

Owosso Public Schools Technology Acceptable Use Policy - Electronic Information Access and Use for Educational Purposes Policy

Owosso Public Schools encourages and strongly promotes the use of electronic information technologies in educational endeavors. The District provides access to information resources available in a variety of electronic formats, and for the development of information management skills. Together these allow learners to access current and relevant resources provide the opportunity to communicate in a technologically rich environment and assist them in becoming responsible, self-directed, lifelong learners.

The District's information technologies are the District's property and are intended for use for educational purposes. The District retains the right to access and review all electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in, or accessed by District information technologies.

Users have no reasonable expectation that any information contained on any District information technologies is confidential or private. The District's system is not a public forum and access to technology is a privilege and not a right.

The District makes no warranties of any kind, whether expressed or implied for any reason regarding the availability of its information technologies, including but not limited to the loss of data. All District information technologies are provided on an "*as is, as available*" basis.

District Definitions:

Equipment includes, but is not limited to, computers, disk drives, printers, scanners, network, servers, video and audio recorders, cameras, photocopiers, phones and other related electronic resources.

Software includes, but is not limited to, computer software, print and non-print resources. Illegal software is defined as any software installed or downloaded on District equipment or servers without written permission from the Technology Dept.

Networks include, but are not limited to, all voice, video and data systems.

District Responsibility

Owosso Public Schools is responsible for the management of the structure, hardware and software that the District uses to allow access to information technologies for educational purposes.

These include:

- Developing and implementing an Electronic Information Access and Use Policy
- Developing and enforcing use regulations at each network site
- Defining the rights/responsibilities of Users
- Providing resources that support the mission and Technology Plan of the School District
- Assigning and removing of member accounts on the network(s)
- Providing training and information on new technologies, software and media as they are acquired and put into use in the District
- Maintaining and repairing of equipment that comprise the network(s)
- Selecting and approving software that the network and the Technology Department shall support
- Setting quota limits for disk usage by users of the District Internet server

The District shall designate a system administrator who shall make the final determination as to what is inappropriate use based on the Electronic Information Access and Use Policy. The system administrator may close an account at any time for infractions. These violations are listed in the sections titled "**User Responsibilities**" and "**Users are prohibited from:**"

The system administrator has the right to view, modify or remove a user's electronic mailbox. This access shall be used to preserve network integrity or to prevent prohibited activity. The user shall be present and cooperative during viewing.

The system administrator may review audit trails created by information technologies. The system administrator may determine and uncover incorrect usage of the network and may also inform other faculty members and the user in question.

The Owosso Public Schools has implemented filtering hardware and software through the Shiawassee Regional Education Service District intended to block minors' access to visual depictions that are obscene, child pornography, harmful to minors, or that the District determines to be inappropriate for minors. However, the District does not guarantee that school officials shall control user's access to such materials, or that users shall not have access to such materials while using the District's information technologies.

The network provides access to third party data and information over which the District has no control. Though the District may make efforts to block inappropriate material, users may be exposed to defamatory, inaccurate, or otherwise offensive material. Use of the network or any information obtained via the network is at the user's own risk. The District specifically denies any responsibility for the accuracy or content of information obtained through its services.

The District reserves the right to temporarily or permanently remove a user account on the network to prevent further unauthorized activity. This right shall apply to any person or employee of the Owosso Public Schools granted access to the District's information technology network. The District does not take responsibility for resources located or actions taken by the users that do not support the purposes of the School District.

Owosso Public Schools Users

All account holders on the Owosso Public Schools network shall be granted access to appropriate services offered by the network. The following people may be users of the Owosso Public Schools network:

- Students - Students who are currently enrolled in the District may be granted a network account upon agreement to the terms stated in this policy.
- Faculty and Staff - Staff members currently employed by the District may be granted a network account upon agreement to the terms stated in this policy.
- Others - Anyone may request a special account on or use of the District network. These requests shall be granted on a case-by-case basis, depending on need and resource availability.

Privileges and Responsibilities of Owosso Public Schools Technology Users Privileges

Users have the privilege to:

- use all authorized hardware and software for which they have received training to facilitate learning and enhance educational information exchange.
- access information from outside resources which facilitate learning and enhance educational information exchange.
- access District networks and the Internet to retrieve information to facilitate learning and enhance educational information exchange.

