

Charlevoix Public School District

Acceptable Use Policy

Preamble

The Charlevoix Public School District is pleased to provide access to technology resources including access to the Internet. These technologies allow interaction internally within the district and externally to systems located all over the world providing access to electronic resources which promote and enhance learning consistent with district educational objectives. Use of district technology resources by students and employees is a privilege and not a right. Users are obligated to respect and protect the rights of every other user and act in a responsible, ethical and legal manner.

Internet Safety Measures

With access to the Internet comes the availability of material that may not be considered to be of educational value. To the extent practical, the District shall use Internet filtering technologies to block or filter access to inappropriate materials, including visual depictions deemed obscene, child pornography, or any material deemed harmful to minors. Filtering technologies may be disabled or minimized by the system administrator for adults engaged in bona fide research or other lawful purposes.

The District recognizes that filtering technologies are imperfect, and that on an ever-changing global network it is impossible to filter all inappropriate materials. The District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may obtain material that is not consistent with the educational goals of the District. In addition to the use of filtering technologies, online activities shall be monitored directly or indirectly to further safeguard students from accessing inappropriate materials.

When engaging in activities on the Internet, e-mail, and other forms of direct electronic communications, the following guidelines should be strictly adhered to:

- Students should not reveal their identity in any way, unless explicitly authorized by their teacher. This includes name, personal address, phone number, location, city, school name, team name, photographs or any other personal identification information.
- Users should not reveal personal information about others. This includes names, personal addresses, phone numbers, location, city, school name, team name, photographs or any other information that might identify others in any way.
- Students should never get together with anyone they meet online without permission of their parent or guardian.
- Users are responsible for all materials accessed under their assigned user accounts, and accept responsibility for keeping all inappropriate materials from entering the school via the Internet.
- Students should immediately tell their teacher, building principal or the system administrator if they receive or access anything that is inappropriate, threatening or uncomfortable.

Acceptable Use/Net Etiquette

Access to the District's technology resources, including the Internet, shall be made available to students and employees primarily for facilitating learning, enhancing educational information exchange, and administrative purposes. The following statements guide acceptable use of district technology resources:

- District technology resources shall not be used to engage in any illegal activities.
- Limited personal use of the system shall be permitted if the use:
 - Imposes no tangible cost on the District
 - Does not unduly burden the District's computer or network resources
 - Has no adverse effect on an employee's job performance or on student's academic performance.

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- Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
 - Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
 - Do not use the network in such a way that you would disrupt the use of the network by other users.
 - Be mindful of network security and immediately report any viruses, errors, or security problems
- Examples of unacceptable uses include (but are not limited to) the following:
 - Sharing your password with anyone for any reason or using someone else's password.
 - Transmitting or downloading any material in violation of any U.S. or state regulations. This includes, but is not limited to, material that is copyrighted, threatening and harmful, sexist, racist, discriminatory, sexually explicit, obscene or protected by trade secrets.
 - Plagiarizing, or taking the ideas or writings of another and using them as one's own. This includes the copying and pasting of another's information without documenting the source.
 - Accessing non-educational chat rooms, instant messaging, news groups or games.
 - Engaging in any unauthorized commercial activity, product advertisement or political lobbying.
 - Using school technology resources for-profit business.
 - Using technology to distort the truth, to lie, or to misrepresent someone else.
 - Using any technology intentionally to harm or harass anyone.
 - Committing acts of vandalism. Vandalism is defined as any attempt to harm, destroy, or disrupt the operation of the network, hardware, software, or the data of any other user on the system or any other system. This includes, but is not limited to hacking and knowingly transmitting computer viruses.
 - Installing or copying any software to or from district equipment unless permission is explicitly granted by the system administrator.
- Users are expected to abide by the following guidelines for general care and use:
 - Use equipment with care and keep computer areas clean and orderly.
 - Do not bring food or drinks into computer areas.
 - Do not relocate, remove, or modify hardware or software without permission from the system administrator.
 - Adhere to the printer use guidelines established for each printer.
 - Maintain file storage user space, including the removal of unnecessary files.

Waiver of Warranty/Disclaimer

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. This includes loss of data resulting from delays, non-deliveries, missed deliveries or service interruptions caused by unforeseen network problems or a user's errors or omission. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services. The District does not guarantee that materials stored on the system will be private. System administrators may review the information stored on the system to determine whether it is being used properly.

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Consequences for Violation of Policy

If a district user violates any provisions of this policy, his or her access could be limited, denied or terminated. The individual building administrator or superintendent may determine if the guidelines for the proper use of district technology have been violated and reserve the right to direct the cancellation of an individual's access if necessary. The system administrator may temporarily suspend a user's access without prior notice, if such access threatens the integrity of the District's network.

Use of district technology resources relating to or in support of illegal activities will be reported to the appropriate law enforcement authorities.

Staff disciplinary actions shall be handled in accordance with the applicable contract language.

Student disciplinary actions shall be handled in accordance with the Student Code of Conduct.

Declaration of Understanding and Adherence

I have read and understand the Charlevoix Public School District **Acceptable Use Policy** and agree to adhere to the principles and policies detailed within. In consideration for the privilege of using the Charlevoix Public School District's network and Internet connection, I hereby release Charlevoix Public Schools and its operators and sponsors from any and all claims arising from this use or inability to use these resources.

Year of Expected Graduation (students only): _____

Printed Name: _____

Signature of User: _____

Date: _____

The following is required for all minors:

Printed Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____