

## Bruneau – Grand View Joint School District Computer, Network and Internet Use Policy

The Bruneau – Grand View Joint School District is pleased to offer its students, faculty and staff, access to the computer network and the Internet in accordance with the terms and conditions of this policy. Our computer network allows us to share research materials and educational software with the classrooms and through access to the Internet there is a boundless and ever-increasing supply of research material available. In order to access and use the network and the Internet and make use of these resources, all users must read and agree to this policy. Agreement to the terms and conditions outlined in this policy must be confirmed by signing and returning the Agreement and Consent Form to the appropriate School Administrator.

The Children’s Internet Protection Act (**CIPA**) requires that all schools receiving certain federal funds put into place Internet Safety Policies. These Internet Safety Policies must include a technology protection measure for blocking access to obscene material, child pornography, and other material that is “harmful to minors” when they are accessing the computer. The Internet Safety Policy must include monitoring of all online activities of minors and must address:

- Access by minors to inappropriate matter on the Internet
- The safety and security of minors when using email, chat rooms, and other forms of electronic communications
- Unauthorized access (such as “hacking”) and other unlawful activities by minors online
- Unauthorized disclosure, use and dissemination of personal information regarding minors
- Measures designed to restrict minors’ access to materials harmful to minors.

The Children's Online Privacy Protection Act (**COPPA**) covers all commercial web sites and online services that knowingly collect information from children under age 13. A general-audience web site must meet COPPA requirements if it asks for users' birth dates or ages and any of its users are under 13. The law also applies to sites that receive e-mail from users who identify themselves as children and sites where children post their age in e-mail messages, instant messages, bulletin boards or Web pages. The Bruneau – Grand View Joint School District maintains a web site for the District and for each school in order to make school and network information available to its staff, students, parents and the community. The web site does not collect any specific information from or about users. Such information will only be published within the realm of security and safety required by CIPA and/or COPPA.

Recognizing that no filtering solution can be 100% effective, it is understood that all technology protection measures do not and will not work perfectly. In complying with CIPA and COPPA, schools are expected to engage in a “good faith effort” to abide by the laws’ requirements. In accordance with these expectations, Bruneau – Grand View Joint School District maintains an Internet connection which is filtered in accordance with applicable state and federal laws. In addition, the Bruneau – Grand View Joint School District will maintain an appropriate Internet filtering program. Neither CIPA nor COPPA create any private right to action, meaning that the discovery of objectionable material on a computer cannot result in a lawsuit by a private individual complaining that the Bruneau – Grand View Joint School District,

any of its schools or operated sites, has violated CIPA or COPPA. The filtering software will be selected by the district technology staff.

These guidelines are provided so that you, the user or parent/guardian of a minor user, are aware of the responsibilities you assume whenever you use computer equipment, the computer network and the Internet in the Bruneau - Grand View Joint School District. In general this requires efficient, ethical and legal utilization of these resources. If any Bruneau - Grand View Joint School District student, faculty or staff member violates any of these provisions his or her access will be restricted and future access may be denied. The signature(s) on the Agreement and Consent form is legally binding and indicates that you have read the terms and conditions of this policy carefully and understand their significance.

It is understood that the District technology staff (District Technology Coordinator and District Technicians) are required to operate outside of this policy in order to perform the roles and responsibilities of their positions. In doing so, this policy allows the District technology staff the ability to make changes, or authorize others to make changes to, the computers and network as they see fit to comply with all local, state, and federal laws, CIPA, COPPA, and meet the technology needs of the district. This policy also allows the District technology staff or other authorized users to operate outside the policy as needed. Only the District technology staff or superintendent may authorize others to operate outside the policy.

