

AUBURN-WASHBURN SCHOOL DISTRICT ACCEPTABLE USE POLICY AND CHILDREN'S INTERNET PROTECTION ACT (CIPA) SAFETY PLAN

Every student who attends a school in the Auburn-Washburn School District is expected to use technology to conduct research, complete curricular objectives, and communicate with others in the educational world. Electronic information use and research skills are fundamental to preparation of citizens and future employees during this Age of Information.

Access to technology resources enables students to explore thousands of libraries, databases, and electronic resources while exchanging messages with people throughout the world. The Auburn-Washburn School District believes that the benefits to students from the access of electronic information resources and opportunities for collaboration are mandatory in the 21st century.

Access to district technology services include but are not limited to:

- Internet access
- Wireless and wired computer access
- Interactive Distance Learning opportunities
- E-mail
- WIKIs and Blogs
- Electronic blackboards
- Required local and State testing
- Computer based instructional programs and curriculum

Technology users in the Auburn-Washburn School District shall have no expectation of privacy when using district e-mail, computer systems, or electronic devices. E-mail messages shall be used only for approved educational purposes. Users must use appropriate language in all messages and use the system according to these guidelines or other guidelines published by teachers, administration, and the board. Communications on the network are often public in nature and shall be considered publications and be governed by general school rules for behavior, communications, and Board Policy regarding Student Publications.

Any e-mail or computer application or information in district computers, computer systems, or electronic devices are subject to monitoring by the staff and/or administration and should carry no expectation of privacy. The district retains the right to duplicate any information stored in the system or device or on any hard drive. All district technology users are responsible for maintaining an environment that is free of malicious, inappropriate or illegal acts, and is conducive to learning. Use of Auburn-Washburn School District technology resources implies the use inherently agrees to abide by the policy. Students are responsible for good behavior when using district technology resources, just as they are in the classroom or a school hallway. Failing to abide by this policy may result in removal of privileges to access all technology resources, as well as other disciplinary action: up to and including suspension or expulsion from school for students; up to and including termination for staff.

It is the policy of the Auburn-Washburn School District to take the following measures in order to better protect our district technology users from harmful KK and electronically transmitted content:

- install blocks or Internet filters to the district network in order to limit access by both minors and adults to child pornography or visual materials that are obscene, inappropriate, or harmful to minors and/or the transmission thereof;
- log the online activity of users while at school or at school sponsored activities when utilizing the district's network, computer systems, computers, e-mail system, or electronic devices having access to the Internet;
- address issues related to the safety of students when using e-mail, chat rooms, and other electronic communication;

- educate users about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms as well as on cyberbullying awareness and response;
- hinder unauthorized access (hacking) and other unlawful online activities by users;
- prevent unauthorized disclosure, use, or dissemination of personal information regarding minors, which shall include, but may not be limited to, personally identifiable information contained student records; and
- comply with the Children's Internet Protection Act (CIPA).

Subject to administrative approval, technology protection measures may be minimized only for bona fide research or other lawful purposes that are closely monitored by district staff.

To the extent practicable, steps shall be taken to promote the safety and security of users of the district's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, in accordance with CIPA, measures to prevent inappropriate network usage shall include frequent monitoring of the District's network, computer systems, and equipment to detect any unauthorized access to prohibited materials as described earlier, hacking, and other unlawful activities by users. Such monitoring shall also strive to detect unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

It shall be responsibility of all members of the District's staff to educate, supervise, and monitor appropriate usage of online computer network access to the internet in accordance with this policy and CIPA. If, during the course of such monitoring, a student or staff member discovers a violation of this policy, the student or staff member shall make a report as follows:

- 1 Students shall report suspected violations of this policy to any classroom teacher.
- 2 Staff members shall report suspected violations of this policy to their immediate supervisor when possible.

