Information Technology Acceptable Use Policy

2023-2024

Manitou Springs School District (MSSD14) will provide all students with access to computers/laptops/iPads, a Gmail account, the Internet, and an array of technology resources and applications to promote educational excellence. Students may use these Information Technology (IT) Resources for class work, research, preparation of assignments, communication, and the development of skills in using a computer.

MSSD14 will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites, chat rooms, and cyber bullying awareness and response.

MSSD14 will provide access to online, internet-based, services with educational partners/companies for the purpose of advancing the educational mission of the district. An approved list of educational partners, who possess safe student data privacy policies in compliance with the Colorado Data Transparency and Security Act HB 16-1423, can be found on the district website. The district will provide each student with appropriate access to such district-approved online services listed on the website, unless the student's parent/guardian has indicated in writing (by submitting a formal letter to the school principal) that they prefer their child not have the access.

Care must be taken to ensure the resources and students are protected from harm and are not exposed to offensive or illegal materials. To have access to the school's IT resources, students must agree to abide by this MSSD14 IT Acceptable Use Policy on an annual basis. The staff and the parent or guardian of each student will share the responsibility of educating the student of his or her responsibilities and ethical expectations when using technology.

For my own personal safety:
I will be cautious of strangers when I am communicating online.
I will not publicly post any private information about myself or others while online.
I will not share my username or password.

Access is a privilege, not a right. Just as students are responsible for good behavior in a classroom or school hallway, they must also be responsible when using school computer networks or personal technologies. Students may use equipment and resources that are made available by the school under the following conditions:

> **Students will not give their password to any other person** or log in under another user name under any circumstances. Sharing passwords is a security risk.
> **Privacy and network security are to be observed.** Students must not under any circumstances access files, software, or areas of the network which are not designated for their use.
> **All students will be given a Gmail account** and are expected to check this account on a regular basis.
> **Students will have access to a file storage location** (file server) to store school-related files. Access to this personal directory is restricted to the user, network, administrators, and teachers.

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Only software purchased or approved by the school and installed by the school can be used on school computers.

All access to MSSD14 Email, iPads and computers is subject to monitoring and logging. Files found to contain materials inappropriate for school use and/or virus infections are subject to deletion. Where appropriate, disciplinary action may be taken.

Users will be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware, and/or unauthorized costs incurred.

Using proxy sites, VPN's or other means to subvert the district filtering system are not allowed.

While at school **Direct communications** such as email and social networks may be monitored under the supervision of a qualified adult. District and school use of Information and Communication Technology, (ICT,) resources to distribute and publish intellectual properties, images, videos, and information shall be related to school curriculum and instruction, school-authorized activities, and other information relating to school and district goals.

- It is understood that all distributed content may be accessible beyond the Manitou Springs School District community and viewed by a global audience.
- Anyone who is aware of problems with, or misuse of, or has a question regarding the proper use of these ICT resources, should see a staff member immediately.
- Any person who receives any harassing, threatening, intimidating, or other improper message through ICT resources should report the conduct immediately.

Cyber-bullying is not acceptable ethical behavior. "Cyber-bullying" shall mean using communication methods on the Internet to:
- send or post cruel messages or images, or sensitive and private information
- threaten others
- exclude others
- harass, intimidate others, and
- pretend to be someone else

Plagiarism, Piracy and Copyright Infringement
- Students will not plagiarize. Plagiarism is taking the ideas or writing of others and presenting them as if they were yours.
- Software copyright is to be observed at all times - in accordance with the software publisher's agreement. It is illegal to use, copy, or distribute software in violation of the publisher's user agreement. Illegal software is not to be copied to MSSD14 computers.
- Students will respect the rights of copyright owners.

Sustainability
- Print responsibly and consider the environment before printing
- If something did not print the first time, it probably will not print the second time. Avoid extra print jobs

Abuse or deliberate misuse of computer equipment and software or deliberate breaches of the conditions of this agreement may result in restrictions to computer/iPad access by the student(s) involved and result in discipline action by school administration.

Student's Name: _____   Date _____

Student's Signature: _____   Parent/Guardian Signature: _____