

### **Student Responsible Use of Technology**

#### **Purpose**

The purpose of the District's Responsible Use policy is to educate students about digital citizenship.

Students shall ensure technology is used in a responsible, efficient, ethical, safe, and legal manner, and that such use is in support of the district's education and business objectives.

The policy is meant to educate students on how to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with legislation including, but not limited to, the Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA) and Family Educational Rights and Privacy Act (FERPA). Furthermore, the policy clarifies the educational purpose of District technology. Students' Internet activities will be monitored by the District to assist in restricting students from accessing inappropriate sites that have visual depictions that include obscenity, pornography or are otherwise harmful to minors.

As used in this policy, "user(s)" includes anyone using computers, Internet, email, and all other forms of electronic communication or equipment provided by the District (the "network") regardless of the physical location of the user. The policy applies even when District-provided equipment (laptops, tablets, etc.) is used off District property. Additionally, the policy applies when non-District devices access the District network or their own private network on District property.

The District uses technology protection measures to block or filter access, as much as reasonably possible, to visual and written depictions that are obscene, pornographic, or harmful to minors over the network. The District can and will monitor users' online activities and access, review, copy, and store or delete any communications or files and share them with adults as necessary. Users should have no expectation of privacy regarding their use of District equipment, network, and/or Internet access or files, including email in accordance with Freedom of Information Act (FOIA) and Federal Rules of Civil Procedure (FRCP). All information on the District's computer system is considered a public record. Whether there is an exception to keep some narrow, specific content within the information confidential is determined on a case by case basis.

As social media use continues to grow, social media awareness and education is crucial to effectively navigating and productively participating in such online spaces. Participating online with an audience beyond the classroom provides an opportunity to engage with others and experience diverse perspectives. Teaching students to be critical consumers and creators of online material will help them be better positioned for college and career success. Students need guidance on how to responsibly and productively participate online to begin establishing a positive digital footprint. Social media is comprised of online platforms where users engage one another and share information and ideas through text, video, or pictures. To be responsible social media users, students and staff will understand the different types of social media available and ways to engage in safe and productive ways online. Staff are encouraged to use professional and ethical judgement when friending or following students on social media. If staff require the need to communicate with students via social media, it is recommended that they use professional accounts or universal platforms.

**Online Learning Platforms** - It is important to embrace technology that can foster a creative, interactive learning environment for students, and facilitate employee professional development and collaboration. The use of online platforms to host remote interaction between students and employees and to facilitate learning is encouraged in the district.

While student and employee instruction and communication using virtual and online platforms provides a wide array of learning opportunities, it is imperative that employees and students recognize that the use of such platforms is a privilege. Training related to the use of online learning platforms will be provided to employees and students.

The district shall carefully safeguard the right of students and employees to learn and teach in a respectful environment regardless of the method. All instruction and communication through online learning platforms should be appropriate to the age and ability of the participants. Students and employees should be aware that online platforms may be monitored by the district. Verbal and written communication occurring on these platforms may be recorded and stored by the district in accordance with applicable laws.

Any verbal or written communication that is deemed to be inappropriate on these platforms will subject the student and/or employee to the same disciplinary measures that would exist if the interaction took place through traditional in-person learning. Students and employees who have concerns about the proper use of these platforms are encouraged to speak with their teachers or school principal.

The District will take all necessary measures to secure the network against potential cyber security threats. This may include blocking access to District applications, including, but not limited to, email, data management and reporting tools, and other web applications.

### **Student Responsibility for Positive Digital Citizenship**

#### **I am responsible for practicing positive digital citizenship.**

- I will practice positive digital citizenship, including appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technology.
- I will be honest in all digital communication.
- I understand that what I do and post online must not disrupt school activities or compromise school safety and security.

#### **I am responsible for keeping personal information private.**

- I will not share personal information about myself or others including, but not limited to, names, home addresses, telephone numbers, birth dates, or visuals such as pictures, videos, and drawings unless used for appropriate/applicable school-related function (e.g. student publication, sporting events, and other activities).
- I will not meet anyone in person that I have met only on the Internet without prior consent of my parent or legal guardian.
- I will be aware of privacy settings on websites that I visit.

#### **I am responsible for my passwords and my actions on District accounts.**

- I will not share any school or District usernames and passwords with anyone.
- I will not access the account information of others.
- I will log out of unattended equipment and accounts in order to maintain privacy and security.

#### **I am responsible for my verbal, written, and artistic expression.**

- I will use school appropriate language in all electronic communications, including email, social media posts, audio recordings, video conferencing, and artistic works.
- I am responsible for treating others with respect and dignity.
- I will not send and/or distribute hateful, discriminatory, or harassing digital communications, or engage in sexting.
- I understand that bullying in any form, including cyberbullying, is unacceptable, as outlined in District policy 1001.

#### **I am responsible for accessing only educational content when using District technology.**

- I will not seek out, display, or circulate material that is hate speech, sexually explicit, or violent.
- I understand that any exceptions must be approved by a teacher or administrator as part of a school assignment.
- I understand that the use of the District network for illegal, political, or commercial purposes is strictly forbidden.

**I am responsible for respecting and maintaining the security of District electronic resources and networks.**

- I will not try to get around security settings and filters, including through the use of proxy servers to access websites blocked by the District.
- I will not install or use illegal software or files, including copyright protected materials, unauthorized software, or apps on any District computers, tablets, smartphones, or other new technologies.
- I know that I am not to use the Internet using a personal data plan at school, including personal mobile hotspots that enable access on District equipment.
- I will not use the District network or equipment to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.
- I will not engage in acts of vandalism, mischief, tampering, theft and other criminal acts through the use of Network/Internet or other electronic communication services and/or the data infrastructure hardware and wiring used to access these services.

**I am responsible for taking all reasonable care when handling District equipment.**

- I understand that vandalism in any form is prohibited.
- I will report any known or suspected acts of vandalism to the appropriate authority.
- I will respect my and others' use and access to District equipment.

**I am responsible for respecting the works of others.**

- I will follow all copyright (<http://copyright.gov/title17/>) guidelines.
- I will not copy the work of another person and represent it as my own and I will properly cite all sources.
- I will not download illegally obtained music, software, apps, and other works.

**I will abide by all laws, this Responsible Use policy and all other District policies.**

**Consequences for Irresponsible Use**

Misuse of District devices and/or networks may result in restricted access. Failure to uphold the responsibilities listed above is misuse. Such misuse may also lead to disciplinary and/or legal action against students, including suspension, expulsion, or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation.

**Disclaimer**

The District makes no guarantees about the quality of the services provided and is not liable for any claims, losses, damages, costs, or other obligations arising from use of the network or District accounts. Users are responsible for any charges incurred while using District devices and/or networks. The District also denies any liability for the accuracy or quality of the information obtained through user access. Any statement accessible online is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

**Summary**

All users are responsible for practicing positive digital citizenship. Positive digital citizenship includes appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites and all other electronic communications, including new technology. It is important to be honest in all digital communications without disclosing sensitive personal information. What District community members do and post online must not disrupt school activities or otherwise compromise individual and school community safety and security. At all times, in and out of school, social media use on district devices is covered by this policy.

This Responsible Use policy applies to all students enrolled in the Dubuque Community School District. Additionally, all existing policies and behavior guidelines that cover student conduct on the school premises and at school-related activities similarly apply to an online environment.

Adopted: November 10, 1997  
Revised: August 14, 2017/September 18, 2017  
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