

BISMARCK PUBLIC SCHOOL DISTRICT NO. 1 BISMARCK, NORTH DAKOTA, 58501 SCHOOL BOARD POLICY: Staff and Student Acceptable Use of Technology	Descriptor Code:	Issued Date:
	GAMC	8/8/2011
	Rescinds:	Issued:
	GAMC	7/14/2008

This policy refers to acceptable use of technology and communication tools in Bismarck Public Schools. The district has policies regarding Staff Ethics (GAGA) and Sexual Harassment (GAEA) which govern on and off-duty conduct, including when engaged in electronic communications. Teachers are also governed by the North Dakota Code of Professional Conduct for Educators (State of North Dakota; Article 67.1-03).

The reference item AUP Guidance is also available from the BPS Technology Department.

Staff and Student (“users”) use of electronic communication tools include but are not limited to resources such as:

- Computers and related peripherals (including printers, portable harddrives/USB/flashdrives, mp3 players, etc.)
- Digital devices running mobile operating systems.
- Local and wide area networks, including wireless networks (internet and email)
- File and application servers
- Video networks, digital video camcorders, and cameras
- Telephones, cell/smart phones, PDAs, fax, and copy machines
- Televisions, VCRs, DVDs, etc.

Use of these technologies must be consistent with academic actions of the Bismarck Public Schools (BPS). Users are expected to adhere to the district policies as they apply to district and personal technology resources. Users are also required to comply with all local, state, and federal laws which include regulations against computer/network hacking, software piracy, copyright infringement and other illegal behaviors.

BPS prohibits the inappropriate use of district technology resources on district property, in school vehicles, and at sponsored events which include but are not limited to:

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Harassing, insulting or attacking others.
- Damaging computers, computer systems or computer networks.
- Violating copyright laws including plagiarizing, downloading or exchanging pirated software, music, or other files.
- Using others’ passwords, tampering with or forging names on electronic mail or other online environments. Trespassing in others’ folders, work or files.
- Hacking with intent to damage or for the purposes of circumventing standard configurations, or use of any jamming/interfering devices.
- Intentionally wasting network resources.
- Storage of games and excessive picture, music, and video files.
- Unauthorized posting of personal information about others, including phone numbers, names, etc.
- Performing any action which results in a compromise of the system security.
- Using multiple-user games, internet chats, instant messaging, anonymous e-mail, and other web applications unless the use is supervised by a BPS staff member and is appropriately related to education as per School Board Policy IFAA/IFAB-R2.
- Using the network for any illegal, unethical, or commercial activities.
- Negligence regarding confidential data

Employee technology use that is not specific to ones job duties is acceptable under the conditions that it does not:

- interfere with the performance of that employee’s duties.
- create the appearance of impropriety.
- result in political or personal commercial purposes.
- increase cost to the district

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Electronic Mail and Internet Use

- Users must adhere to this policy at all times when using the internet and/or email, including after hours, weekend and/or holiday use.
- District email accounts will be provided to all employees.
- Student email accounts will be provided. Student accounts may be revoked if used inappropriately as outlined in this policy.
- Users are prohibited from using district or district provided email or internet access for commercial or personal gain.
- Users are prohibited from using district or district provided email or internet access for unethical or illegal behaviors or activities that are contrary to any district policy.
- Material hosted on district servers and published on the internet may be reviewed for appropriateness. Materials that represent BPS and are hosted on non-district servers should adhere to this policy.

Internet Safety and Use of Filters:

BPS participates in internet filtering services to help prevent access to internet content that is obscene, pornographic, or harmful as defined by the Child Internet Protection Act. By default, filtering measures shall be in operation at all times during the use of the district's computers. Some filtering protection measures may be disabled by an authorized administrator, supervisor, or other authorized person in order to provide access to valid research or for other lawful purposes. In cases where BPS staff provide minimally filtered access to students, the teachers are expected to supervise students and can be held responsible for any student act that violates the acceptable use policy. Problems with the filtering system should be reported immediately to the district Technology Department.

