

# Notice of Acceptable Use Policy

## Wamego Public Schools

The use of instructional technology, including information retrieval systems, at school is a privilege, not a right. Activities while using technology must be in support of education and research, and consistent with the objectives of the Wamego Public School System.

Inappropriate use of technology privileges by any person, as outlined below, will result in disciplinary action by school officials, which may include privilege revocation and/or legal action. Any person using technology equipment at a school site is also responsible for all activities which take place through the use of his or her account and/or assigned equipment.

The following actions are NOT acceptable use:

### Security and Vandalism

- Knowingly giving one's password to others
- Using another person's password
- Circumventing security measures
- Falsifying one's identity to others
- Attempting to harm or destroy data or equipment (including uploading, introducing or creating computer viruses)

### Information: Files, Data, Text, Graphics

- Obtaining unauthorized access to restricted or confidential information
- Changing or deleting any file or data that does not belong to the user
- Sending or receiving copyrighted matters without permission (including software, text or graphic images)

### Internet

- Using impolite, abusive or otherwise objectionable language in either public or private messages
- Placing unlawful information on the Internet
- Using the Internet illegally in ways that violate federal, state or local laws or statutes
- Using the Internet at school for non-school related activities during school hours
- Sending messages that may result in the loss of a recipient's work or systems
- Sending chain letters or pyramid schemes to lists or individuals
- Using for commercial purposes
- Using for political lobbying or election campaigning
- Sending or receiving pornographic or sexually explicit material, text files or files dangerous to the integrity of the network
- Attempting to gain access to another's resources, programs or data
- Downloading or installing any commercial software, shareware or freeware unless directed to do so by the system administrator
- Subscribing to Listservs, UseNet news and discussion groups unless approved in advanced by the system administrator

Being connected to the global community through electronic mail and telecommunications tools produces responsibilities for students as well as opportunities. The Board expects that students using telecommunications tools and electronic mail will do so in ways that are appropriate and that enhance the performance of tasks and assignments.

Communication over the Internet and networks is not private. The network supervisor(s) will review and inspect directories and messages. Supervisors and administrators will examine communications in order to determine compliance with acceptable use guidelines. Monitoring and review of communications may take place at any time. The district reserves the right to access stored records. Courts have subpoenaed old messages. The use of USD 320 technology and the electronic network system is a privilege, which may be revoked at any time.

### Student Discipline

Student discipline will be enforced by the administration. The administration reserves the right to implement an appropriate level of punishment determined by the facts and the severity of the violation including, but not limited to the following:

1. The student loses access to the information retrieval system or equipment until a parent conference is held. Additional loss of privileges will be discussed at the conference.
2. In the case of repeated violation, patterns of violence, or flagrant violation, the student may be removed from all information retrieval systems privileges for the remainder of the year (or remaining school years) and suspension from school may be recommended.
3. A student may be expelled from school if s/he engages in conduct that contains the elements of the offense of *criminal mischief* as defined by state and federal law. A student expelled for misuse of technology will lose computer privileges for 186 days.