

**GUIDELINES FOR RESPONSIBLE USE OF INFORMATION TECHNOLOGY
RESOURCES BY STUDENTS**

Rice Lake Area School District provides students access to the district's information technology resources with the expectation of responsible use. These resources are provided for educational purposes and includes, but are not limited to, access to the Internet, 3rd party and district services, hardware, software, and the underlying network infrastructure. This document presents the guidelines and expectations for students' responsible use of the Rice Lake Area School District's information technology resources.

General Statements

The use of the district's information technology resources is a privilege, not a right. The Rice Lake Area School District's information technology resources are not maintained as a public access service or a public forum. The Rice Lake Area School District has the right to place reasonable restrictions on material that is accessed or posted using these resources.

No expectation of privacy exists when using the district's information technology resources. All activity on such resources may be monitored. The normal operation and maintenance of the District's technology resources require backup and caching of data and communications, logging of activity, monitoring of general use patterns, and other such activities that are necessary to provide service. The District reserves the right to inspect any activities or accounts of individual users of information technology resources, including individual login sessions and communications, without notice, unless otherwise prohibited by law.

Internet access provided by the district will be filtered, to the best ability of the district, in order to prevent access to material that is obscene, tasteless, or offensive and to fulfill compliance with the Children's Internet Protection Act (CIPA).

To ensure responsible use of the Rice Lake Area School District's information technology resources, students must:

1. Follow the same rules, good manners, and common sense guidelines that are used with other daily school activities as well as comply with all local, state, and federal laws; all applicable district rules and policies; and all applicable contracts and licenses. Students must use information technology resources only for lawful purposes and not for any purpose that is illegal, immoral, unethical, dishonest, abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or the reputation of the district.
2. Use only those information technology resources they are authorized to use, and use them only in the manner and to the extent authorized regardless of whether those resources are securely protected. Students should respect the privacy of other users, their accounts, and information. Filters, firewalls, and other measures are put in place to protect users and the district, under no circumstances should any student attempt to bypass, disable, or otherwise circumvent these protective measures.

3. Respect the finite capacity of the district's information and technology resources and use them only to the extent needed. The District may require users of information technology resources to limit or refrain from specific uses in accordance with this principle. The District will judge the reasonableness of any particular use in the context of all of the relevant circumstances.
4. Use the district's information and technology resources for primarily educational purposes and refrain from commercial use or use for personal financial or political gain. Occasional non-commercial personal use of the district's information technology resources is permitted however, such use should not consume a significant amount of these resources, interfere with classroom performance or other school related responsibilities, interfere with the efficient operation of the District or its information technology resources, and must be otherwise in compliance with these guidelines.
5. Make every effort to protect the security and integrity of the district's information technology resources and their own personal information. Accounts, passwords, and access to District information technology resources may not be shared with, transferred to, or used by anyone other than the person to whom they have been assigned by the District. Students must take care not to damage or destroy District information technology resources and never use such resources in a manner that may be considered negligent or careless.
6. Never post, print, store, send, or view materials that may be considered obscene, pornographic sexually explicit, offensive, or tasteless.
7. Comply with copyright law and district policy in the use, distribution, or reproduction of copyrighted materials.

Scope

These guidelines apply to all student users of District information technology resources and to all uses of those resources, whether on campus or from remote locations. Additionally, students who use resources not owned or managed by the district must adhere to the district's responsible use policy and its associated rules while on district property, while participating in district sponsored events, or when conducting district business.

Roles and Responsibilities

The use of information technology resources is essentially an individual experience; as such, primary responsibility for use of information technology resources resides with the student. All district staff are responsible for educating students concerning responsible use, and for supervising and monitoring such use. Principals and district administration are responsible for ensuring appropriate education, supervision, and monitoring of student use.

Limitation of Liability

The district makes no guarantee that the functions or the services provided by or through the district information technology resources will be error-free or without defect. The district will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on its information technology resources. The district will not be responsible for financial obligations arising through the unauthorized use of its information technology resources.

Penalties and Process

Failure to use information technology resources in a manner that is consistent with the responsible use guidelines established herein will subject users to the regular disciplinary processes and procedures of the district and may result in disciplinary and/or legal actions. Such actions may include:

1. Use of district information technology resources only under direct supervision.
2. Suspension or revocation of access to some or all information technology resources.
3. Suspension from school.
4. Expulsion from school and/or Legal action and prosecution by the authorities

The particular consequences for violations of this policy shall be determined by school administrators. The superintendent or designee and the board shall determine when expulsion and/or legal action or actions by the authorities are appropriate.

The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted using the district's information technology resources.

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