## Terms and Conditions of Use

---

### (A) Personal Safety

1. No user shall disclose, use, divulge or disseminate personal and/or private information about any minor student, faculty, or staff member employed by the district, including personal identification information such as, but not limited to: Names, addresses, telephone numbers, social security numbers, credit card information, etc.. The only exceptions to this are maintaining usernames and passwords for school district computers and networks, maintaining and updating records, and anywhere required by district policy, and state or federal law.
2. Users must immediately report to Bruneau - Grand View Joint School District authorities any attempt by other users to engage in inappropriate conversations or personal contact, or any other inappropriate use of School District resources.
3. The district will provide with instruction on internet safety.

---

### (B) Illegal Activity

1. User agrees not to access, transmit or retransmit any material(s) in furtherance of any illegal act, or conspiracy to commit any illegal act, in violation of Federal, State or local laws or Bruneau - Grand View Joint School District policies or regulations.
2. User agrees not to access, transmit, or retransmit copyrighted materials (including plagiarism of written or recorded works, music, material protected by trade secret, intellectual property, or software) without the consent of the owner or copyright holder.
3. User agrees not to access, transmit, or retransmit threatening, harassing, or obscene material, pornographic material, and/or any other material that is inappropriate.

4. User agrees not to access, transmit, or retransmit any material that promotes violence or the destruction of persons or property, including destruction by devices including, but not limited to, the use of firearms, explosives, incendiary devices, or any other device defined as a “weapon” by local, state or federal law unless approved by faculty and/or administration when required for school projects and research for completing assignments and/or assigned work.
5. User agrees not to use the network for any illegal activity including, but not limited to, unauthorized access including “hacking”, gambling, or sharing of copyrighted material(s).
6. User agrees not to access, transmit, or retransmit language that may be considered offensive, defamatory, or abusive.
7. User agrees not to access, transmit or retransmit information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
8. User agrees not to access, transmit or retransmit information that harasses another person or causes distress to another person.
9. User agrees not to use the computers or network for any means of personal profit including, but not limited to, private business activities, advertisement, buying or selling of products, etc.

---

#### **(C) Appropriate and Inappropriate Usage**

1. User shall only use the Bruneau - Grand View Joint School District system for educational and career development activities and limited self-discovery activities as approved by the faculty and/or administration.
2. Minor User agrees not to download any files or install any programs unless explicitly instructed by the faculty, District technology staff, and/or administration. Additionally, students shall not change configurations or settings on any of the computers, equipment or servers, unless explicitly instructed by the faculty, Technology Staff, and/or administration. The equipment is used by a variety of users and shall not be adjusted to personal preferences, with the exception being arrangement of icons on the desktop or instruction by faculty and/or District technology staff.
3. Adult User agrees not to download files or install any programs unless they are for educational or instructional purposes, or unless instructed to do so and/or have been given permission by the administration or District technology staff.
4. User agrees not to post chain letters, engage in “spamming” (sending or forwarding annoying or unnecessary messages to large numbers of people) or knowingly propagate any unnecessary, inappropriate or offensive message or malicious or destructive program (i.e. Spyware, Adware or Viruses).
5. Programs designed for messaging, file searching, file sharing, computer acceleration or optimization and “chat” have been found primarily detrimental to the performance, stability and security of the network and therefore have been banned. User agrees not to engage in any activity on or with these programs except when explicitly allowed by the District technology staff to assist adult users employed by the district. User understands that the Bruneau - Grand View Joint School District, with the cooperation and assistance of the district technology staff, will monitor, block access and delete these programs and associated files from district computers.

6. User agrees to immediately notify a teacher or school administrator should they access inappropriate information. This will assist in protecting the user against a claim of intentional violation of this policy.
7. The Bruneau - Grand View Joint School District will install monitoring, maintenance and anti-virus programs it deems necessary on district computers. User agrees not to alter or uninstall these programs or install any program which may alter, uninstall, conflict or supercede these programs.

