

# Canyons School District

## ***Responsible Access and Use Conduct Guideline***



All members of the Canyons School District community agree to follow school rules and commit to the District's values. These values include:

- A commitment to integrity
- A love of learning and diversity
- A respect for the rights and feelings of others
- A respect for one's self

To maintain these values we all agree to support the needs of the District community. You can read a detailed summary of your responsibilities below.

Canyons School District owns all systems, software, and other content stored on the network, including (but not limited to):

- Word-processing, spreadsheet, presentation, database, and other programs
- Network folders, images, video, and stored files
- Research tools, library catalogs, and associated memberships in online resources
- E-mail, web pages, log files and cache files

Tampering with CSD technology or another person's work is prohibited, and could result in the loss of all rights to use computers at CSD, including user accounts and network access. Violations of this policy are also subject to disciplinary action up to and including suspension and/or expulsion.

As the line between the actual world and the virtual world of the Internet grows increasingly blurry, students should take care to conduct themselves in both realms in accord with the community standards outlined herein. This caution particularly applies to the use of online social software including blogs, wikis, and other social networking technologies.

### **I understand:**

- When using District resources or on school time, I represent the Canyons School District, even if I am using these resources away from or outside of the District's network.
- If I knowingly enable others to violate these rules, I may be held accountable as if I broke the rule myself.
- Any violation of the rules can result in the loss of my privileges to use computers at school in addition to possible disciplinary action up to and including suspension and/or expulsion.

### **I will:**

- Respect the work and privacy of others throughout the CSD Network.
- Use my applications, e-mail accounts, and CSD Network space appropriately, for school-related activities.
- Store my documents and files in places that are assigned to me.
- Abide by the Canyons School District copyright policy.
- Make an effort to keep my home computer free from viruses and other destructive materials and will report any virus detections to a member of the technology staff.
- Report to a responsible adult any inappropriate or suspicious activity that may violate this Responsible Use Policy.

### **I will not:**

- Save or install files and/or software on equipment without the authorization of a teacher or the network administrators.
- Use CSD technology resources for commercial activity or to seek monetary gain.
- Intentionally introduce a virus or other harmful code anywhere on the CSD Network.
- Make attempts to circumvent security systems, including filters and computer policies.
- Access, download, store, or print obscene or pornographic material.
- Use CSD technology resources to store or to transfer software used primarily for hacking, eavesdropping, or network administration.
- Annoy, hinder, or harass others with offensive, obscene, abusive, malicious, embarrassing, or threatening language or images.
- Communicate with inappropriate or abusive language.

### **When I create content that is saved on the network or posted on school websites, I will:**

- Be considerate and respect the privacy of others.
- Identify myself as the author of all content created.
- Clearly indicate when the content was written.
- Give credit to others for their ideas.

### Mobile Devices

- The unapproved or disruptive use of communication features on cellular devices while on district premises is prohibited.
- Students will receive instruction on the appropriate and academic uses of mobile devices.

### Privacy

- I will not attempt to discover or use another user's login name or password, nor will I share my passwords. If I become aware of another individual's password, I will inform that person and/or a responsible adult.
- The Canyons School District respects the importance of online social networking sites to students who use these sites as a means of communicating with peers. Students must understand the public nature of these sites and the risks, responsibilities, and accountability that they, as site managers, must assume if they participate. They also must understand that because student identities are linked with the District (and because of the impact such sites can have on school accountability, public image, and student safety), public-facing student profiles will be monitored.

### The Ethical Use of Virtual Materials

- I will not copy or transfer any copyrighted software.
- I will properly cite all online materials that I transfer and use in my work.
- Content created with and saved on CSD network and technology tools is the property of the District.
- If I leave the District community, I may take copies of anything I have created, but the content that I created at CSD can continue to be used by the District for educational purposes such as publications and presentations.

### My Use of CSD Content or School Information on Non-CSD Websites

- Content about the Canyons School District, anywhere on the World Wide Web, should observe all aspects of the District's Responsible Use Policy.
- Official School files or documents are not to be posted on non-CSD sites.
- I understand that the official CSD website represents the District. No representation of CSD should be made on any website, newsgroup, bulletin board, through e-mail or through any other means without the permission of the District's administration.

### Getting My Content Approved for the CSD Website

- Any individual or organization wishing to post content on the CSD website should e-mail preliminary information to [webmanager@canyonsdistrict.org](mailto:webmanager@canyonsdistrict.org). An initial judgment will then be made of the appropriateness of the posting and other technical issues. Advance notice for special projects is imperative.

#### Signature of Agreement Canyons School District

I have read the Canyons School District Responsible Use Policy, and agree to abide by its terms and conditions. I understand that violation of the use provisions stated in the policy may result in limitation, suspension or revocation of computer and network privileges, and/or other disciplinary action by the school, by Canyons School District, or by legal authorities.

Name (Please print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Location: \_\_\_\_\_

#### Parent/Legal Guardian Agreement (For students under age 18, a parent or legal guardian must sign this agreement.)

As a parent or legal guardian of this student, I have read and discussed with my child the Canyons School District Responsible Use Policy. I understand that this access is designed for educational purposes. I also recognize that access to all controversial materials on a worldwide network cannot be controlled and I will not hold the district responsible for materials acquired on the network. I hereby give my permission for access to electronic information resources for my child.

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_