Galena Unified School District 499
Student Grade 9-12 Acceptable Use Policy

Network
1. The purpose of the Galena USD 499 primary computer network is to promote the exchange of information to further education and research and is consistent with the mission of Galena USD 499.
2. The network is not for private or commercial business use, political or religious purposes.
3. Any use of the network for illegal activity is prohibited.
4. Use of the network to access obscene, pornographic, or dangerous material is prohibited.
5. Sending material likely to be offensive or objectionable to recipients is prohibited.
6. Using programs that harass other network users or infiltrate a computing system and/or damage the software is prohibited.
7. Users will make the most efficient use of network resources to minimize interference with others.
8. Any use of the network that accesses outside resources must conform to their "Acceptable Use Policy."
9. Subscriptions to Listservs, bulletin boards and on-line services must be pre-approved by the district.
10. All personal electronic devices such as, but not limited to, phones, iPods, personal iPads, Android devices, MP3 Players, tablets, and any other non-school provided devices will not be allowed on the Galena USD 499 primary network. These non-school provided devices can access the Galena Guest network. In the event that said devices are found on the District's primary network, the device will be blacklisted from all, including the guest, network access.

Security
11. Users will respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data, or information of others.
12. Users may not share their account with anyone or leave the account open or unattended.
13. Users will keep all accounts and passwords confidential and not accessible to others.
14. Users are responsible for making back-up copies of critical documents.

Software
15. Users are responsible to take precautions to prevent viruses on their own equipment and Galena USD 499's equipment.
16. The illegal installation of copyrighted software or files for use on district computers is prohibited.
17. The District Technology Staff is to install or approve the installation of any software on district computers.
18. Students over the age of 13 will be responsible creating and maintaining a personal iTunes account. This iTunes account must be tied to a personal, non-school provided e-mail address. Students over the age of 13 will be responsible for managing, maintaining, and installing apps. Students under the age of 13 are not eligible for an iTunes account and will use institutional iTunes accounts that are managed and maintained by the District.

E-Mail

18. District E-mail will be provided for students in grades 9-12 for the purpose of exchanging information consistent with the mission of Galena USD 499.
19. The District e-mail shall not be used for private or commercial offerings of products or services for sale or to solicit products or services.
20. E-mail shall not be used for political or religious purposes.
21. E-mail messages are subject to the district's review at any time.
22. The District e-mail is not intended for personal use. Any and all transaction conducted via the District's Domain name can be subjected to review for a legal inquiry.
23. In the event of misuse of e-mail for any reason, the District reserves the right to lock the user's account until the issue of misuse has been resolved.

Social Media: Any and all social media use by the District's students must be used to promote the exchange of information to further education and research and is consistent with the mission of Galena USD 499. Due to liability factors, the District does not encourage the use of social media for personal communication between faculty and staff.

Bring Your Own Device (BYOD): The Galena USD 499 School District feels that it is essential that the District provides any and all necessary technology to support the mission of the District. Due to ever present on-line security issues, viruses, malware, and a wide array of software licensing and compatibility issues we as a District do not encourage students to bring personal technology devices to school for prolonged use on the District's primary network. In the event of special circumstances in which a student needs access the District's primary network, please consult with the District Technology Director or District Network Administrator. Outside entities that require access to the internet are free to use the District's Guest Network.

District Software Compliance: The Director of Technology and Network Administrator will be responsible for purchasing, allocating, and installing all District owned software. Privately Owned Software: Such software owned by individuals in the district may be brought into the district under the following conditions:
a. The user can prove ownership.
b. The user adheres to the licensing agreement for that software.
c. The user has registered software with the software company.
d. The user has registered the software with the District Technology Staff and has received permission to use the software on districts' equipment.

Copyrighted Software: Users of software shall abide by the software licensing agreement provided by the software publishers. Without notice, any equipment on the District's property may be audited for compliance. Software piracy, the illegal use or possession of copyrighted software, is strictly prohibited.

Property Rights: The district has the right to specify who uses its equipment and the information contained therein, under what circumstances, and to what purpose. Equipment purchased by the district belongs solely to the district and neither employees, volunteers, nor students in the district have ownership rights to any equipment loaned to them by the district. Equipment is available on a "check out" basis over breaks and weekends. The appropriate equipment loan form must be approved prior to taking equipment home.

Data Security: The district assumes no responsibility or liability if documents stored on district equipment are lost or damaged.

False Entry/Alteration: No student, volunteer, or district employee shall make any false entry or alteration of any document, either paper or electronic used in connection with the operation of any school within the district nor shall any student open or alter official school documents or private documents, either paper or electronic.

Enforcements: The district shall rigorously uphold laws pertaining to the use of technological equipment and the information contained on them and/or generated by its use. Anyone found to be violating such laws shall be subject to suit for civil damages as well as prosecuted by the district to the full extent of the law.

On-Line Services: Any abuse of on-line services such as pornography, illicit material, dangerous topics, or any material not congruent with the mission of Galena USD 499 will result in the loss of on-line privileges and may result in criminal prosecution.

Policy Administration: Interpretation, application, and modification of this Acceptable Use Policy is within the sole discretion of Galena USD 499. Any questions or issues regarding this policy should be directed to Galena USD 499 administration.

By signing below you consent to the rules and regulations set forth by this document.

Student Name: _____

Student Signature: _____

Date: _____