ADMINISTRATIVE POLICY
Electronic Resources: Student Acceptable Use
INS-A004

Procedures are continually revised and improved. For the most recent version, please visit http://www.salemkeizer.org/qam/qam-documents

1. The Salem-Keizer School District is committed to providing electronic resources for the advancement and promotion of learning and teaching.

2. Definitions:
   a. CIPA: Children's Internet Protection Act: A federal law enacted by congress to address concerns about access to offensive content over the Internet on school and library computers.
   b. Electronic Resources: The District's electronic resources include but are not limited to computers, tablets, smart phones, peripherals, networks, email, telecommunications, and internet connections. This includes accounts and services established for school work that can be accessed both from home and school.
   c. Independent Communication: Communication that does not require assistance or interpretation by an individual who is not part of the communication but that may require the use or assistance of an electronic device.
   d. Personal Electronic Devices: Computers and hand held mobile devices including but not limited to, iPod, iPod Touch, iPhone, iPad, Android Phones, Android Tablet, , Nook, Kindle, Kindle Fire, etc., which are not owned by the District.

3. Access to electronic resources is a privilege, not a right and entails responsibility. It is expected that students adhere to the same standards for communicating online that are expected in the classroom and are consistent with District policy and procedure.

4. Students may use personal electronic devices to support their academic activities, and if appropriate, independent communication as defined by this policy. Permission is determined at the school level.

5. Students granted permission to use personal electronic devices for academic activities shall follow the rules established by their school regarding non-school related use such as, but not limited to, phone calls, emails, texts, and use of social media and are prohibited from:
   a. Connecting to a District owned PC or Laptop using any type of connection, e.g. USB, Firewire, Bluetooth, Wireless.
   b. Loading District-owned software or applications purchased using District funds, onto personal mobile devices, desktops, laptops, or other personal electronic devices.

6. The District is not responsible for the security, support, usage charges, damage, or theft of personal electronic devices. Students shall take precautions to protect personal electronic devices by:
   a. Not leaving their personal electronic devices unattended
   b. Password protect all personal electronic devices

7. Students using either District owned or personal electronic devices shall adhere to the following:
   a. Students shall respect and protect the intellectual property and privacy of self and others.
      i. Respect and practice the principles of community.
      ii. Use only assigned accounts.
      iii. Not view, use, or copy passwords, data, or networks to which they are not authorized.
      iv. Not distribute confidential information about others.
      v. Not use electronic resources to haze, harass, bully, intimidate or menace others (INS-A003).
      vi. Not post photographic images or videos of any other person on campus on public and/or social networking sites.
      vii. Not infringe copyrights including, but not limited to making illegal copies of music, games, or movies.

b. Students shall respect, conserve, and protect the integrity, availability, and security of all electronic resources.
   i. Observe all network security practices, as documented and/or given verbally by District staff.
   ii. Report security risks and violations to a staff member. Never demonstrate the problem to other students.
   iii. Not destroy or damage data, networks, computers, peripherals, or other resources.
   iv. Use only those electronic resources designated for student use, not those designated for teacher use without prior approval.

c. Students shall report threatening or discomforting materials to a staff member.
   i. Not intentionally use processes, services, or web-sites that violate CIPA law (i.e. proxy avoidance) or District policy.
   ii. Not intentionally access, transmit, copy, or create material that violates the Student Rights and Responsibilities or District policy.
   iii. Not intentionally access, transmit, copy, or create material that is illegal (including but not limited to obscenity, stolen materials, or illegal copies of copyrighted works).
   iv. Not use electronic resources to further other acts that are criminal, including unauthorized access to computer applications, e.g. “hacking”, or violate District policy.
   v. Not send spam, chain letters, or other mass unsolicited mailings.
   vi. Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project by a staff member.

8. Violations of this policy may result in disciplinary and/or legal action in accordance with District policy and procedures

9. The District, in accordance with Federal law, employs a filtering system on all internet access to protect minors from inappropriate materials as determined by the Children’s Internet Protection Act.

10. District administrators and their authorized employees monitor the use of electronic resources to help ensure that uses are secure and conform to this policy.

11. If the District adopts curriculum that requires technology, students will either be provided access to district-owned electronic devices, or may be allowed to use personal devices and granted, free of charge, access to any electronic materials or applications needed to access the curriculum.

    a. If a student is denied the opportunity to use personal electronic devices to access district adopted curriculum as describe in section 11 of this policy, they may appeal the decision to the principal or designee.

12. This policy will be available to the appropriate staff, parents/legal guardians, and students via the District’s website.

13. Revision History:

Date	Revision	Description
		See archives for document revision history
10/20/15	E	Removed language prohibiting connecting to the District’s network.

Approved By: *Approved by Cabinet*