July 12, 2021

Dear Parent or Guardian,

The Hazen School District is fortunate to have a connection to the Internet which supplements the other learning resources that are available to our students. These resources are all designed to assist staff and students in the learning process.

While there are many valuable resources available on the Internet that cannot be found in other places, there are many sites that are considered inappropriate for students and serve no educational value. It is the responsibility of all users, staff and students alike, to ensure that at all times the Internet and other computer resources available through the school district are used for educational purposes only.

A filtering system is provided to the school district through our state Internet connection to aid us regarding inappropriate Internet sites. However, it is important for you to understand that no system is perfect and we cannot guarantee that students will not have any access to material that is not educational. Students who are using the Internet will be supervised, but it is their responsibility to use this resource appropriately.

The attached Acceptable Use Policy should be read carefully and needs to be understood by all Internet users. We ask that you review this AUP with your children before you both sign it. The AUP was developed by a committee of educators and is designed to keep your children safer while using the school district computer resources.

It is important for you and your children to understand that there will be sanctions for any violation in the AUP.

Thank you for your help and support for the Acceptable Use Policy.

Sincerely,

Ken Miller
Superintendent

Hazen Public School Acceptable Use of Technology Tools

Students and staff using technology tools, including school district networks, are responsible for using this technology appropriately. Failure to do so may result in disciplinary action, including the termination of network privileges.

Use of technology must be in support of education and research and must be consistent with the academic standards of the Hazen School District. It will be under the supervision of the Hazen School District Staff. Information Resources will be reviewed and evaluated prior to use. Use of other networks or computing resources must comply with the rules appropriate for that network.

Use of the Internet as part of an educational program is a privilege, not a right, and inappropriate use will result in a suspension or cancellation of those privileges.

The following actions are prohibited:
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws including plagiarizing, downloading or exchanging pirated software, music, or other files
- Using another person's password, tampering with or forging names on electronic mail
- Trespassing in another person's folders, or person's work files
- Posting personal information about others, including phone numbers and names
- Performing any action which results in a compromise of the system security
- Using multi-user games, Internet chats, instant messaging or anonymous e-mail
- Using personal handheld electronic devices including cell phones, inappropriately
- Using the Network for any illegal, unethical or commercial activities—parents, student or staff will be responsible for the cost
- Downloading any programs, plug-in, or music
- Installing software without prior approval

Sanctions:

The building administrator and or supervisor are responsible for applying sanctions when the Acceptable Use Policy has been violated. Possible sanctions for any actions that violate the Acceptable Use Policy include but are not limited to:
- Loss of technology resources
- Restitution for costs associated with repair of equipment or software or associated with improper use of district equipment or systems
- Additional disciplinary action may be determined at the site or district level in line with existing discipline procedures
- When applicable, law enforcement agencies may be involved

A responsible network user must be aware that:

- Users have no expectation that anything they do with district technology will be private. All records are subject to review at any time by district administration. Users should also remember that these files might fall under North Dakota's open record laws, which means someone can ask to review this information at any time.
- The Hazen School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district is not responsible for any damages users may suffer, including loss of data resulting from delay, non-delivery, or service interruptions; damages to personal property used to access school computers, networks, or on-line resources; or unauthorized financial obligations resulting from use of school accounts to access the Internet.
- Internet access from district computers is filtered for objectionable content. However, it is important to understand that no solution is perfect and we cannot guarantee that students will only have access to educational material.
- It is critical that users understand that items on the Internet may be copyrighted and illegal to download. These items include music, software, documents, graphics, and videos. Students are NOT allowed to download.

To be signed by students in grades K-2	To be signed by students in grades 3-12
I have had these rules explained to be by _____. Student Name:; Signature: Date:	I have read and have had explained the conditions stated above. Student Name: Signature: Date:

I have reviewed the conditions stated above and agree to allow my child internet access.

Parent Name:

Signature:

Date: