

## **Galena Unified School District 499 Student Grade 9-12 Acceptable Use Policy**

### **Network**

1. The purpose of the Galena USD 499 primary computer network is to promote the exchange of information to further education and research and is consistent with the mission of Galena USD 499.
2. The network is not for private or commercial business use, political or religious purposes.
3. Any use of the network for illegal activity is prohibited.
4. Use of the network to access obscene, pornographic, or dangerous material is prohibited.
5. Sending material likely to be offensive or objectionable to recipients is prohibited.
6. Using programs that harass other network users or infiltrate a computing system and/or damage the software is prohibited.
7. Users will make the most efficient use of network resources to minimize interference with others.
8. Any use of the network that accesses outside resources must conform to their “Acceptable Use Policy.”
9. Subscriptions to Listservs, subscriptions, and on-line services must be pre-approved by the district.
10. All non-school provided devices will not be allowed on the Galena USD 499 primary network. Non-school provided devices can access the Galena Guest network. Devices that are non-school issued that are connected to the District's primary network will be blacklisted from all-network access.

### **Security**

11. Users will respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data, or information of others.
12. Users may not share their account with anyone or leave the account open or unattended.
13. Users will keep all accounts and passwords confidential and not accessible to others.
14. Users are responsible for managing the storage, backup, and retrieval of their data.

### **Software**

15. Users are responsible to take precautions to prevent viruses and malware on Galena USD 499's equipment that they use.
16. The illegal installation of copyrighted software or files for use on district computers is prohibited.
17. The District Technology Staff is to install or approve the installation of any software or apps on district digital resources.

### **E-Mail**

18. District E-mail will be provided for students in grades 9-12 for the purpose of exchanging information consistent with the mission of Galena USD 499.
19. The District e-mail shall not be used for private or commercial offerings of products or services for sale or to solicit products or services.
20. E-mail shall not be used for political or religious purposes.
21. E-mail messages are subject to the district's review at any time.

22. The District e-mail is not intended for personal use. Any and all transaction conducted via the District's Domain name can be subjected to review for a legal inquiry.
23. In the event of misuse of e-mail for any reason, the District reserves the right to lock the user's account until the issue of misuse has been resolved.

**Social Media:** Private and/or direct two-way communications between students and faculty and staff via non-board of education approved social media is prohibited by state law. Please refer to Kansas HB 2299 for additional social media requirements and expectations.

**Bring Your Own Device (BYOD):** Students are prohibited from using and accessing personal technology devices during the school day.

**District Software Compliance:** The Director of Technology and Network Administrator will be responsible for purchasing, allocating, and installing all District owned software. Privately owned and personal software will not be allowed on district devices.

**Property Rights:** The district has the right to specify who uses its equipment and the information contained therein, under what circumstances, and to what purpose. Equipment purchased by the district belongs solely to the district and neither employees, volunteers, nor students in the district have ownership rights to any equipment loaned to them by the district.

**Data Security:** The district assumes no responsibility or liability if data stored on district equipment is lost or damaged.

**False Entry/Alteration:** No student, volunteer, or district employee shall make any false entry or alteration of any document, either paper or electronic used in connection with the operation of any school within the district nor shall any student open or alter official school documents or private documents, either paper or electronic.

**Enforcements:** The district shall rigorously uphold laws pertaining to the use of technological equipment and the information contained on them and/or generated by its use. Anyone found to be violating such laws shall be subject to suit for civil damages as well as prosecuted by the district to the full extent of the law.

**On-Line Services:** Any abuse of on-line services such as pornography, illicit material, dangerous topics, or any material not congruent with the mission of Galena USD 499 will result in the loss of on-line privileges and may result in criminal prosecution.

**Policy Administration:** Interpretation, application, and modification of this Acceptable Use Policy is within the sole discretion of Galena USD 499. Any questions or issues regarding this policy should be directed to Galena USD 499 administration.

By providing digital consent during the online registration you are agreeing to these terms and conditions.