

## **524 TECHNOLOGY ACCEPTABLE USE AND SAFETY, AND ELECTRONIC COMMUNICATIONS POLICY**

### **I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

### **II. GENERAL STATEMENT OF POLICY**

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

### **III. LIMITED EDUCATIONAL PURPOSE**

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

#### **General Conditions**

- A. This policy applies to all technical resources and equipment that are: (1) owned or leased by the School District (the "System"); (2) used for School District functions. This policy also applies to all activities using any School District-paid accounts, subscriptions, or other technical services, such as Internet access, voice mail, and e-mail, whether or not the activities are conducted on School District premises.
- B. This policy applies to staff that possess and use personal electronic devices such as cellular telephones, pagers/beepers, and laptops with wireless capabilities during the school day on school property. Personally operated hand-held citizens band radios, portable police scanners, and long or short-range walkie-talkies should not be used or carried by staff on school property unless by specific permission of their immediate supervisor or building principal.

- C. This policy applies to students who possess and use personal electronic devices with wireless capabilities during the school day on school property. Personally operated handheld devices may be carried if used for approved educational purposes.
- D. This policy applies to all School District employees, contractors, consultants, volunteers, agents, students, any other persons who use the School District's technology resources, or use or access other technical resources and equipment from School District premises, programs, facilities, or functions.
- E. All other School District policies apply to electronic communications, even if not specifically mentioned in this policy.
- F. Every school district employee is to provide students with appropriate guidance, understanding and direction, while maintaining a standard of professionalism, and acting within accepted standards of conduct. District 518 employees must maintain this level of professionalism and conduct when communicating electronically (i.e. MySpace, Facebook, online chatting, text messaging, etc.) Disciplinary action may be taken if an employee's electronic communication violates any District 518 policy. For further information regarding Discipline, Suspension and Dismissal of School District Employees, Employee-Student Relationships, or Internet Acceptable Use and Safety, and Electronic Communications Policy refer to the District 518 Policies 403, and 423.

#### **IV. USE OF SYSTEM IS A PRIVILEGE**

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

#### **Responsibilities**

- A. The District Technology Coordinator will serve as the coordinator to oversee the District System.
- B. The building principal or site administrator will serve as the building-level coordinator for the System, will approve building-level activities, coordinate staff training in the use of the System and the requirements of this policy, and establish a process for adequate supervision of students using the System.
- C. Consistent with applicable federal and state<sup>1</sup>, the School District will make reasonable efforts to filter, block, or otherwise prevent student and adult access transmissions or other communications on the System which are (1) obscene; (2) child pornography; or (3) harmful to minors, as defined under the Children's Internet Protection Act, or as determined by School District officials. The School District may filter, block or otherwise prevent the use of the

System for other inappropriate use as determined by Superintendent of Schools or his/her designee.

- D. The use of the System, including access to the Internet is a privilege, not a right. Violations of the School District's Electronic Communications Policy may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline pursuant to applicable School District policies, including student suspension, expulsion and exclusion and termination of employment; and/or civil or criminal liability under other applicable laws.
- E. Providing users, including students and employees, access to the System, including the Internet, carries some risk that users may encounter material that is offensive or is otherwise not suitable for an educational environment. The School District will take reasonable measures to provide employees and students information about how to responsibly use the System; however, it is not possible or practical for the School District to filter and/or monitor all electronic communication that users may be subjected to on the System. Accordingly, System users, including employees and students, are responsible for complying with the standards for Acceptable Use (see III below) and student discipline policies/regulations. The School District is not legally responsible for guaranteeing appropriate use of its System, or other technical resources and equipment used on or accessed from School District premises, programs, facilities, and functions.
- F. Hardware that must NEVER be brought into the school for personal or school use includes, but is not limited to: switches, routers, hubs, networking equipment, or printers.
- G. ISD 518 will not be held liable for any damage that may occur to any personal electronic device as a result of connecting to the district network or AC power source.
- H. ISD 518 shall not be responsible for any physical damage, loss or theft of any personal technology device.
- I. ISD 518 reserves the right to inspect any personal-computing device for the purpose of ensuring network stability and adherence to this Acceptable Use Policy.
- J. ISD 518 will not be obligated to supply AC power access for personal technology devices where such access does not already exist.
- K. Use of personal technology devices in the classroom setting will be at the discretion of the instructor.
- L. Each school administrator shall use his/her discretion to determine a building policy for personal technology resources used in the school which may not be specifically addressed in this policy.
- M. Staff, students and parents shall be informed of this policy and the accompanying rules through student handbooks, the school website, and/or other means selected by the Superintendent.

## **V. ACCEPTABLE USE**

- A. The System is a School District-owned tool to be used by authorized users primarily for matters directly related to educational purposes and School District business, and as a means to further the School District's mission.
- B. The standards for acceptable use also apply to technical resources and equipment, other than the System, that is accessed from School District premises, programs, facilities, or functions.

## **VI. UNACCEPTABLE USES:**

- A. Users of the System or other technical resources and equipment are prohibited from accessing, reviewing, uploading, downloading, storing, printing, posting, receiving, transmitting or distributing the following types of images or other communication:
  - a. Pornographic, obscene, or sexually explicit;
  - b. Abusive, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful;
  - c. Inappropriate in the education setting or potentially disruptive to the educational process;
  - d. Violent material or advocating violence;
  - e. Promoting, fostering or perpetuating discrimination and/or harassment of any kind including but not limited to those on the basis of race, creed, color, age, religion, sex, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation;
  - f. Contrary to the School District's Sexual Harassment Policy;
  - g. False or defamatory information about a person or organization or which is harassing or a personal attack on another person.
  - h. Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process.
- 1. Employee users of the System will not post, or distribute personal contact information about themselves or other persons, including, but not limited to home addresses, home telephone numbers, identification numbers, account numbers, access codes, passwords. Employee photographs may be posted only with the permission of the employee.
- 2. Users of the System will not post, or distribute personal contact information about students, including, but not limited to, addresses, telephone numbers, identification numbers, account numbers, access codes, passwords, and photographs.
- 3. The District will encourage students not to meet with someone they have made contact with online without their parents' approval and participation.
- 4. Student users will inform their teacher or other School District staff if they receive any image or other communication that is inappropriate. Employee users will inform their supervisor, the building principal or site administrator if they receive any inappropriate image or other communication.
- 5. Users will immediately inform a School District official of inadvertent access to unacceptable images or other communications on the System.
- 6. Permission will not be granted for users to access blocked sites or any other sites deemed inappropriate by the School District.

7. Users will not use the 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 System software, hardware or wiring or take any action to violate the School District's security system; and will not use the System in a way as to disrupt the use of the System by other users.
8. Users will not attempt to gain unauthorized access to any other computer system through the System or go beyond their authorized access, including attempting to log in through another person's account or access another person's files, even if such action is for the purpose of "browsing."
9. Users will not load any kind of software on the System, only the District Technology Coordinator or his/her designee is authorized to load software and change configurations. Also users may not download any file that changes the configuration of the software or the System.
10. Users are prohibited from using or downloading software that is designed to destroy data, provide unauthorized access to the System, or which would disrupt the System in any way, including using or downloading software that contain or harbor viruses, Trojan horses, worms, or other invasive software.
11. Users will not post, transmit or distribute chain letters or engage in any types of "spamming," i.e., sending unnecessary messages (personal want ads, solicitations, personal requests, etc.) to a large number of people.
12. Users will not use the System for unauthorized commercial purposes or for financial gain unrelated to the mission of the School District. Users will not use the System to offer or provide goods or services or for product advertisement without authorization from the appropriate School District official.
13. Users will not use the System to engage in any illegal act or violate any local, state or federal law.
14. 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.
15. 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.
16. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
17. 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 without authorization from the appropriate school district official.
18. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (MSBA/MASA Model Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

## **VII. INTELLECTUAL PROPERTY**

- A. Users may not copy or distribute copyrighted materials (e.g., software, database files, documentation, articles, graphics files, and downloaded information) through the System, unless the user has permission in advance from the copyright owner or a School District official has made a determination that the material falls in the “fair use” exception under the Copyright Act. To be protected by copyright law, a work need only be an original work fixed to a tangible medium of expression. Including a copyright notice is optional, thus, copyright protection exists for a work even if the “©” notice is omitted. Users should assume material is copyrighted.
- B. Users will not knowingly violate usage licensing agreements or trademark law.
- C. Users will not plagiarize works they find on the Internet. Plagiarism is the taking of ideas or writings of others and presenting them as if they were original to the user.

