, printers, digital cameras, video cameras and much more. Students will be required to act appropriately when utilizing technology equipment and work areas.

Appropriate Use of Networks and Technology Equipment:

Students are responsible for appropriate behavior when using district technology resources. Students are expected to abide by the following rules:

- Do not create or willfully disseminate computer viruses. Be sensitive to the ease of spreading viruses and take steps to ensure that disks and files are virus free.
- Do not intentionally damage computers, computer systems or computer networks. Take special care with the physical facilities, hardware, software, and furnishings.
- Do not remove / move, unplug, alter or add equipment or software to the network without the approval of the network administrator. This includes wireless equipment.
- Do not attempt to gain unauthorized or illegal access to district technology resources or any other technology resources.
- Do not attempt to gain access to the district or any other computer system or go beyond your authorized access by entering another person's password or accessing another person's files.

- Do not download, install or run any software without the express permission of your teacher or the network administrator.
- Personal technology equipment brought to school is subject to the procedures outlined in the “Student Technology Use Agreement.” Personal equipment, such as laptops and flash drives, are not to be connected to the network without the prior approval of a network administrator. Any personal equipment including drives must go through a thorough scanning process to prevent the potential spread of viruses.
- Do not alter, view or change computer settings or computer system configurations in any way.
- Do not alter, damage or vandalize district technology equipment or software in any way.

Consequences for Inappropriate Use of Networks or Technology Equipment:

Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources, depending upon the severity of the situation may include one or more of the following:

- A warning, followed by re-clarification of the appropriate use guidelines.
- Loss of access to district technology resources
- Development of a plan for restitution.
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.
- Students who have lost Internet or network privileges may not use personal equipment in lieu of district or school equipment.

"The District/School may choose to refer severe infractions to the proper authorities for prosecution as per MCA 45-6-311, “Unlawful use of a computer”.

45-6-311. Unlawful use of a computer. (1) A person commits the offense of unlawful use of a computer if the person knowingly or purposely:

- (a) obtains the use of any computer, computer system, or computer network without consent of the owner;
- (b) alters or destroys or causes another to alter or destroy a computer program or

computer software without consent of the owner; or

(c) obtains the use of or alters or destroys a computer, computer system, computer network, or any part thereof as part of a deception for the purpose of obtaining money, property, or computer services from the owner of the computer, computer system, computer network, or part thereof or from any other person.

(2) A person convicted of the offense of unlawful use of a computer involving property not exceeding \$1,000 in value shall be fined not to exceed \$1,000 or be imprisoned in the county jail for a term not to exceed 6 months, or both. A person convicted of the offense of unlawful use of a computer involving property exceeding \$1,000 in value shall be fined not more than 2 1/2 times the value of the property used, altered, destroyed, or obtained or be imprisoned in the state prison for a term not to exceed 10 years, or both.

History: En. Sec. 3, Ch. 485, L. 1981; amd. Sec. 4, Ch. 581, L. 1983; amd. Sec. 5, Ch. 616, L. 1993; amd. Sec. 7, Ch. 397, L. 1999.

Conclusion:

Helena School District staff will exercise reasonable oversight to ensure that the communication and technology resources and facilities are used in the appropriate manner. The Helena School District makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect. Updates to this agreement will be posted on the School and District web pages and in the student handbook.

Students will be held liable for violations of this agreement. It is understood that the District's computer systems and technology resources are intended for educational purposes. It is further understood that while the District employs an Internet filtering system it is still impossible for the school to restrict access to all controversial materials. The District will not be held responsible for materials acquired on the network. The District will not be responsible for any damage a user may suffer including, but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information attained through or stored on the system. The District will not be responsible for financial obligations arising from unauthorized use of the system.