

Computer/Technology Acceptable Use Policy

Kinsley-Offerle, Unified School District #347, is working to provide access to information retrieval systems for all students, faculty, and staff. Information retrieval systems is a term which includes all existing technologies related to computers and the Internet, as well as terms to be developed in the future relating to this technology. For the purpose of this policy, computer systems include the Internet, which is being made available for use. Students must have written permission from at least one of their parents to guardians to access these information retrieval systems.

Access to e-mail and the Internet will enable student to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain item that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objective, student may find ways to access other materials as well. We believe that the benefits to student from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Kinsley-Offerle Public Schools support and respect each family's right to decide whether or not to apply for access.

District Internet and E-mail Rules:

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General rules for behavior and communications apply.

The network is provided for student to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent/Guardian permission is required. Access is a privilege-not a right. Access entails responsibility.

Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers would always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other offensive media.

The following policy for acceptable use of computers and networks (including e-mail, all software and the Internet) will apply to all students, district personnel and staff. Any exception will be for authorized staff members.

- ❖ The user shall not erase, change, rename, or make unusable anyone else's computer files, programs, or disks.
- ❖ The user shall not let other persons use his/her name, logon, password, or files for any reason.

- ❖ Subscribing to Listservs, UseNet new, Chat rooms and discussion groups unless allowed by school personnel.
- ❖ The user shall not use or try to discover another user's password or in any way access another user's file.
- ❖ The user shall not use school computers or networks for any non-instructional or non-administrative purpose e.g. games or activities for personal profit.
- ❖ The user shall not use a computer for unlawful purpose, such as the illegal copying or installation of software.
- ❖ The user shall not copy, change, or transfer any software or documentation provided by school, teacher, or another student without written permission from the creator of the document.
- ❖ The user shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan Horse, or similar name.
- ❖ The user shall not deliberately use the computer to annoy or harass others with language, images, innuendoes, or threats. The user shall not deliberately access or create any obscene or objectionable information, language, or images.
- ❖ The user shall not intentionally damage the system, damage information belonging to other, misuse system resources, or allow others to misuse system software.
- ❖ The user shall not tamper with computers, networks, printers, or other associated equipment except as directed by certified staff.
- ❖ The user desiring to take home technology equipment (hardware or software) must first have the parental permission form signed. Any take home technology shall be used in the same manner as if it were at school. Technology equipment will only be checked out at the end of the school day and must be returned before school begins the next morning.
- ❖ Take home technology is available on first come, first serve basis. Students will have first priority. School personnel will have second priority.
- ❖ Downloading or installing any commercial software, shareware, or freeware unless directed to do so by school personnel.
- ❖ Users shall comply with all copyright laws.

Consequences of Violation of Technology Policies:

All of the policies and procedures for acceptable use of computers and networks are intended to make the computers and networks more reliable for the users. They are also intended to minimize the burden of administrating the networks; so more time can be spent enhancing services.

Use of computers for programs, software, e-mail, and to access telecommunications resources is a privilege and not a right. Violation of the policies and procedures concerning the use of computers and networks will result in disciplinary action.

Three levels of discipline will be enforced by the Administration. Any level of discipline may be selected, depending on the severity of the violation. In addition, all Student Handbook Rules and Procedures will be enforced and followed.

Level 1: Warning: User would lose computer privilege/Internet access until a parent conference is held. Any additional loss of privileges as determined by the administration will be discussed at this conference.

Level 2: Pattern of abuse, repeated abuse or flagrant violations: Any user who continues to engage in serious or persistent misbehavior by violating standards of conduct may be removed from any computer/Internet privileges for the entire school year or remaining school years, recommended for suspension from school and legal action may be taken (KSA 21-3755).

Level 3: School disciplinary action and/or appropriate legal action will be taken. Access privileges will be revoked.

Acceptable Use of Computer and Networks Parent’s Agreement and Student’s Agreement

Parent’s Agreement

In order to make sure that all members of our school community understand and agree to these rules of conduct, Kinsley-Offerle School District asks you as parent/guardian to sign the following statement:

I agree not to hold USD #347, or any of its employees, or any of the institutions or networks providing access to networks responsible for the performance of the system or the content of any material accessed through it.

As the parent or guardian of this student, I have read the terms and conditions for use of and access to the Internet. I understand that this free access is designed for educational purposes. However, I also recognize that it is impossible to restrict access to all controversial materials. I will not hold USD #347 Public Schools responsible for materials acquired or sent via the network.

3

Student’s Agreement

I understand and will abide by USD #347 guidelines and conditions for use of the facilities and access to the Internet. I further understand that any violation of the District guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action may be taken.