User Responsibilities

Users are responsible for:

- using information technologies in the school only for facilitating learning, appropriate personal growth and enhancing educational information exchange consistent with the purposes of the school.
- attending appropriate training sessions in the use and care of hardware, equipment, software and networks.
- seeking instruction for the use of any technology with which they are not familiar.
- adhering to the rules established for the use of hardware, software, labs and networks in the school or through remote access outside of the school.
- *refraining from disclosing, using or disseminating personal identification information regarding minor and pictures of minors over the Internet without parent or guardian authorization.*

- maintaining the privacy of passwords and are prohibited from publishing or discussing passwords. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
- ***using e-mail, chat rooms, and other forms of direct electronic communications only when authorized by the District and then only under the direct supervision of an adult.***
- having all electronic media scanned for virus, dirt, damage or other contamination which might endanger the integrity of District hardware, software or networks before they are used in District systems.
- material received, created or distributed using information technologies.
- making all subscriptions to list serves or news groups known to the system administrator and seeking prior approval before requesting such subscriptions on the Internet.
- maintaining the integrity of the electronic messaging system (voice, e-mail, etc.), deleting files or messages if they have exceeded their established limit, reporting any violations of privacy and making only those contacts which facilitate learning and enhance educational information exchange. ***If a user remains in non-compliance, the System Administrator may delete files and messages, freeze the account, and/or close the account.*** Files or messages shall be deleted by the system administrator if the user remains in non-compliance.
- special care is to be taken in disseminating District confidential information over the Internet. When users are in doubt about dissemination of information, they should contact the Superintendent or his designee for written approval to release the information. Security and confidentiality needs to be of high concern for all District network users.
- reporting the use of any non-district electronic media including floppy disks, CD's and portable storage devices on District equipment.
- all files that are downloaded must have prior approval from the Districts Technology Administrator and scanned for possible infection. Any user who knowingly tries to download applications or propagate the Internet or Districts network with infected viruses shall be subject to expulsion or termination.
- keeping material considered pornographic or inappropriate by the District, inappropriate files or files dangerous to the integrity of the school's network, equipment or software from entering the school via the Internet or from being reproduced in visual, digital or written format.
- awareness of and adhering to copyright laws and guidelines and trademark laws and applicable licensing agreements in the use of information technologies and in the transmission or copying of text or files on the Internet or from other resources. Users must also comply with all other applicable laws, both state and federal, with respect to their use of the District's information technologies. In any cases where a user downloads copyrighted software he/she assumes full responsibility for his/her action and absolves the District from his/her unauthorized action.
- using caution (*Buyer Beware*) when considering the purchase of goods or services over the Internet. Owosso Public Schools is not liable for any personal purchases made while using District information technologies.
- financial restitution for unauthorized costs incurred or damages and repair necessitated by inappropriate use or access.
- any damages to, or incurred on, their personal equipment. Users accessing Owosso Public Schools information technologies on personal equipment do so *at their own risk*. The use of non-District owned equipment on the Districts network without Technology Department authorization may subject the user to loss of network privileges, expulsion or termination.
- abiding by the rules set forth in this policy, general District rules, and additional rules as may be established by the District. Board of Education policies, The Districts Acceptable Use Policy, staff manuals, departmental procedures, and student handbooks may include such rules.

Users are prohibited from:

- using the District's technology services for private use, commercial business (Other than for the District), for product advertisement or political lobbying.
- the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others and to infiltrate unauthorized computer systems. These actions may also result in criminal prosecution under statute 752.795 (Alteration, damage or destruction of computer, system or network) of the Michigan Criminal Code.

- using District information technologies to draft, send, or receive inappropriate communications and material including but not limited to, items which are pornographic, obscene, profane, vulgar, harassing, threatening, defamatory or otherwise prohibited by law.
- using the District's e-mail system to create, send or forward content that may take up unnecessary storage space on the District's network such as chain letters and large attachments.
- participating in hate mail, harassment, discriminatory remarks and other antisocial behaviors on the network.
- vandalizing District or any other information technologies (the District's or any others). Vandalism is defined as any attempt to harm, destroy, disrupt or alter the operation of the District's information technologies or equipment. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses.
- using software to generate password combinations which may be used to access user accounts and information.
- using non-authorized equipment, digital media and storage devices with District equipment or on the District network. These include, but are not limited to: floppy disks, CD's or portable storage devices.
- intentionally access or cause access to be made to a computer program, computer, computer system, or computer network to devise or execute a scheme or artifice with the intent to defraud or to obtain money, property, or a service by a false or fraudulent pretense, representation, or promise. These actions may also result in criminal prosecution under statute 752.794 of the Michigan Criminal Code.

Consequences of Inappropriate Behavior

The school District's system is not a public forum and access to technology is a privilege and not a right. Any user who does not comply with the Information Access and Use Policy shall lose network privileges. Repeated or severe infractions of the policy may result in permanent termination of privileges, expulsion or termination of employment.

In addition, users violating any of the rights and responsibilities may face additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the District, buildings or departments. Non-compliant student users will be subject to building disciplinary action in addition to the consequences outlined in this document.

Challenges

Challenges to District information technologies policies and resources shall be made in writing and shall state the reasons for the challenge. A District appointed panel shall review the challenge and determine its appropriateness.