

**ACCEPTABLE USE OF INFORMATION SYSTEMS AND
EDUCATIONAL TECHNOLOGY RESOURCES
POLICY**

Tulsa Technology Center shall provide students, staff and Board members with access to information systems and educational technology resources, such as e-mail, connections to the Internet and similar networks, collectively referred to in this policy as "technology resources."

The District provides these technology resources for a limited educational purpose: to advance the learning of students and District employees in accordance with the goals and objectives of the District. Users will access the technology resources only for educational and business purposes.

The District hereby acknowledges that there shall be no legitimate expectation of privacy in any use of technology resources. At all times, users are to assume that the District may monitor or review messages, communications, or other use of technology resources.

Electronic communications are considered part of the District's business records and are subject to the provisions of the Open Records Act, Title 51, O.S. §24A.1.

While the District recognizes the benefit of these technology resources, it also understands the magnitude of potential information available to students, staff and Board members through these technology resources, and believes that comprehensive guidelines in the form of administrative procedures are warranted in order to serve the educational needs of the District and prevent the inappropriate use or abuse of these technology resources.

All information system and technology resource users (students, staff and Board members) will be held responsible for appropriate use of the resources as outlined in the administrative procedures. Inappropriate use or abuse of the resources shall result in disciplinary action.

The Superintendent and/or his/her designee(s) shall develop administrative procedures to implement this policy.

**Also Policies PER-31 AND STU-20
Cross-reference: GEN-9 "Release of Public Records"**

ACCEPTABLE USE OF INFORMATION SYSTEMS AND EDUCATIONAL TECHNOLOGY RESOURCES

PROCEDURES

A. General Provisions

1. Users shall comply with this policy and the procedures.
2. The District will notify students and the parent(s) or guardian(s) of the District's minor students about the technology resources and the policies and procedures governing their use.
3. The District, through its designees, reserves the right to monitor, examine, evaluate and disclose all aspects of the technology resources and their use. The District hereby acknowledges that there shall be no legitimate expectation of privacy in any use of technology resources. At all times, users are to assume that the District may monitor or review messages, communications, or other use of technology resources.
4. Use of technology resources is a privilege, not a right. Users violating any District policy or procedures shall be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.
5. The District makes no warranties of any kind, either expressed or implied, that the functions or the services provided by the technology resources will be error-free or without defect. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The District specifically denies any responsibility for the accuracy or quality of the information obtained through or stored on the technology resources. Further, use of any information obtained via the technology resources is at the user's own risk.
6. The District will not be responsible for financial obligations arising through the unauthorized use of the technology resources. District procurement policies must be followed for the purchase of goods or services for the District.
7. Copyright Law will govern the use of material accessed through technology resources. Individual users assume a personal responsibility for understanding and complying with copyright law.
8. Teachers will assist their students in developing the skills to use the technology resources effectively and in a manner that conforms with all District policies and procedures.
9. The Superintendent is authorized to adopt, amend and revise procedures consistent with this policy for the use of technology resources, as the Superintendent deems necessary and appropriate from time to time.

B. Technology Resources Components and Ownership

1. The information systems and educational technology resources covered by these procedures include stand-alone computers and peripheral equipment, computer workstations connected to local area networks, servers and networked peripherals, a wide area network, which includes access to the Internet, and an electronic communications system, which includes audio and video capability. These systems and resources, as they may exist from time to time, are collectively referred to in these procedures as "technology resources."
2. All of the technology resources, along with the associated network wiring and management devices, are either owned or leased. All information, correspondence and communications contained in files that reside on the technology resources are owned by the District, in some cases for the benefit of the District's students and employees but nevertheless still subject to these guidelines and the District's related policy on technology resources.

C. Responsibilities of the District

It is the responsibility of the District to:

1. Provide technology resources solely for the appropriate educational goals of the District.
2. Inform users of expected standards and the consequences for not adhering to them.
3. Inform users that any violation or attempted violation of the provisions of the District's policy on acceptable use of information systems and educational technology resources or these procedures will result in disciplinary action appropriate to the violation.
4. Adhere to all legal requirements relating to management of access to the information contained within the files residing on the technology resources.

D. Legal Accountability

Since all transactions conducted through the District's technology resources could be perceived as authorized District activities, users of the District's 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 the 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.

E. Educational Purpose

1. The District's technology resources have been provided for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, curriculum development, communication essential to the administration and operation of the District's school system, and limited high-quality personal learning activities. The limit on personal learning activities for students will be defined by their teachers and parents. Viewing, downloading, copying, sending, or processing information outside the scope of this educational purpose is strictly prohibited.
2. The District's technology resources have not been provided as a public access service or a public forum. The District has the right to place restrictions on the material which users access or post through the technology resources. Users of the technology resources are expected to follow the general use policy, any rules found in District or school handbooks and all applicable local, state, federal and international laws.

F. User Access to Technology Resources

1. Audio/visual equipment, telephones, computer workstations, peripherals, local and wide area networks
 - A. Users may have access to audio/visual equipment, telephones, computers, peripheral devices and networked workstations for communication, presentation, and research tools and other District-approved applications, which supplement classroom educational programs.
 - B. Access to certain information and files may be restricted to protect the administrative security of the District and its records, and rights of privacy and confidentiality. Users who are provided access to such restricted information and files shall exercise the utmost care to prevent unauthorized persons from gaining access to such information and files, and to maintain the confidentiality of such information.
 - C. Users may not connect or install any computer hardware or software which is their own personal property to or in the District's technology resources without the prior approval of the system administrator. Any hardware or software may be removed only after prior notice to the system administrator, and only if such removal will not damage the District's technology resources or the files and information on them.
 - D. Computer hardware or software utilized within the District must comply with District Standards.

2. No Expectation of Privacy

- A. The District reserves the right to access and disclose the contents of all files and communications on and conducted through the District's technology resources, including without limitation Internet and e-mail communications. E-mail communications received or transmitted on the District's technology resources are not private despite any such designation by either the sender or the recipient. The existence of passwords and "message delete" functions do not restrict or eliminate the District's ability or right to access communications and information on the technology resources. Messages sent over the Internet to recipients outside of the District should not be considered secure inside or outside of the District's technology resources even if encrypted. The District reserves the right to log, monitor, examine and evaluate all usage of its technology resources, included without limitation its instant messaging, e-mail system and users' mailboxes, at the sole discretion of the District.
- B. All users waive any right to privacy with respect to their files and communications, and consent to access and disclosure of them by authorized District personnel.
- C. All requests to access the content of any files and communications as described in A. above must be approved by the Director of Technology and Information Services.

3. The Internet

- A. Access is restricted to certain Websites and certain types of Internet activities by either the District firewall or the filtering service to which the District subscribes.
- B. Users accessing the system remotely are responsible for all transactions during their respective session. All rules and guidelines governing use are extended to the user during his/her remote access session.
- C. Authorized users will have access to Internet information resources through connected computer workstations in classrooms, offices, library/media centers or school computer labs.
- D. Parents will be encouraged to specify to their children what material is and is not acceptable for their children to access through District technology resources and the Internet.
- E. Staff is responsible for monitoring student access to the Internet.
- F. Users placing information on the Internet using the District's technology resources are, in effect, publishing such information on behalf of the District. Consequently, with the exception of e-mail, information may be published on the Internet using the District's technology resources only when expressly authorized by the system administrator.

4. Electronic mail system

- A. E-mail accounts are created and managed by one or more e-mail administrators designated by the District.
- B. Any e-mail system that has not been created by, or is not currently under the management of, the appropriate District personnel is subject to termination.
- C. Each employee is responsible for accessing his or her e-mail several times per day to ensure prompt receipt of any messages.
- D. E-mail accounts are provided for the purpose of conducting District business, achieving educational goals, and for the pursuit of professional growth and limited high-quality personal learning activities.
- E. Accounts will be deleted when the e-mail administrator receives confirmation that the e-mail account is no longer needed.

G. Unacceptable Uses

1. Personal Safety

- A. Users shall not post personally identifiable information about themselves or others. For example, it is not permissible to put people's photos on the web and identify them by name.
- B. Student users shall not agree to meet or meet with someone they have met online without parental approval.
- C. Student users shall promptly disclose to their teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
- D. Users shall receive or transmit communications using only District-approved and District-managed communication systems. For example, users may not use free, web-based e-mail, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the system administrator.
- E. Users shall not attempt major repair of District-owned technology resources without the assistance of the District Support Mechanism. Major repair is defined as any repair or modification which has the potential to impact the District infrastructure, more than 1 workstation, disrupt business operations or requires the user to add or remove hardware. However, users are encouraged to perform troubleshooting and minor repairs in conjunction with the District Support Mechanism.

2. Illegal and Prohibited Activities

- A. Users shall not plagiarize works that are found on the Internet or any other electronic resource. Plagiarism is presenting the ideas or writings of others, as one's own.
- B. Users shall respect the rights of copyright owners. Copyright infringement occurs when the user inappropriately reproduces a work that is protected by a copyright. Users shall not illegally copy protected works, or make copies of such works available. Users are responsible for observing any copyright or licensing agreement that may apply when downloading material. Users may not download any material for which a fee or license agreement is required without the approval of appropriate District supervisory personnel. Users shall not install any software (including public domain software or freeware) which is not on the District's approved software list.
- C. District staff will not support or maintain any computer operating system or application software that does not meet District standards.
- D. Illegal installation of copyrighted software is prohibited. Illegal copying of software from any District computer, network or program diskette is prohibited. Computer software and data protected under copyright laws may not be downloaded or uploaded to a computer owned or leased by the District without the written consent of the copyright holder. Any software or data located on a computer or file server owned or leased by the District found to be in violation of copyright laws will be removed.
- E. Users shall not attempt to gain unauthorized access or attempt to go beyond authorized access to District resources or to any other computer system. This includes attempting to log in through another person's account or access another person's files.
- F. Users shall not make deliberate attempts to disrupt the District's computer system or other portions of the technology resources or destroy data by spreading computer viruses or by any other means.
- G. Users shall not congest the District's technology resources or interfere with the work of others within or outside of the District when accessing the Internet, including the transmission or posting of messages that are intended or likely to result in the loss of the recipient's work or systems.
- H. Users shall not use the District's technology resources to engage in any activities which interfere with the operation of the District or its educational programs or compromise the safety and security of the District's technology resources.

3. Security

- A. Users shall access the Internet in a manner which does not compromise the security and integrity of the security and integrity of the District's technology

resources, such as allowing intruders or viruses into the District's technology resources. Users wishing to download any document, file or software from non-District sources must observe District policies and procedures for virus checking and system security.

- B. Users are responsible for their individual logon passwords and e-mail account passwords and should take all reasonable precautions to prevent others from being able to use these passwords. Users shall not share e-mail passwords, provide e-mail access to an unauthorized user, or access another user's e-mail without authorization.
- C. A computer logged into the District wide area network or the Internet should not be left unattended. User should either log-off or lock their workstation any time they are away. Users are responsible for all transactions made under their User ID and Password.
- D. User must immediately notify the system administrator if they identify a possible security problem.
- E. Users are responsible for the appropriate storage of their data.
- F. The administration, faculty or staff of the District may request a system administrator to deny, revoke or suspend specific user accounts for violation of these policies or procedures.

4. Inappropriate communications and access

- A. Users shall not use, view, download, copy, send, post or access obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful information, communications, language, images or video, or material that advocates illegal acts, violence, or discrimination towards others. Restrictions against inappropriate language, images or video apply to public messages, private messages, material posted on web pages, and files stored or created on the technology resources.
- B. If a user mistakenly accesses inappropriate information, the user must immediately inform his/her teacher or supervisor of the location of that information.
- C. Parents or guardians should instruct the student user if there is additional material that they think it would be inappropriate for their child to access. The District fully expects that student users will follow the instructions of their parents or guardians in this matter.
- D. Users shall not post information that could cause damage or pose a danger of disruption to the operations of the technology resources or the District.
- E. Users shall not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by another person to stop any activity which that person finds harassing, the user must stop immediately.

F. Users shall not knowingly or with reckless indifference post messages that are false or defame or libel any person or organization, or that infringe the privacy rights of others.

5. Respecting resource limits

- A. Activities that are deemed by the network supervisor to cause unreasonable demand on network capacity or disruption of system operation are prohibited.
- B. Users shall not post chain letters or engage in "spamming". Spamming is sending unsolicited messages to a large number of people, or sending a large number of unsolicited messages to one or a few individuals.
- C. Users shall check their e-mail frequently and delete unneeded messages promptly.
- D. Users shall subscribe only to high quality discussion groups or maillists that are relevant to their education or career development.

6. Inappropriate use of resources

- A. Users shall not use the District's technology resources for commercial purposes or financial gain. This includes the creation, development and offering of goods or services for sale, and the unauthorized purchase of goods or services. All District-approved purchases will be made following District approved procedures.
- B. Users shall not use District resources for political lobbying purposes, or distribution of religious materials.
- C. The District's portable information systems and educational technology resources such as notebook computers and peripheral or companion devices will be at their allocated sites during school hours.
- D. Transmission of material violating federal or state procedures is prohibited. This material may include, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret.

H. Limitation of Liability

- 1. The District makes no guarantee that the functions or services provided by or through the District's technology resources will be error-free or without defect.
- 2. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions.
- 3. The District is not responsible for the accuracy or quality of the information obtained through or stored on its technology resources.

4. The District will not be responsible for any financial obligation arising through the unauthorized use of the District's technology resources.

I. Disciplinary Action

The use of District technology resources is a privilege, not a right. Violation of District Policies and Procedures may result in cancellation of computer-use privileges and/or other disciplinary action up to and including termination of employment. If Federal and/or State laws are violated, the offender is subject to being reported to proper authorities.