I agree not to hold USD #347 Public Schools, or any of its employees, or any of the institutions or networks providing access to USD #347 Public Schools responsible for the performance of the system or the content of any material accessed through it or damaged to personal equipment caused by computer networking through the district.

Date: _____

Student(s) signature: _____

Parent/Guardian Signature _____

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/internet use.

USD 347
Kinsley-Offerle Junior/Senior High School
716 S. Colony
Kinsley, KS 67547
Phone: (620) 659-2126
Fax: (620) 659-2180

Request For Records

Student's Name _____ **Grade** _____

Student is transferring from: _____

(School)

(Address)

(City)

(State)

(Zip Code)

(Phone)

(Fax)

Parent(s), Guardian, *Eligible student request and consent to release educational records.

I/We hereby request:

_____ All Records

_____ Courses, Grades, Credits, Attendance

_____ Health Records

_____ All Standardized Test Results; including but not limited to: State Assessments, MAP, CTBS,
Iowa Based

_____ Other: Specify _____

_____ KIDS ID #, Birth Certificate, SS#

_____ Special Education Information (IEP)

Of the above named student to be mailed to the following address:

Steve Neely, Counselor
Kinsley-Offerle Jr/Sr High School
716 S Colony
Kinsley, KS 67547

It is not necessary for parents to sign a release when records are being passed from public school to public school. Note Federal register, Part II HEW-Privacy Rights of Parents and Students. Final rule on education records. Vol. 41, #118-24673. "99.31 prior consent for disclosure not required."

An educational agency or institution may disclose personally identifiable information from the education records of a student without written consent of the parent of the student or the eligible student if the disclosure is (1) to other school officials, including teachers, within the education institution or local educational agency who have been determined by the agency or institution to have legitimate educational interests; (2) to officials of another school or school system in which the student seeks or intends to enroll, subject to the requirements set forth in 99.34.

Signed: _____

(Parent, Guardian, Eligible Student, KJSHS Counselor)

Date: _____

*Eligible student means a student who has attained eighteen years of age, or is attending an institution of post-secondary education.

DRUG FREE SCHOOLS

Maintaining drug free school is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

Student Conduct

As a condition of continues enrollment in the district, students shall abide by the terms of this policy.

Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of the policy will be reported to the appropriate law enforcement officials, and will be subject to any one or more of the following sanctions:

First Offense: A first time violator shall be subject to the following sanctions: A punishment up to and including short-term suspension; Suspension from all student activities for a period of not less than one month.

Second Offense: A second time violator shall be subject to the following sanctions: A punishment up to and including long-term suspension; Suspension from all student activities for a period of not less than one semester or four months. A student placed on long term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program. (Name(s) of acceptable programs are on file with the board clerk)

Third and Subsequent Offenses: A student, who violates the terms of this policy for the third time, and any subsequent violations, shall be subject to the following sanctions: A punishment up to and including expulsion from school for the remainder of the school year; Suspension from participation and attendance at all school activities for the year. A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. Drug and alcohol counseling and rehabilitation programs are available for district students. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

ALCOHOL, DRUGS & TOBACCO FOR ACTIVITY PARTICIPANTS

In addition to the responsibilities that all USD 347 students face in regards to violations that may occur on school grounds, there are additional responsibilities that apply to students that participate in school-sponsored activities. These follow:

No student activity participant, shall at any time, unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages. A student activity participant who is in violation of this rule will be dealt with as follows:

The term “*student activity participant*” means any student who is a member of any sport team or any extra-curricular activity group that is sponsored by USD 347.

The prohibition against the use of alcohol, drugs, and tobacco is a 24-hour, 7-day a week prohibition from the first day of an activity until the last.

- The (FIRST TIME) offender will lose his/her privilege to participate for a period five school days (no practice, no attendance at practice, no attendance on the sideline or on the bench at a game, no riding to the game in a school team vehicle.)
- The (SECOND TIME) offender will lose their privilege to participate as a member of that team or group for the remainder of the season (no practice, no attendance at practice, no attendance on the sideline or on the bench at a game, no riding to a game in a school team vehicle).

Coaches/Sponsors may exercise the option to assign extra conditions to this punishment upon return to the team or group (not to exceed 1 week).

I have read the above Kinsley-Offerle District, “*Drug Free Schools*” policy. I understand that participation in extra-curricular activities is a privilege and I will do whatever I can to abide by this policy.

Student’s Signature: _____ Date: _____

I have read the attached Kinsley-Offerle School District, “*Drug Free Schools*” policy. I understand that participation in extra-curricular activities is a privilege and I will do what I can to see that my son or daughter will abide by this policy.

Parent/Guardian Signature: _____ Date: _____

NOTE: Student’s will not be allowed to practice or participate in extra-curricular activities until this is signed, dated, and given to the coach or sponsor.