

**SUBJECT: ACCEPTABLE USE POLICY (STUDENT)**

The District provides access to digital information systems through the District's computer network. This policy establishes acceptable use expectations, safeguards district information resources, and assists in compliance with applicable laws, regulations, and district procedures.

**Definitions**

For the purposes of this policy, the following definitions apply:

- a) "Digital information systems" means:
  1. All computer hardware, devices, and systems owned or leased by the District, including but not limited to:
    - (a) Computers of any size and form factor, including smartphones, tablets, and interactive whiteboards;
    - (b) Networks;
    - (c) Internet access;
    - (d) Network servers;
    - (e) Routers, cables, and switches;
    - (f) Video conferencing equipment; and
    - (g) Internet of things devices (devices that collect and share data, such as security systems or wearable devices); and
  2. Software that is owned, leased, licensed, and/or used (including free) by the District, or that the District has the use of through a cooperative services agreement (CoSer), and that is used to create, modify, store, or transmit information in a digitized form.

**Overview**

Prior to accessing district digital information systems all students must read, sign, and return the applicable acceptable use form(s). The District will provide reasonable oversight for their digital information systems, however, responsibility for their use ultimately lies with the individual user.

Students are provided with access to the District's digital information systems for the purpose of completing instructional assignments under the guidance of a teacher. Student use of the systems must comply with the standards in district policy, the District Code of Conduct, and/or other similar documents. Failure to comply may result in disciplinary action.

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Except for any privilege or confidentiality recognized by law, students have no legitimate expectation of privacy during any use of the District's digital information systems or in any data on those systems. Any use may be monitored, recorded, or accessed in any manner by authorized personnel without additional prior notice to students. Periodic monitoring may be conducted of digital information systems used, including but not limited to, all computer files and all forms of electronic communication.

The District reserves the right to impose restrictions on the use of digital resources. For example, the District may block access to websites, services, or applications not serving legitimate business or educational purposes or may restrict users' ability to attach personal devices to the District's digital information systems or devices.

**Acceptable Use**

All student use of district digital information systems must comply with district policies, standards, procedures, and regulations, as well as any applicable federal and state laws and regulations, including, but not limited to, copyright laws and licensing agreements.

Acceptable student uses of the District's digital information systems include, but are not limited to:

- a) Protecting confidential information and student data, from unauthorized use or disclosure;
- b) Using digital information systems to support learning;
- c) Maintaining respectful conduct in their online communications and behavior;
- d) Reporting suspected cybersecurity incidents to appropriate district information technology personnel immediately; and
- e) Observing authorized levels of access and utilizing only approved digital information system devices and services.

In addition, students will ensure that their usage of the district digital information systems is aligned with the competencies of good digital citizenship. Students should be:

- a) Informed: evaluate the accuracy, perspective, and validity of digital media;
- b) Inclusive: open to hearing and recognizing multiple viewpoints and engaging others online with respect and empathy;
- c) Balanced: participate in a healthy variety of online activities and prioritize their time between virtual and physical activities;

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## Personnel

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- d) Engaged: use technology and digital channels to solve problems and be a force for good in their community; and
- e) Alert: aware of their digital actions and know how to be safe online.

**Unacceptable Use**

The following list is not intended to be exhaustive but provides a framework for determining activities that constitute unacceptable use of district digital information systems.

Unacceptable student uses of the district digital information systems include, but are not limited to:

- a) Distributing, transmitting, posting, or storing any electronic communications, materials, or correspondence that is threatening, obscene, harassing, pornographic, offensive, defamatory, discriminatory, inflammatory, illegal, or intentionally false or inaccurate;
- b) Engaging in unauthorized use or disclosure of personal, private, sensitive, and/or confidential information, including entering this information into generative artificial intelligence (AI) or other AI systems;
- c) Connecting unapproved devices to the district digital information systems;
- d) Installing, downloading, or running software that has not been approved in accordance with district policies;
- e) Using district digital information systems for commercial or personal purposes, including solicitation or advertisement, in support of religious, political, not-for-profit organizations, or for-profit business activities;
- f) Providing unauthorized third parties access to the district digital information systems;
- g) Tampering with, disengaging, or otherwise circumventing district-implemented IT security;
- h) Plagiarizing or engaging in copyright infringement; and
- i) Using district digital information systems to access personal social media platforms, or other personal account-based platforms.

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**SUBJECT: ACCEPTABLE USE POLICY (STUDENT) (Cont'd.)****Occasional and Incidental Personal Use**

Occasional and incidental personal use of the district digital information systems is permitted, provided this use is otherwise consistent with this policy, is limited in amount and duration, does not conflict with the student's ability to engage in instructional activities, and does not impede the ability of other users to utilize the system for legitimate work purposes, including but not limited to, extensive bandwidth, resource, or storage utilization. The District may revoke or limit this privilege at any time.

**Individual Accountability**

Individual accountability is required when accessing all district digital information systems. Student users must comply with district procedures and any other applicable district documents for data networks and security access which may include password protocols, use of multi-factor authentication, and other security measures as defined by the District. All student users must treat their credentials as confidential information which must not be disclosed or shared. All student users are responsible for protecting against unauthorized activities performed under their user ID, devices, or any other district system.

**Compliance**

Any violation of this policy may subject the user to disciplinary action, civil penalties, and/or criminal prosecution. The District will review alleged violations of this policy on a case-by-case basis and pursue recourse, as appropriate.

NOTE: Refer also to Policies #7316 -- Use of Internet-Enabled Devices During the School Day  
#8271 -- Internet Safety/Internet Content Filtering  
#7550 -- Dignity for All Students  
District Code of Conduct

Adoption Date