

Adopted: 3/15/1999
Revised: --

Saint Paul Public Schools Procedure

520.00

520.00 INFORMATION TECHNOLOGY USAGE PROCEDURE

Purpose

To establish a procedure necessary for implementation of the Information Technology Usage Policy.

General Statement of Procedure

The procedure delineates the guidelines that need to be taken in order to assure that the Information Technology Usage Policy is followed.

Implementation of Procedure

Guidelines for Acceptable Use of Information Technology by Employees

The District expects staff to provide thoughtful student use of the Internet and other electronic resources, and to provide students with guidance and instruction in use. It is impossible to ensure that District staff can continually monitor each user's cooperation to act responsibly.

The internet, district computer networks and computer workstations must be used responsibly, ethically and legally. Failure to adhere to district policies, regulations and guidelines for the use of information technology resources will result in a revocation of access privileges.

The following actions will not be permitted:

1. Using abusive language, including hate mail, harassment or discriminatory remarks;
2. Deliberately accessing inappropriate web sites that contain obscene material, including reviewing, downloading, storing or printing files or messages that are obscene, vulgar or sexually explicit, or that use language that degrades others;
3. Using anything as public without the permission of the author;
4. Maliciously attempting to harm or destroy data of another user, school or district networks, or the internet, including uploading or creating viruses;
5. Using networks for any illegal activity, including violation of copyright or other laws;
6. Using networks for a commercial, political or profit-making enterprise, except as specifically agreed to with the district;
7. Using or accessing a file or an account owned by another user without their permission;
8. Deliberately distributing or downloading any material in such a manner that causes congestion of networks.

INFORMATION TECHNOLOGY USAGE PROCEDURE (Continued)

Implementation of Procedure (Continued)

Guidelines for Acceptable Use of Information Technology by Employees (Continued)

School district employees are responsible for supervising their students as they use the Internet.

Electronic mail (e-mail and telecommunications) is not to be used to share confidential information about students or other employees.

The networks are a shared resource which are the property of the district and, as such, may be subject to district-authorized search to ensure the integrity of the networks and compliance with policies and laws. Employees who inadvertently access an unacceptable site on the Internet, or employees who believe that another employee is using district technology resources inappropriately; such as for illegal or unethical use, should notify their supervisor. If there is a reason to believe that there has been misuse of district resources, user accounts may be accessed by network administrators.

All network and e-mail users are expected to abide by the generally accepted rule of network etiquette. These include, but are not limited to:

1. Being polite and using appropriate language, e.g., swearing, vulgarities, the sending of inappropriate jokes or cartoons and other similar use of language are not acceptable.
2. Do not reveal your personal address or give out phone numbers of students or employees to unknown Internet users;
3. Do not send personal group messages to schools and/or the entire district (such as to sell a personal possession);
4. Do not use email or district networks for commercial, profit-making or political campaign purposes;
5. Do not send fraudulent, intimidating or anonymous messages;
6. Do not participate in defamatory or other unprofessional attacks on individuals or organizations.

Users should be aware that use of the Internet and other electronic resources are not private.

Guidelines for Acceptable Use of Information Technology by Students

Permission to Use Networks—Student Use of the Internet, and other computer network settings has a limited educational purpose, which includes classroom activities and college and career exploration.

INFORMATION TECHNOLOGY USAGE PROCEDURE (Continued)**Implementation of Procedure (Continued)**Guidelines for Acceptable Use of Information Technology by Students (Continued)

All students will be asked to return a completed copy of *Permission for Independent Student Access to the Internet*, before they are allowed to work independently on the Internet.

Use of information technology resources, including computer networks, computer workstations, and the Internet is a privilege which may be revoked at any time for abusive conduct.

Access to the Internet will be for specific educational purposes only, such as researching a specific topic for a classroom project. While on the Internet, students are expected to remain focused on the topic they are researching, and are expected to log off the system when the research is completed. Any information (including text, software, graphics and images) downloaded from the Internet should be classroom-related.

Items produced by students will only be posted to the Internet with permission of the district and the student's parent or guardian, or the adult student –age 18 or older. These items may be published on district networks, if permission is granted.

In addition to the district's standard consequences for student misbehavior any network misuse or illegal activities may result in: temporary or permanent cancellation of network privileges, contact with the student's parent or guardian or, if a violation of law has occurred, contact with law enforcement authorities. The following actions will not be permitted:

1. Using abusive language, including hate mail, harassment or discriminatory remarks;
2. Accessing inappropriate web sites that contain obscene material, including reviewing, downloading, storing or printing files or messages that are obscene, vulgar or sexually explicit, or that use language that degrades others;
3. Using anything as public without the permission of the author;
4. Deliberately attempting to harm or destroy data of another user, school or district networks, or the internet, including uploading or creating viruses;
5. Using networks for any illegal activity, including violation of copyright or other laws;
6. Using networks for a commercial, political or profit-making enterprise, except as specifically agreed to with the district;

INFORMATION TECHNOLOGY USAGE PROCEDURE (Continued)

Implementation of Procedure (Continued)

Guidelines for Acceptable Use of Information Technology by Students (Continued)

7. Gaining unauthorized access to resources or entities;
8. Using or accessing a file or an account owned by another user without their permission;
9. Deliberately distributing or downloading any material in such a manner that causes congestion of networks.

Students who come across any information that is obscene, vulgar, sexually explicit or offensive should immediately inform a teacher or other adult staff member.

Network and E-Mail Etiquette – all network and e-mail users are expected to abide by school and district policies and rules, and the generally accepted rules of network etiquette. These include, but are not limited to:

1. Being polite and using appropriate language, e.g., swearing, vulgarities, the sending of inappropriate jokes or cartoons and other similar use of language are not acceptable.
2. Do not give out any personal information such as home address, telephone number, parent's or guardian's names.
3. Do not send fraudulent, intimidating or anonymous messages;
4. Do not participate in defamatory or other unprofessional attacks on individuals or organizations;
5. Do not use email or district networks for commercial, profit-making or political campaign purposes;

Students should be aware that the Internet and other electronic resources are not private.

CROSS REFERENCE:

LEGAL REFERENCES: