

Regulations 400 – Acceptable Use Page 1 of 6

- 1.0 Unacceptable Uses of School District Technology - The following uses of the school district system and Internet resources or accounts are unacceptable.
 - 1.1 Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - 1.1.1 pornographic, obscene or sexually explicit material
 - 1.1.2 obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language
 - 1.1.3 materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - 1.1.4 information or materials that could cause damage or danger of disruption to the educational process;
 - 1.1.5 materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 - 1.2 Users will not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 - 1.3 Users will not use the school district system to violate any local, state or federal law.
 - 1.4 Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.

Regulations 400 – Acceptable Use Page 2 of 6

- 1.5 Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of the person.
- 1.6 Users will not use the school district system to post, transmit or distribute private information about another person and will not repost a message that was sent to the user privately without permission of the person who sent the message.
- 1.7 Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
- 1.8 Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use during work hours without authorization from the appropriate school district official.
- 1.9 Users will not use the school district system to play games unless specifically authorized by the appropriate school district official at that specific time.
- 1.10 If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. A user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the approval of an with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

Regulations 400 – Acceptable Use Page 3 of 6

2.0 Student Violations

- 2.1 Student violations of any of the rules listed above shall be reported to the appropriate school district official.
- 2.2 A contact with the student and/or parents will take place.
- 2.3 Upon the second referral for any violation of AUP, the student forfeits his/her privilege to use technology resources for up to three (3) weeks.
- 2.4 A subsequent referral would result in the suspension of the privilege to use technology resources for up to three (3) weeks.
- 2.5 Further violations could result in forfeiture of the privilege to use technology resources for the remainder of the school year.
- 2.6 Severe violations could result in immediate forfeiture of the privilege to use technology resources for the remainder of the school year.
- 2.7 Other disciplinary actions may also apply according to Policy 520: Student Discipline.

3.0 Staff Violations

- 3.1 Violation of the rules shall be reported to the staff member's immediate supervisor or building administrator.
- 3.2 Penalties for violation of the rules shall be determined by the disciplinary due process identified in the employee handbook.

4.0 Limited Expectation of Privacy

- 4.1 An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- 4.2 Parents have the right, at any time, to investigate or review the contents of their child's files and e-mail files. Parents have the right to request termination of their child's individual account at any time.

Regulations 400 – Acceptable Use Page 4 of 6

- 4.3 School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and digital files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minnesota Statutes, Chapter 13 – Minnesota Government Data Practices Act.
 - 4.4 The school district will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.
- 5.0 Limitation on School District Liability
- 5.1 Use of the school district system is the user's own risk.
 - 5.2 The system is provided on an "as is, as available" basis.
 - 5.3 The school district will not be responsible for any damage users may suffer, including but not limited to, loss, damage or unavailability of data stored on school district, electronic, or Internet based storage systems; or for delays or changes in or interruptions of service or mis-delivery or non-delivery of information or materials, regardless of the cause.
 - 5.4 The school is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system.
 - 5.5 The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.
- 6.0 User Notification - All users shall be notified of the school district policies relating to the Internet including the following information.
- 6.1 Notification that Internet use is subject to compliance with school district policies.

Regulations 400 – Acceptable Use Page 5 of 6

- 6.2 Disclaimers limiting the school district's liability relative to:
 - 6.2.1 Information stored on school district, electronic, or Internet based storage systems.
 - 6.2.2 Information retrieved through school district computers, networks, or online resources.
 - 6.2.3 Personal property used to access school district computers, networks or online resources.
 - 6.2.4 Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
- 6.3 A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
- 6.4 Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of the Acceptable Use Policy.
- 6.5 Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parent(s).
- 6.6 Notification that, should the user violate the school district's Acceptable Use Policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
- 6.7 Notification that all provisions of the Acceptable Use Policy are subordinate to local, state, and federal laws.
- 7.0 Student Internet Use.
 - 7.1 Students will be using school district resources/accounts to access the Internet.
 - 7.2 Parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this

ROSEVILLE AREA SCHOOLS
Independent School District No. 623

Regulations 400 – Acceptable Use Page 6 of 6
option-

Legal References: 17 U.S.C. § 101 et. Seq. (Copyrights)
Minn. Stat § 125B.22

1/10/06 Revised
9/6/06 Revised
9/26/14 Revised