Although the district provides a filtering system to limit user access to potentially objectionable material, no filtering system can provide complete protection and it is the user's responsibility to access internet resources appropriately. Staff are responsible for supervising students using internet resources.

Internet safety precautions are the responsibility of all users. Safety tips include:

- Keep your personal information (name, phone numbers, address, passwords, etc.) private.
- Don't read email or download attachments from people you don't know.
- Understand that nothing done on the internet is private.
- Tell a trusted adult or supervisor if someone says things or sends you something that you consider inappropriate (do not respond to the person either directly or indirectly).
- Never meet online-only friends in person (you have no way to confirm the real identity of someone you meet online).
- Practice proper etiquette while online and avoid conflicts with other users.

Privacy:

Privacy is not guaranteed when using BPS technology, including the network. Files, communications (including email), and use history may be reviewed to maintain system integrity and ensure that users are adhering to the acceptable use policy and guidelines. The district will cooperate with local, state, and federal authorities when necessary. All activity could fall under North Dakota open record laws, which means that someone can ask to review this information at any time.

Security:

Network and computer security systems help maintain the integrity of the district technology resources. Any attempts to circumvent, disable, or misuse security systems are prohibited. If users feel they can identify a security problem they should notify the Technology Department.

Vandalism

Vandalism includes any malicious attempt to harm or destroy any BPS equipment or software or the data of another user on a computer, local network, or global network. Vandalism is prohibited and may result in cancellation of privileges or other disciplinary action addressed in District Rule JD-R.

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Use of Personal Cell Phones

All BPS staff are expected to conduct themselves with professionalism with regards to personal cell phone usage during the school day.

Student personal cell phone policy is written on a school by school basis and is set forth in the school Student Handbook. In cases where students violate school cell phone policy, a student cell phone may be confiscated. Student cell phones are protected from unreasonable search by school personnel.

Off-Campus Technology Usage

BPS reserves the right to extend their authority to off campus staff and student speech that could reasonably come onto the campus and create disruption of the school functioning and/or substantially interfere with the rights of others. This includes but is not limited to staff/student created websites; social network postings; blogs; electronic messaging.

Enforcement & Sanctions:

BPS reserves the right to actively monitor staff or student use of technology to ensure compliance with this policy and shall investigate any suspected or alleged violation.

The building administrator, supervisor, and/or teacher is responsible for applying sanctions when the Staff and Student Acceptable Use Policy has been violated. Possible sanctions include, but are not limited to:

- Loss of access to district or personal technology resources.
- Removal of students from classes with loss of credit.
- Termination of employment.
- Expulsion
- Restitution for costs associated with repair of equipment or software or associated with improper use of district equipment or systems.
- Additional disciplinary action may be determined at the site or district level in line with existing discipline procedures.
- When applicable, law enforcement agencies may be involved.

Documentation of all violations of this acceptable use policy will be placed in the employee's personnel file or the student academic file. The following offenses may result in immediate suspension, expulsion, and/or termination:

- Harassment or other inappropriate behavior regarding race, color, creed, religion, gender, ancestry, national origin, sexual orientation, age, or disability;
- Accessing, displaying, archiving, storing, distributing, editing, or recording sexually explicit material;
- Creating or distributing immoral, obscene, threatening, defrauding, or violent text or images/video or transmitting unlawful materials;
- Using electronic communication devices for illegal activity.

Legal Disclaimer:

BPS will not be responsible for damages users may suffer, including loss of data resulting from delay, non-delivery, or service interruptions; damages to personal property used to access school computers, networks, or on-line resources; or unauthorized financial obligations resulting from use of school accounts to access the internet. BPS specifically denies any responsibility for the accuracy or quality of information obtained through internet services.

Since all transactions conducted through district technology resources could be perceived as authorized district activities, users of district technology resources are responsible for respecting and adhering to local, state, federal and international laws. Any attempt to break those laws through the use of district technology resources may result in legal action against the offender by the district, injured third parties and/or governmental authorities. If such an event should occur, the district will fully comply with any requests for information related to the legal proceeding, subject only to prohibitions of law. The Bismarck Public Schools will not be held liable for the actions of users, which violate the conditions of this document.