Section I: Approval

1. **Title:** Acceptable Use Policy

2. **Approvals:**

Approval - UTTC Administrative Council:

Signature — *(signed)*

6-27-19
Date

Signature - Chairperson, UTTC Administrative Council

Jolene DeCoteau

Print name - Chairperson

Approval - President:

Leander R. McDonald by Katina DeCoteau

6/25/19
Date

Signature - Dr. Leander R. McDonald, President

3. **New or current policy:** _____

4. **Author(s) of this policy:** _____

5. **Date the policy is to be reviewed by Administrative Council:** 5/14/2019

6. **Tentative effective date by Board of Directors:** 6/7/2019

7. **Department responsible for administering this policy:** Theodore Jamerson Elementary

Section II: Summary

Theodore Jamerson Elementary School/UTTC will provide users access to digital devices, Internet accessibility etc. TJES will monitor such devices to ensure they are used in support of the educational goals and objectives as well as to educate students regarding acceptable use on and off-campus.

Section III: Rationale

The TJES Acceptable Use Policy is an agreement between students and the school designated to keep the student safe online. This agreement allows them to explore the digital worlds as part of their education, and monitors inappropriate or harmful sites.

Section IV: Policy

Acceptable Use Policy

Scope
This policy refers to responsible use of technology and communication tools at Theodore
Jamerson Elementary School located on the United Tribes Technical College. (TJES/UTTC)

Student ("users") use of technology and communication tools include:
● TJES/UTTC owned/provided equipment and services
● Personally owned devices used on TJES/UTTC owned/rented property (including all transporation vehicles) and
   while attending TJES/UTTC affiliated events.

Examples of tools include, but are not limited to:
● Computers and related peripherals
● Digital devices running mobile operating systems
● Internet accessibility from local, wide, virtual, and cellular networks, including wireless devices.
● Local and internet hosted file and application servers
● Video networks, digital video camcorders, and cameras
● Telephones, cell/smart phones or devices, tablets, fax, and copy machines
● Televisions, VCRs, DVDs, etc.

Monitoring Use
The use of electronic resources, technologies, and the internet, whether TJES/UTTC owned or
personal, on TJES/UTTC property is a privilege and not a right. All use must be in support of
education and consistent with the educational goals, objectives, and priorities of TJES/UTTC. All use,
as defined under "Scope" may be monitored to maintain the integrity of the system and to
ensure proper and responsible use. Teachers and administrators will exercise supervision of

Acceptable Use Policy

Scope

This policy refers to responsible use of technology and communication tools at Theodore Jamerson Elementary School (TJES).

Student ("users") use of technology and communication tools include:
- TJES/United Tribes Technical College (UTTC) owned/provided equipment and services
- Personally owned devices used on TJES owned/rented property (including busses) and at TJES/UTTC affiliated events.

Examples of tools include, but are not limited to:
- Computers and related peripherals
- Digital devices running mobile operating systems
- Internet accessibility from local, wide, virtual, and cellular networks, including wireless
- Local and internet hosted file and application servers
- Video networks, digital video camcorders, and cameras
- Telephones, cell/smart phones or devices, tablets, fax, and copy machines
- Televisions, VCRs, DVDs, etc.

Monitoring Use

The use of electronic resources, technologies, and the internet, whether TJES owned or personal, on TJES/UTTC property is a privilege and not a right. All use must be in support of education and consistent with the educational goals, objectives, and priorities of TJES. All use, as defined under "Scope" may be monitored to maintain the integrity of the system and to ensure proper and responsible use. Teachers and administrators will exercise supervision of student use and educate students on responsible use. It is expected students also self-monitor and comply with this policy, rules, procedures, and guidelines.

Requirements for Students

- *Education:*

   TJES shall provide education to students about appropriate online behavior, including interacting with other individuals on social networking websites and cyberbullying awareness and response.

- *Prohibitions:*

   The Principal or designee may take disciplinary measures when any of the following actions occur while students are using technology tools as defined under the "Scope".

   - Using Obscene language;
   - Accessing, creating, requesting, or distributing pornographic files or sites   and/or other inappropriate material
   - Harassing, insulting, threatening, alarming, or attacking others;

- Damaging computers, computer systems, or computer networks;
- Violating copyright, trademark, trade secret, or other intellectual property laws;
- Using or participating in personal and/or non-curricular uses when that use is in violation of stated or written rules or regulations;
- Using another's password or representing oneself as another;
- Trespassing into another's folders, work, or files;
- Intentionally wasting network resources;
- Employing the network for political purposes as defined by state law, financial gain, and/or commercial purposes;
- Revealing anyone's personal information such as, but not limited to, an address, or phone number without appropriate consent;
- Other activities or actions deemed inappropriate and not in the best interest of TJES, its employees, and students.

Off-Campus Technology Use

TJES reserves the right to extend their authority to student speech that could reasonably come into the campus and create disruption of the school functioning and/or substantially interfere with the rights of others. This includes, but is not limited to, staff/student created websites, social Network postings, blogs, and/or electronic messaging.

Violations

TJES reserves the right to actively monitor student use of technology as defined under the "Scope" to ensure compliance with this policy and shall investigate any suspected or alleged violation. Violation of this policy will result in disciplinary consequences and determined by the designated administrator, supervisor, and/or teacher. Disciplinary actions may include, but are not limited to:

- Loss or limits to technology access as defined under "Scope";
- Removal of students from class with a loss of credit;
- Expulsion;
- Restitution for costs associated with repair of equipment or software or associated with improper use of TJES equipment or systems;
- Additional disciplinary action may be determined at the site or TJES in line with existing discipline procedures;
- When applicable, law enforcement agencies may be involved.

Internet Filtering and Online Safety

TJES participates in internet filtering services to help restrict access to internet content that is obscene, pornographic, or harmful as defined by the Children's Internet Protection Act (CIPA). Although a filtering system is in place to limit user access to potentially objectionable material, no filtering system can provide complete protection and it is the user's responsibility to access internet resources appropriately. Users accessing the internet through personal cellular connections or other non-TJES networks and how on/using TJES are owned/rented property (including busses) and/or at TJES affiliated events must adhere to the same filtering restrictions by avoiding internet sites that would be prohibited under CIPA, including those with visual depictions that are obscene, show child pornography, or are harmful to minors. Staff are

responsible for supervising students using internet resources. Concerns/problems with the TJES filtering system should be reported immediately to the TJES principal and/or designee. TJES instructs students about appropriate online behavior, including interacting with other individuals on social networking websites and the awareness of and response to cyberbullying. This instruction is conducted yearly through specialists, the school counselor, school social workers, teachers, and/or online materials.

Legal Disclaimer
TJES/UTTC will not be responsible for damages users may suffer, including loss of data; damages to personal property used to access school computers, networks, or online resources; or unauthorized financial obligations resulting from use of school accounts to access the internet. TJES/UTTC specifically denies any responsibility for the accuracy or quality of information obtained through internet services.
Since all transactions conducted through TJES/UTTC technology resources could be perceived as authorized TJES/UTTC activities, users of TJES/UTTC technology resources are responsible for respecting and adhering to local, state, federal, and international laws. Any attempt to break those laws through the use of TJES/UTTC technology resources my result in legal action against the offender by the TJES/UTTC, injured third parties and/or government authorities. In no event shall TJES or UTTC be liable for any direct, indirect, special, incidental, consequential or punitive damages, or any other damages or losses whatsoever arising from actions of users which violate the conditions of this policy and, by engaging in use defined under "Scope" the user agrees to indemnify TJES and UTTC and further agrees to all terms and provisions set forth in this policy.