

It shall be the policy of the board of education of Gage County School District No. 34 to grant students and staff the educative and curriculum related opportunities provided by the use of the school district's computers, the school district's internal computer network, and access to telecommunications, information sources, and networking with programs beyond the confines of the local school house. It is acknowledged that the use of the computer and the peripheral equipment associated with electronic processing of all types of information allow students to acquire more educative information faster than can be achieved by the use of the traditional textbooks and workbooks. For the teachers, it allows for a more rapid acquisition of information relating to ways of teaching or it can provide teachers with another educational tool to assist in stimulating young people to learn. For the students and the staff to avail themselves of the use of the tools associated with the operating of the tele-computing equipment and the electronic processing of data also comes the responsibility for using the equipment in a manner deemed by school officials as being educationally beneficial and which will assist in meeting the educational goals established by the school district.

The use of various levels of the school district's telecommunications equipment may lead to accessing public electronic files which have not been prepared for educational use or may not have been edited for its appropriateness for the various age groups of students within this school. Although school officials will attempt to see that material accessed are appropriate for students, it may be possible that students may enter inappropriate material into their computers or may down-load material that has not been authorized or edited by school personnel. The board of education feels that the advantages of integrating this instructional tool into the overall educational program outweighs the negative aspects that could occur. All school district personnel are charged with the responsibility of assisting in the monitoring of the use of the school computers and the associated electronic equipment. Any misuse of this media of instruction by students may result in a reprimand, prohibiting the use of the equipment for a specified period of time, or in the suspension or expulsion from school, depending upon the seriousness of the offense or the number of times a student may have been observed misusing the equipment. Misuse of computers and the associated electronic equipment by staff members may result in a reprimand, prohibiting the use of the equipment for a specified period of time, suspension of assigned duties, or in a release from contract or employment, depending upon the seriousness of the offense or the number of times the staff member may have been observed misusing the equipment. If either students or staff violate any state or federal statute school officials shall be responsible for reporting the information to the appropriate authorities.

If it is determined that a student has committed the school district to an expenditure of funds for unauthorized or unapproved purposes, it shall be the policy of the school district to seek reimbursement and full restitution from the student, or his or her parents or guardian. If a staff member commits school funds without prior authorization, restitution will be made by the staff member.

To facilitate the use of computers and the associated equipment the superintendent of schools may appoint a staff member to serve as the school district's director of computer services. Refer to AR-4560.15, Job Description, Director of Computer Services.

Use of the school district computers and telecommunication equipment shall be limited to the following conditions:

- I. Only students and staff will be permitted to use school district computers and telecommuting equipment. Patrons of the school district will only be permitted to use the equipment upon approval of the administration or their designee.
- II. Each student must be able to demonstrate to his or her teacher that he or she has: (1) The knowledge of how to use the equipment that is to be used, (2) A need for the information that is to be retrieved.
- III. It shall be the responsibility of all faculty members to: (1) Either teach their students how to use the school district's computers or see that the students receive the appropriate training prior to assigning projects that require use of the school district's computers, and (2) To assist in overseeing students that are using the school district's computer equipment to determine that the equipment is being used for the intended purpose.
- IV. Any inappropriate use, including any violation of law or of these rules and regulations, may result in cancellation of user privileges. The administration has the authority to determine appropriate and inappropriate use pursuant to this policy, and may deny, revoke, or suspend the use of computers by students who violate this policy. In addition, the administration has the authority to impose additional disciplinary actions as it deems necessary.

The school district believes that the information and interaction available on local and worldwide networks outweigh the possibility that users may procure material that is inconsistent with the educational goals of the school district. Ultimately, parents and guardians are responsible for setting and conveying the standards that their children or wards should follow. To that end, the school district supports and respects each family's right to decide whether or not to apply for Internet access.

The school district reserves its rights to 'block' items on the Internet or use 'filtering devices' which will attempt to prevent students or staff members from accessing information which may be considered educationally unsuitable or do not meet the school district's educational goals. Any attempt to override district-installed 'blocks' or 'filtering devices' will be considered a violation of school board policies. Students or staff members attempting to override school installed 'blocks' or 'filtering devices' may be temporarily or permanently refused access to the use of the school district's

computers and associated equipment, which are capable of accessing school district networking or the Internet.

Although staff members will not be required to sign any user agreement, they will be expected to abide by the same user policies as the students.

All computers and all peripheral equipment are directly or indirectly owned by the school district. Therefore, only authorized material may be downloaded from outside sources or entered into the computers. School officials have the responsibility and the authority to open any file in any computer to review the material contained therein.

User access to computers may be prohibited or revoked if it is determined that individuals have used computers for unauthorized purposes or in using computers to send or receive such unauthorized materials to include but not limited to pornographic materials, promoting violence, engaging in racial, gender, or other slurs, receiving or transmitting information pertaining to dangerous instruments such as bombs, automatic weapons, or other illicit firearms, weaponry, or explosive devices, for engaging in use of a defamatory nature, for personal attacks on or about another, or for engaging in a non-educative or non-curricular related conversations, including non-directed electronic bulletin boards.

The administration or the, director of computer services if assigned, in conjunction with the user, may authorize the use of passwords. If it is determined that a user attempts to use an unauthorized password he or she may be denied or limited in the use of the school district's computers.

The administration the director of computer services if assigned, or a student's teacher may temporarily suspend a student from use of the school district's computers for unsupervised or research purposes until the situation has been presented and acted upon by the superintendent of schools. The student or staff member under consideration may appeal a decision of the superintendent of schools through normal grievance channels to the board of education.

Deliberate attempts to place a virus on any network or computer device which degrades or disrupts the system's performance is considered a criminal activity under state and federal laws. Such action by any staff member or student will be referred to the board of education. The board of education will, in turn see that the information is transmitted to the appropriate agencies for further investigation.

While the situation is under investigation the alleged perpetrator will be denied access to the school district's computer system. If the alleged perpetrator is a student and he or she is determined to be guilty of the activity, the board of education shall recommended that the individual be expelled from school for a period of not less than one semester. Refer to Policy 5560, Student Suspension, Expulsion, and Grievance Procedures. If the alleged perpetrator is a staff member and he or she is determined to be guilty of the activity, the

board of education shall terminate the services of the individual. In either instance, if the activity causes the school district to incur any monetary expenses to repair or replace the school district's computer or network system the staff member or the student, or his or her parents or guardian, shall reimburse the district for any costs incurred by the district.

Refer to AR-6410, Appropriate Use of Computers and Associated Equipment.

Legal Reference: §28-808

Public Indecency, Penalty.