Use of district technology resources must be in support of educational goals. The district reserves the right to prioritize use and access to the system. Students and staff may bring wireless devices to school for educational use only. Personal device on the district wireless network will not have access to any district technology resources such as printers and mapped drives. Internet access will be available for educational use but filtered at its most restrictive level. Use of the personal devices during class time is not permitted, except when otherwise permitted for educational purposes, by the teacher or administrator. All policies regarding behavior and use apply to personally owned devices while in use on school grounds.

The Auburn-Washburn School District makes no warranties of any kind, neither expressed nor implied, for the technology resources it is providing. The District will not be responsible for any damages users suffer, including - but not limited to - loss of data resulting from delays or interruptions in services. The District will not be responsible for the accuracy, nature, or quality of information stored on District storage devices, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through District-provided Internet access. The District is not responsible for personal property used to access District computer, networks, or for District-provided Internet access. The District will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet.

Only software (computer programs) legally licensed and owned by the Auburn-Washburn School District may be installed on devices in the school district. This includes lab computers, district provided student devices, and district provided staff devices. The district technology department will maintain a list of educational programs approved for use on all district computers.

This Acceptable Use Policy and Children's Internet Protection Act Safety Plan was adopted by the Board of USD 437 at a public meeting during the regularly scheduled Board meeting on May 20, 2013. This

policy and all its provisions are subordinate to Board of Education Policy, local, state, and federal statutes.

STUDENT OPT-OUT POLICY

Parents or guardians may obtain a form to request to opt a student out from using technology resources while at school. The form may be obtained from any school office. After meeting with the principal to review aspects of the child's educational program that will be affected as a result of the child not having access to instructional and assessment technology, the parent may sign the form and return it to the school office. The signed form will be kept on file in the school office.

The building principal shall receive a copy of the signed form so the named student shall be excluded from all access to computer technology. All appropriate staff shall be notified and alternate instructional methods will be implemented where possible.

Opt-out requests shall be required annually and are valid only for the school year in which they are submitted.

TRANSPORTATION

BUS TRANSPORTATION

The bus routes are planned so that no student will be required to ride the bus more than one hour each trip or will have to walk more than one mile to board the bus.

- Bus riders without their bus card will be subject to the District Escalating Conduct Notice process (Assertive Discipline plan)
- All students will be charged for lost or intentionally damaged cards to be replaced. Cost can be added to student charges tracked by school.
All students will receive their first card at no charge and an additional cost if lost or damaged.

The following two paragraphs are inserts published by the Kansas Highway Commission:

1. "Pupils transported in a school bus shall be under the authority of and be responsible directly to the driver of the bus. Continued disorderly conduct, or persistent refusal to submit to the authority of the driver shall be sufficient reason for refusing transportation to any pupil. The driver of any school bus shall be held responsible for the order and conduct of the pupils transported."
2. "When a school bus stops at a point where traffic is not controlled by a human flagman or a clearly visible electrical or mechanical signal to discharge pupils who must cross the street or highway in order to reach their destination, such passengers must cross the street or highway in front of the bus, except when, because of local laws regulating traffic, passengers discharged from a bus cannot cross the street or highway in front of the bus but must cross behind the bus, they may do so. In either case, the bus shall not be moved from such point until all passengers have crossed the street or highway. In either case, the driver of the bus shall not permit the pupils to cross the street or highway until they may do so safely and shall, if necessary, escort such passengers across the street or highway."
3. Any person not enrolled in Washburn Rural will not be allowed to ride transportation to an activity.
4. Rules for riding an activity bus:
 - a. Ride both ways unless PARENT is there to take responsibility.
 - b. No extra riders back.
 - c. Sponsors must take roll before the bus leaves at either location.
5. Bus runs in bad weather will be five minutes early.

RULES:

- Students shall follow the directions of the driver the first time they are given.
- Students shall be courteous and respectful of other persons and property.
- Students shall use appropriate language and tone when speaking.
- Eating, drinking, tobacco products and possession of dangerous objects will not be allowed on any bus.