

# Mounds View Public Schools Ends and Goals Regulation

**EG-2104**

**Use of Technology - Students**

## **ACCEPTABLE USE**

Mounds View Schools strive to prepare all students for the future by providing a challenging education which builds academic competence, develops responsible citizenship, encourages creativity, promotes lifelong learning, advances critical thinking skills, instills a commitment to personal wellness, and fosters respect for self and others.

In carrying out this goal, the District may provide students with access to computers and other equipment enabling them to access the Internet, to use electronic mail, to create Internet web pages, and to send, receive, and store documents. Use of this equipment will be limited to educational purposes, including classroom instruction and educational research.

### **District System**

The District System is all of the School District computers and communications equipment, including but not limited to all computers, Internet access, electronic mail systems, voice mail systems, databases, network storage devices, facsimile machines, cable television system, and all other audio or video systems.

### **Acceptable Use**

#### General Definition and Parameters

The District's System may only be used for appropriate educational purposes. In general terms, appropriate educational purposes include school administration, classroom instruction, educational research, and curriculum or professional development.

The District may establish a process and criteria for the creation and posting of material on the District's Web site. All student, staff, school, or classroom Web pages will adhere to these criteria.

With the approval of the school building principal or his/her designee, school-sponsored extracurricular organizations may be permitted to create and publish Web pages on the District's Web site, provided that the material is consistent with the District's policies and regulations. Such web pages must relate to the activities of the organization and include only material created by student members of the organization.

#### Restrictions and Limitations on Acceptable Use

Access to the District's System is a privilege. The District may revoke the access of any user who violates any District policy or applicable law. In addition, users are prohibited from using the District System to send or receive messages, pictures, or documents that are fraudulent, illegal, pornographic, obscene, indecent, sexually explicit, discriminatory, harassing, defamatory, threatening, or which are intended to promote or incite violence against person or property.

#### Users are prohibited from installing, without authorization, software on the District System.

Students will not disclose to others via the District System information such as last names, home addresses, telephone numbers, or other information that may identify themselves or other students to others.

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The District System will not be used for political lobbying, including the endorsement of political candidates (with the exception that students and staff may use the District System to communicate with their elected representatives). In addition, the District System will not be used for personal commercial activity, including selling, purchasing, advertising, or soliciting goods or services. The School District will not be responsible for any financial obligations arising from a user's activities on the District System, and users will be held responsible for such obligations.

Users are prohibited from using software that is designed to destroy data, provide unauthorized access to computer or communication equipment, or which would disrupt the District System in any way. This includes, by way of example only, using any software viruses, Trojan horses, worms, or other invasive software.

Users are prohibited from doing anything which would degrade the performance of the District's System including, but not limited to, deliberately disrupting a computer or the computer network.

Users are prohibited from forging, altering, or otherwise concealing the identity of the person sending messages or other forms of communication with the District System.

Consequences for student violations of any of the provisions of this policy are found in Policy EG-3109 - Student Rights and Responsibilities.

### **Privacy**

Electronic communications must conform with the definition of "acceptable uses." The School District reserves the right to read, listen to, or otherwise access files and information transmitted on District systems. Employees, students, and also the public, should therefore have no expectation of privacy in any message or file created, sent, stored, or received using the District's system. Routine inspection and/or maintenance and monitoring of District systems may lead to discovery of violations of this policy, other District policy or regulations, or the law.

The District will cooperate fully with local, state, or federal officials in any investigation related to illegal activities.

### **Intellectual Property Rights**

Users of the District System will respect the rights of others in their intellectual property, including copyrights and trademarks, and will abide by the principles of "fair use" as that term is defined in the federal Copyright Act. Improper use of copyrighted information is not permitted. If a system user repeatedly infringes upon copyrighted works, the District will terminate the student's account.

The District will accommodate and not interfere with the standard technical measures used by copyright owners to identify or protect copyrighted works.

Works created by students are the property of the student.

### **Filtering**

Consistent with applicable Federal law, the District will filter, block, or otherwise prevent the use of the District System for the transmission of any comment, request, suggestion, proposal, image, or other

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communication which: (1) is fraudulent, illegal, pornographic, obscene, indecent, sexually explicit, discriminatory, harassing, or defamatory; (2) is intended to promote or incite violence towards person or property; (3) otherwise violates the District's policies or regulations or applicable law.

### **No Warranty**

The District makes no warranties of any kind, either expressed or implied, that the function of the services provided by or through the District's System will be error-free or without defect. The District will not be held responsible for any damage users may suffer including, but not limited to, loss of data or interruptions of service. The District does not guarantee that students using the District's System will not encounter offensive or otherwise inappropriate material. The District is not responsible for the accuracy or quality of the information obtained through or stored on the District System.

### **Student Server Usage Guidelines**

The Mounds View Public Schools Student Server System is a resource provided to support the computing needs of the Mounds View Public Schools Students. This resource is the property of the Mounds View Public Schools, all users must comply with policies and laws enforced by Mounds View Public Schools, local, state and federal governments.

Student Server System Access is a privilege granted by Mounds View Public Schools. All users of this system must agree with the following:

This system is intended to be used for educational/academic purposes only.

Students are to use only the account created for themselves. At no time should a student ever log in using another users account.

Students will be provided 100 MB of data storage from grade levels K-5, 150 MB from grades 6-8, and 200 MB of data storage from grades 9-12. Specific needs or requests for more storage space will be reviewed and approved by the Mounds View Public Schools Technology Department.

Mounds View Public Schools Technology Department administrators have full access to any information stored on this system for the purposes of usage monitoring, system maintenance and backups.

No games, applications or utilities are to be downloaded and stored within server folders.

Any use of software or utilities that could affect the integrity or operation of this system is strictly prohibited.

All student created data will be erased from the student server system at the end of each school year. Data will not be retained from year to year.

Students will be notified at the end of the school year to back up any data intended to be kept by the student. All end-of-year backups will be performed by the student (with direction from staff if needed). CD-R media used for this purpose will be provided by the student/parent/guardian.

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Data backups will be performed on a daily, weekly and monthly frequency. Daily Backups will be retained for 2-weeks. Weekly backups will be retained for 1-month. Monthly backups will be retained for one semester.

Backups will only be retained for a period of one semester with the exception of year-long classes.

Mounds View Public Schools will honor all copyrighted materials. Any MP3, AAC, WMA files will be automatically removed from the server on a scheduled basis.

Consequences for student violations of any of the provisions of this policy are found in Policy EG-3109 – Student Rights and Responsibilities.

Mounds View Public Schools reserves the right to revoke system access, usage privileges or disable accounts.

Ref: Policy EG-3104 - Harassment and Violence  
Policy EG-3109 - Student Rights and Responsibilities  
Policy EG-2100 – Curriculum and Instruction  
Policy EG-3100 - Protection and Privacy of Student Records

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