## **VIII. SECURITY**

- A. Employees must safeguard the School District’s confidential information and information classified as private personnel data or private student data under the Minnesota Government Data Practices Act. E-mail messages containing such information should not be left visible while employees are away from their work area.
- B. Users are responsible for taking precautions to protect the System. Users will immediately notify the District Technology Coordinator or site administrator, if they identify a possible security problem. Users will not go looking for security problems, because doing so may be construed as a prohibited attempt to gain access.
- C. Users are responsible for protecting their passwords against unauthorized use.
- D. Users will avoid, if known, the spread of computer viruses.
- E. Users are requested to shut down and power off their computers at the end of each day.

## **VI. NOTIFICATION AND RESPONSIBILITY**

- A. The School District will inform parents, students of this policy.
- B. Students or other users may encounter a wide range of material on the Internet, some of which may be contrary to the values of particular families, students or individuals. The School District will enforce its Acceptable Use policy; however, it is not practical or possible for the School District to monitor access to ensure individuals do not encounter images or other communication contrary to their values.

## **VII. ACCOUNTS AND AGREEMENTS**

- A. School District employees will be provided an e-mail account and access to the System.
- B. The School District may develop appropriate user notification forms, use agreements, guidelines and procedures necessary to implement this policy.

## **VIII. WEBSITES**

- A. The School District, sites, and/or classes may establish a web page that present information about the School District, school building, or class activities. The person(s) who posts to a web page is responsible for the content of the web page and compliance with the School District's Electronic Communication Policy.
- B. The District Technology Coordinator or his/her appointee will be responsible for the oversight of the School District's website. The District Technology Coordinator, or his/her designee, will be responsible for oversight of the buildings' and class websites.
- C. Pursuant to the data privacy rights under the Family Educational Rights and Privacy Rights (FERPA) and the Minnesota Government Data Practices Act (MGDPA), the School District's Web site will not contain information directly related to a student, including the student's image, and information that would otherwise be public directory information pursuant to the MGDPA and School District policy, without the consent of the student's parent or the student who has reached the age of majority. The School District's website may contain public personnel or directory information data, as defined under the Minnesota Government Data Practices Act and district policy, at the discretion of the School District.
- D. The School District may establish processing criteria for the creation and posting of material on the School District's web site. All student, staff, school or classroom web pages shall adhere to such criteria.

## **IX. INSPECTION, MONITORING AND FILTERING**

- A. All information created, transmitted, or retrieved over the System is property of the School District and users have no privacy rights to such information. The School District has the right at any time to inspect, investigate, review or monitor the use of the System, any information transmitted or stored on it.

- B. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
  - 1. Obscene;
  - 2. Child pornography; or
  - 3. Harmful to minors.
- C. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
  - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
  - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- D. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- E. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- F. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

## **X. LIMITATION OF SCHOOL DISTRICT LIABILITY**

- A. The School District makes no warranties of any kind; either expressed or implied that the function or the services provided by or through the System will be error free or without defect.
- B. The School District will not be responsible for any damage users may suffer, including, but not limited to, loss of data or interruptions of service.
- C. The School District is not responsible for the accuracy or quality of the information obtained through or stored on the System.
- D. Users will be solely responsible for financial obligations and damages arising from confirmed deliberate misuse use of the System.



## **XI. CONSISTENCY WITH OTHER SCHOOL POLICIES**

- A. Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

## **XII COMPLIANCE AND PENALTIES**

Compliance with ISD 518'S policies and rules concerning personal technology device use is mandatory. Students or staff who violates these policies and/or rules may have their personal technology electronic privileges limited, suspended, or revoked. Such violations may also result in disciplinary action, referral to law enforcement, and/or legal action.

## **XIII. LIMITED EXPECTATION OF PRIVACY**

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. 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.
- D. 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 the termination of their child's individual account at any time.
- E. 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 e-mail 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 Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. 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.

## **XIV. INTERNET USE AGREEMENT**

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.

- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

## **XV. LIMITATION ON SCHOOL DISTRICT LIABILITY**

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. 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 diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

## **XVI. USER NOTIFICATION**

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
  - 1. Notification that Internet use is subject to compliance with school district policies.
  - 2. Disclaimers limiting the school district's liability relative to:
    - a. Information stored on school district diskettes, hard drives, or servers.
    - b. Information retrieved through school district computers, networks, or online resources.
    - c. Personal property used to access school district computers, networks, or online resources.
    - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
  - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.

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 this acceptable use policy.
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 parents.
6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
7. 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.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

#### **XVII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
  1. A copy of the user notification form provided to the student user.
  2. A description of parent/guardian responsibilities.
  3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
  4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
  5. A statement that the school district's acceptable use policy is available for parental review.