---

#### **(D) User Rights and Responsibilities**

1. Usage of computer equipment and access to the Internet is a privilege, not a right. Inappropriate use or abuse of School District resources may result in this privilege being taken away.
2. Both adult and minor users understand that all district computers are continuously monitored and there is no expectation of privacy in any aspect of their computer use, including e-mail.
3. User shall have the responsibility to use computer resources for academic purposes only. Therefore, as mandated by CIPA and COPPA, filtering will be utilized on all computers accessing the Internet. In addition, network administration, software and utilities will be used to monitor, block, add or remove material from computers as required to maintain the legal compliance, performance, stability and security of the network.
4. Users are responsible for the physical condition of the equipment they are operating. User shall not alter, break, disassemble or otherwise cause damage to any computer equipment. **User and/or parent/guardian of a minor user agrees to be responsible for repair or replacement cost(s) of any equipment damaged by the user.** If a user finds equipment in damaged condition they must report it immediately to prevent being liable for the damage when they are finished with the equipment.
5. Users should not expect files stored on school computers to remain private. Authorized staff will periodically inspect computers, files and logs. If routine review of a user's files indicates any inappropriate material or illegal activity, appropriate action will be taken. User consents to the monitoring of their activities and files. User is also responsible for backing up and maintaining backups of their personal data.
6. Parent/Guardian of a minor user shall have the right to inspect their minor user's files.
7. In accordance with local, state and federal laws and school district policies, computers are the registered property of the school district residing in a designated location. Users shall not move or transfer any computer or its attachments from their designated location without authorization from the District technology staff. Possession of school property outside of its designated location may constitute a felony resulting in prosecution, fine and/or imprisonment.
8. Passwords are issued to adult and minor users and it is up to the user to maintain password security. **Passwords are not to be shared under any circumstances and sharing passwords is a violation of this policy.** If a minor user needs to have a password changed they should contact their school's secretary and ask him/her to have the District technology staff issue a new password for you. Adult users may contact the Technology Staff directly.

9. The Bruneau - Grand View Joint School District recognizes that e-mail is a very useful service in today's society. However it cannot be allowed to interfere with the stability or security of the network. The Bruneau - Grand View Joint School District may, at its discretion, maintain an e-mail service on its network and reserves the right to control, block or discontinue access to e-mail services at any time. **Minor Users are authorized to use web-based e-mail services when they have been given expressed permission by the administration and/or District technology staff.** Administrators, faculty, and staff who are eligible for a district e-mail account through the district provided e-mail service will be automatically set up and informed of their account credentials.
10. The Bruneau - Grand View Joint School District will fully cooperate with local, state or federal officials in any investigation related to illegal activities conducted through the users' Internet accounts.

---

**(e) Student Web Pages**

Students in specific classes may be eligible or required to participate in and/or publish web pages that may be accessible from the World Wide Web. These students and their parent/guardian must agree to the following:

1. No material that may be considered offensive, profane or inappropriate may be published on, or linked to/from the page.
2. No picture, likeness, depiction, or personal information of any individual may be published without his/her express, written consent.
3. In accordance with CIPA, no personal identification information of any minor may be published on the web page(s).
4. In accordance with COPPA, no personal information may be collected from any minor through the web page without both the minor and his/her parent/guardian being informed of exactly what information is being collected and its intended use.
5. No copyrighted material (pictures, clipart, images, sounds, music, etc.) may be used on the web page without the express written consent and/or license of the owner.
6. No files not directly required by the web page will be saved on the web server and no files will be made available for download from the World Wide Web.

**Consequences for Failure to Follow Terms and Conditions of This Policy**

There will be consequences for any user who fails to follow Bruneau - Grand View Joint School District and school guidelines and policies. The consequences may include paying for damages, denial of access to technology or other remedies applicable under state or federal law. Students may be subject to detention, suspension, expulsion or other remedies as outlined in school and district disciplinary policies. At the discretion of the Bruneau - Grand View Joint School District, law enforcement authorities may be involved and any violations of state and/or federal law may result in criminal or civil prosecution. Users are expected to behave properly and respectfully when using computer equipment in the Bruneau - Grand View Joint School District.

---

**(f) Student Consequences**

1. **First Offense:** A student will lose Internet and may lose computer privileges for a period of two (2) weeks and up to one (1) month, depending on the violation and at the discretion of the school administrator and/or the district technology staff.

