

LANCASTER SCHOOL DISTRICT

Student - Technology Use Policy Agreement

May 2020

The goal in providing electronic information services to students is to promote education and excellence in school by facilitating research, innovation, communication, creativity, and collaboration. Access to these technologies requires responsibility. The use of an assigned account must be in support of education, research, and/or within the goals, roles, responsibilities and objectives of the Lancaster School District. District technology includes, but is not limited to, computers, printers, tablets, peripherals, servers, access points, software, including operating systems, cell phones, email, digitized information, data files, wearable technology, and new technologies as they become available. Users grant consent to the school district to access all district owned electronic devices, the information created on those devices, and all information sent or received.

Individual users of district computer networks are responsible for their behavior and communications over those networks including personal devices while on school property and when participating in school online environments. All internet activity is monitored. Students and parents should be aware that on-line services are not free of objectionable materials. Students bear the same responsibility for Internet use as they exercise with information sources such as television, telephones, movies and radio.

Students will guard their own privacy and the privacy of others. Students will not share personal information on websites, email, or in any digital content. Students will not share personal information of other students or staff members. In an online environment, students will use their name and not share classroom links to other medial platforms.

Material to be published must not display, access, or link to sites deemed offensive by this LSD Technology Use Policy. All published material must have educational value and/or support the district guidelines, goals, and policies as well as conform to the Internet/Intranet Publishing Guidelines. Only materials authorized by the site/department administrator will be published on LSD Internet/Intranet servers. Illegal or inappropriate publishing activities or uses of any kind that do not conform to the rules, regulations and policies of the Lancaster School District are forbidden. All parents must acknowledge that they have read and understand the Notice to Parents annually.

The District makes every effort to limit access to objectionable material. However, controlling all such materials on the computer/network/Internet is impossible, even with filtering in place. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting.

Network storage files and local computer files are treated like any other student work in progress. Adults may review files and communications to maintain system integrity and insure that students are using the system responsibly. Students should not expect that files stored on district servers and computers will be private. Administrators may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement. The District reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The District also reserves the right to limit the time of access and priorities among competing acceptable uses.

Acknowledgement of the Lancaster School District Appropriate Use of Technology Notice to parents of the terms and conditions of this policy constitutes notice to the student as well as the student's parent/guardian as it relates to disclosure, access, dissemination, use and retention of student information as required by the Children's Online Privacy Protection Act (COPPA), Protection of Pupil Rights Amendment (PPRA), the Children's Internet Protection Act (CIPA), and the Family Educational Rights and Privacy Act (FERPA).

The District makes no guarantees about the quality of services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the use of the network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. The District denies any responsibility for material encountered on a computer network, including the Internet, which may be deemed objectionable to a user (or his/her parents, if a minor) or for any hostile or injurious actions of third parties encountered through a computer network. Any statement accessible on the computer network or the Internet is understood to be the author's individual point of view and not that of the District, its affiliates or employees. Due to the nature of electronic communications and changes in the law, it is also impossible for the District to guarantee confidentiality of email sent and received over any computer network.

The following are prohibited and may result in a loss of access as well as disciplinary or legal action.

- Use of a cell phone on campus without the direct approval of the site administrator
- Accessing, sending or displaying offensive messages or pictures
- Harassing, insulting, or attacking others
- Wasting limited resources
- Intentionally tampering (hacking) with or damaging computers, computer systems, or computer networks
- Violating laws (including copyright laws, privacy, or plagiarism)
- Defacing or vandalism of district equipment
- Using another's account/password or giving out your account/password
- Inappropriate conduct in an online school environment.
- Employing district technology for commercial purposes or personal gain
- Giving out anyone's home address, phone number or other personal information
- Trespassing in another's folders, work, or files
- **Unauthorized installation or use of software and hardware-including unfiltered access points, example: wireless router or hot spot**
- Violating any provision set forth in the Lancaster School District Technology Use Policy