#### **XVIII. IMPLEMENTATION; POLICY REVIEW**

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

**Legal References:**

- 15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)
- 17 U.S.C. § 101 *et seq.* (Copyrights)
- 20 U.S.C. § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)
- 47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))
- 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
- Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
- Minn. Stat. § 125B.15 (Internet Access for Students)
- Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
- Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
- United States v. Amer. Library Assoc.*, 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
- Doninger v. Niehoff*, 527 F.3d 41 (2<sup>nd</sup> Cir. 2008)
- R.S. v. Minnewaska Area Sch. Dist. No. 2149*, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
- Tatro v. Univ. of Minnesota*, 800 N.W.2d 811 (Minn. App. 2011), *aff’d* on other grounds 816 N.W.2d 509 (Minn. 2012)
- S.J.W. v. Lee’s Summit R-7 Sch. Dist.*, 696 F.3d 771 (8<sup>th</sup> Cir. 2012)
- Kowalski v. Berkeley County Sch.*, 652 F.3d 656 (4<sup>th</sup> Cir. 2011)
- Layshock v. Hermitage Sch. Dist.*, 650 F.3d 205 (3<sup>rd</sup> Cir. 2011)
- Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist.*, 853 F.Supp.2d 888 (W.D. Mo. 2012)
- M.T. v. Cent. York Sch. Dist.*, 937 A.2d 538 (Pa. Commw. Ct. 2007)
- J.S. v. Bethlehem Area Sch. Dist.*, 807 A.2d 847 (Pa. 2002)

**Cross References:**

- MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
- MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
- MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
- MSBA/MASA Model Policy 506 (Student Discipline)
- MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
- MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
- MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
- MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
- MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 604 (Instructional Curriculum)  
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)  
MSBA/MASA Model Policy 806 (Crisis Management Policy)  
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property  
by Nonschool Persons)

1Children's Internet Protection Act — 47 U.S.C. § 254(1); Minn. Stat. § 125B.25 524-2

First Reading: 1/20/15; 8/19/14; 6/21/11, 9/16/08, 12/18/07, 2/20/07, 5/18/04  
Second Reading: 2/17/15; 9/16/14; 7/27/11, 10/21/08, 1/15/08, 3/20/07, 6/15/04  
Adopted: 2/17/15; 9/16/14; 7/27/11, 10/21/08, 1/15/08, 3/20/07, 6/15/04

## Acceptable Use Agreement – Resident

### **Resident**

I have read and do understand the School District's policies relating to acceptable use of the School District's System, the Internet, and other technical resources and equipment that are accessed from School District premises, programs, facilities, and functions, and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print) \_\_\_\_\_

User's Signature \_\_\_\_\_

Date \_\_\_\_\_

## Acceptable Use Agreement – Student

### Student

I have read and do understand the School District's policies relating to acceptable use of the School District's System, the Internet, and other technical resources and equipment that are accessed from School District premises, programs, facilities, and functions, and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print) \_\_\_\_\_

User's Signature \_\_\_\_\_

Date \_\_\_\_\_

## Acceptable Use Agreement – Parent or Guardian

### Parent or Guardian

I have read the School District's policies relating to acceptable use of the School District's System, the Internet, and other technical resources and equipment that are accessed from School District premises, programs, facilities, and functions. I understand that this access is designed for educational purposes. The School District has taken precautions to eliminate controversial or offensive material. However, I also recognize that it is impossible for the School District to restrict access to all controversial or offensive materials, and I will not hold the School District or its employees or agents responsible for materials encountered on the Internet by my child. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child.

User's Full Name (please print) \_\_\_\_\_

User's Signature \_\_\_\_\_

Date \_\_\_\_\_



## Acceptable Use Agreement – Employee

### School District Employee

I have read and do understand the School District’s policies relating to acceptable use of the School District’s System, the Internet, and other technical resources and equipment that are accessed from School District premises, programs, facilities, and functions, and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, I may be disciplined or discharged, and/or appropriate legal action may be taken.

I the undersigned employee of Independent School District No. 518, Worthington, Minnesota (“School District”), do hereby acknowledge that I have been provided a copy of the School District’s Electronic Communications Policy.

User’s Full Name (please print) \_\_\_\_\_

User’s Signature \_\_\_\_\_

Date \_\_\_\_\_