2. **Second Offense:** A student will lose Internet and may lose computer privileges for a minimum period of one (1) month, and up to two (2) months or more, depending on the violation and at the discretion of the school administrator and/or the district technology staff.
3. **Third Offense:** Any student who, after the first and second offenses, continues to engage in serious or persistent misbehavior by violating this policy has exhibited a pattern of continued abuse and flagrant violations, and may lose all computer and Internet privileges for the remainder of the school year, or longer.
4. **Any Time:** A student may be suspended or expelled from school if he/she engages in conduct on the district computer network and/or district supplied Internet access that could be considered criminal as defined by local, state, and/or federal laws. Students committing criminal acts may be prosecuted, and expulsion may be considered for flagrant violations of this policy.
5. Each student/parent or guardian is responsible for any damage he/she may cause to district computers, laptops, network and network access devices, and servers. **The student and/or parent/guardian must pay all costs incurred in restoring the district computers, computer network, and network equipment to its previous working condition.**
6. If a class requires the use of a computer and/or the computer network, a student who has lost their computer privileges under this policy may be allowed to participate under direct faculty supervision, as determined in paragraphs one through five above.

### **Adult Consequences**

1. Adults who are employees of this district who violate this policy will be dealt with individually, in accord with the breadth of the violence by the district/school level administration.

The Public can access the administrative procedures and mechanism for complaints at the District Office.

**Adopted:** October 8, 1998

**Reviewed:** August 14, 2006, October 4, 2006, June 10, 2011

**Revised:** October 16, 2003, August 16, 2006, June 10, 2011

## Bruneau - Grand View Joint School District Computer Use Policy User Agreement, Acceptance and Consent Form

After reading the Acceptable Use Policy, fill out and sign this form to acknowledge your understanding and acceptance of these terms and conditions. Anyone who does not sign and turn in this form will be prohibited from the use of computer equipment in the Bruneau - Grand View Joint School District. All forms shall be turned into the school secretary and will be maintained in the Employee or Student's permanent record. By signing this form you are legally bound to abide by all terms and conditions of this agreement.

---

### ALL USERS MUST SIGN THIS SECTION:

I have read, understand, and agree to abide by all terms and conditions of the Bruneau - Grand View Joint School District's Computer Use Policy. I understand that the privilege of using School District computer resources is granted to me for educational purposes and not for entertainment or any other personal use. I pledge to conduct myself in a reasonable, ethical and legal manner while using these resources and consent to monitoring of my activities and further understand that any violation of the Policy may constitute a criminal offense. I understand that, should I commit any violation of these terms and conditions, my access privileges may be revoked and disciplinary action and/or appropriate legal action may be taken against me. I also understand that future changes can and will be made to this agreement, and those changes will be reflected in the Student Handbook and Staff Handbook. By continuing to use the district's computers and network, the user agrees to any changes made to this agreement, and posted in the aforementioned handbooks. It is the user's responsibility to review any changes made to the policy.

DATE: \_\_\_\_\_

NAME (PLEASE PRINT) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

---

### Parent or Guardian of MINOR User:

(ANY USER UNDER AGE 18 MUST HAVE A PARENT OR GUARDIAN SIGN BELOW.)

I, the parent or guardian of the above-signed minor, have read Bruneau - Grand View Joint School District's Computer Use Policy, and agree to its terms pertaining to the above-signed minor. I understand that the Bruneau - Grand View Joint School District will make a good-faith effort to restrict access to any inappropriate material. I understand that no effort will prevent such access with 100% efficiency and I agree not to hold the Bruneau - Grand View Joint School District responsible for any misuse as outlined in this policy. Further, I accept full responsibility for my child's use of Bruneau - Grand View Joint School District property and resources. I hereby give permission to provide computer network and Internet access to my child, consent to the monitoring of this/her activities and certify that the information contained on this form is correct.

DATE: \_\_\_\_\_

PARENT OR GUARDIAN (print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_