



## Acceptable Use Policy

South Lake Schools supports the use of technology in education. The District understands the need to comply with the Child Internet Protection Act, and therefore uses a filtering system provided by Macomb Intermediate School District.

To ensure that students, staff, and parents take appropriate advantage to the available technologies, the following policy is provided to all staff members and students. A copy of this policy is included in all South Lake Schools' handbooks.

### *Technology Use by Students and Staff*

The purpose of this policy is to facilitate technology use, network (electronic mail and electronic bulletin board) and Internet access (all referred to as "Network"), for educational purposes for the staff and students where appropriate. As such, this access should (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills. For the purpose of this policy, "user" includes both staff and students.

The use of the Network is a privilege, which may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software or the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the user for other disciplinary and/or legal actions in accordance with Board of Education Policy, Administrative Guidelines, current collective bargaining agreements (where applicable) and/or the Student Code of Conduct.

The District reserves all rights to any material stored in files, which are generally accessible to others and will remove any material which the District, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. A user will not use his/her district-approved computer account/access to obtain; view, download, or otherwise gain access to such materials.

Computers will utilize a system or method that is designed to prevent a minor from viewing obscene matter or sexually explicit matter that is harmful to minors. The District will use passwords and filters.

All information services and features contained on District or Network resources are intended for the private use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.

The District and/or Network resources are intended for the exclusive use by their registered users. The user is responsible for the use of his/her account/password and/or access privilege. Any problems, which arise from the use of a user member's account, are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.

Any misuse of the account will result in suspension of the account privileges and/or other disciplinary action determined by the District. Misuse shall include, but not be limited to:

- intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users
- misrepresenting other users on the network;
- disrupting the operation of the network through abuse of the hardware or software;
- malicious use of the network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks;
- retrieving, viewing, obtaining, copying or sending obscene, pornographic, sexually oriented, or similar adult materials;

- retrieving, viewing, obtaining, or sending discriminatory or harassing materials. This does not apply to materials gathered in the context of a school assignment;
- interfering with others' use of the network;
- extensive use for non-curriculum related communication;
- installation (downloading or executing) of copyrighted or non-district approved software;
- unauthorized down-sizing, copying, or using of licensed or copyrighted software, video and music;
- allowing anyone to use an account other than the account holder;
- uploading, downloading, creating, or knowing transmission of viruses.

The use of District and/or Network resources are for the purpose of (in order of priority):

- direct support of the academic program
- telecommunication
- general information
- recreational

All of the above uses should still be related to the educational or business mission of the District.

The District and/or Network does not warrant that the functions of the system will meet an specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.

The user will diligently delete old mail messages on a daily basis from the personal mail directory to avoid excessive use of the electronic mail disk space.

The district and/or Network will periodically make determinations on whether specific uses of the Network are consistent with the acceptable-use practice. The District and/or Network reserves the right to log Internet use and to monitor electronic mail space utilization by users. Email is not to be considered a private form of communication. Email may be monitored; stored email may be accessed and read at any time by the employer at the discretion of the employer.

The user may not transfer file, shareware, or software from information services and electronic bulletin without the permission of the Technology Coordinators. The user will be liable to pay the cost or fee of any file, shareware, or software transferred, whether intentional or accidental, without such permission.

Copyrighted material must not be placed on any system connected to South Lake Schools without the written permission of the copyright holder. All software must be approved prior to installation on district hardware. Users may not download copyrighted data, including digital music and software, without permission of the author. Fees for such downloads must be authorized in advance by the district. The district shall be the custodian of all licenses and proofs of purchase.

The District reserves the right to log computer use and to monitor file server space utilization by users. The District reserves the right to remove a user account on the Network to prevent further unauthorized activity.

The user is responsible for the proper use of the equipment and will be held accountable for any damage to or replacement of equipment caused by abusive use.

M.C.L.A. 397.606 (6)

### **Definitions**

A user is a person who uses technology to acquire; process; or create information.

Technology includes computers, printers, and other hardware; software applications; and Internet services.

Use/activities which support the educational mission refers to viewing and retrieving information related to the district's curriculum, i.e. student's course work, teacher's instructional program, and an administrator's duties.

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 district system or any other system. This includes, but is not limited to, the uploading, downloading, creation or knowing transmission of computer viruses.