



Haslett Public Schools Information Technologies Acceptable Use Policy

Haslett 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 the 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, networks, 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. Networks include, but are not limited to, all voice and data systems.

Users include anyone who is accessing or using District equipment, software, or networks.

District Responsibility

Haslett 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 Information Technologies Acceptable Use Policy

- developing and enforcing use regulations at each network site
- defining the rights/responsibilities of Users
- providing resources that support the mission 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 software that the network will support
- setting quota limits for disk usage by users of the District servers (Internet and LAN)
- establishing procedures for the disabling or otherwise modifying any technology protection measures

The District will designate a system administrator who will manage the system and make the final determination as to what is inappropriate use based on the Information Technologies Acceptable Use Policy. The system administrator may close an account at any time for infractions or temporarily remove a user account on the network to prevent further unauthorized activity.

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 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 Haslett Public Schools will implement filtering software intended to block minors' access to materials that: (a) are obscene, (b) are child pornography, or (c) are harmful to minors or that the District determines to be inappropriate for minors. However, the District does not guarantee that school officials will control users access to such materials, or that users will not have access to such materials while using the District's information technologies. The filtering software operates only within the District wide area network (WAN) or local area network (LAN). The filtering software does not operate during dial-up access.

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.

It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

All account holders on the Haslett Public Schools network will be granted access to appropriate services offered by the network. Following is a list of people who may be users of the Haslett Public Schools.

Haslett Public Schools Network Users

Users of the Haslett Public Schools network will be granted access to appropriate services offered by the network. In addition, the following people may be account holders or members of the Haslett Public Schools network:

1. **Students**. Students who are currently enrolled in the District may be granted a network account upon agreement to the terms stated in this policy.
2. **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.
3. **Others**. Anyone may request a special account on or use of the District network. These requests will be granted on a case-by-case basis, depending on need and resource availability.

Privileges and Responsibilities of Haslett 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
- students may not use e-mail, chat, instant messaging, and/or other forms of two-way electronic communications unless it is required by a teacher for educational purposes and the use of such communications is monitored by an adult

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, software and networks
- seeking instruction for the use of any available 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
- obtaining the prior consent of the Director of Technology before installing software
- obtaining permission from the Director of Technology prior to removing, relocating or modifying hardware and software
- refraining from disclosing, using or disseminating personal identification information regarding students 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
- 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
- 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.
- keeping material considered pornographic 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
- using caution (*Buyer Beware*) when considering the purchase of goods or services over the Internet. Haslett Public Schools is not liable for any for any financial obligations made nor any personal information provided while using District information technologies.
- financial restitution for unauthorized costs incurred or damages or repair necessitated by inappropriate use or access
- any damages to, or incurred on, their personal equipment. Users accessing Haslett Public Schools information technologies on personal equipment do so *at their own risk*
- 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, staff manuals, departmental procedures, and student handbooks may include such rules.

User Restrictions

Users are prohibited from:

- using anonymous proxy web sites or other methods to bypass the District Internet filter and/or proxy server
- using commercial arcade-style games on the computer where success is substantially related to physical skill, coordination, and reaction time
- connecting devices (switches, routers, hubs, computer systems, and wireless access points as examples) to the network without receiving the prior consent of the Director of Technology

- using the technology for a “for-profit” business, 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
- 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
- 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, or disrupt or hack the operation of the District's information technologies. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses

Consequences of Inappropriate Behavior

The Haslett Public Schools’ 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 Technologies Acceptable Use Policy will lose network privileges. Repeated or severe infractions of the policy may result in permanent termination of privileges.

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 school.

Challenges

Challenges to District information technologies 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.



Haslett Public Schools
Information Technologies Acceptable Use Policy
Employee Agreement

Haslett Public Schools has developed an Information Technologies Acceptable Use Policy for the Internet, local and wide area networks, computers and related equipment. Access and use of the Internet, local and wide area networks, computers and related equipment is a privilege for the user.

I have read, understand and will abide by the Information Technologies Acceptable Use Policy. I agree to be responsible for and abide by all rules and regulations of this agreement. I understand that should I commit any violation, my privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken. I understand I may be required to make full financial restitution for any damages to or unauthorized expenses incurred through my misuse of the technology.

Members having accounts on the Haslett Public Schools network should be advised that they might locate material that could be considered offensive or controversial. Users knowingly bringing or downloading such material into the school environment will be dealt with according to the discipline policies of the school district and such activities may result in termination of their account on the Haslett Public Schools network.

In consideration for the privilege of using the Haslett Public Schools network and in consideration for having access to the information contained or accessed on it, I hereby release Haslett Public Schools and its operators and sponsors, its faculty and staff and all organizations, groups and institutions with which the Haslett Public Schools is affiliated for any and all claims of any nature arising from my use of the Haslett Public Schools network.

Employee Name (please print): _____

Employee Signature: _____ **Date:** _____