



## McLouth #USD 342 Elementary Technology Services Acceptable Use Policy

Technology is essential to facilitate the creative problem solving, information fluency, critical thinking skills and collaboration that we see in today's world. While we want our students to be active contributors in our connected worlds, we also want them to be safe, legal and responsible.

The purpose of computer and network use, including internet access will be used to support education, the district's curriculum and to support communications and research for students, teachers, administrators, and support staff.

The McLouth School District will create student accounts in systems such as Google Apps for Education, Edmodo, or other online classroom aides for the purposes of furthering educational opportunities. Students will be assigned a unique username and password for these systems. It is a non negotiable expectation that students share their username and password with their parents/guardians.

It is the policy of the district to maintain a technological environment that promotes ethical and responsible behavior in all online network activities. Use of technology resources in a disruptive, inappropriate or illegal manner undermines the district objectives and will not be tolerated. The district will enact measures to filter and/or block offensive material harmful to children. No filtering system is 100% effective. Therefore, staff supervision will continue to be vital concerning student online safety.

Students who accidentally access unacceptable material shall immediately notify appropriate school personnel (teacher, counselor, or any administrator). This disclosure may serve as a defense against allegations that the user has intentionally violated this policy.

Access and utilization of district technology is a privilege, not a right. McLouth USD #342 reserves the right to limit, restrict, or terminate any user's use or access and to inspect, copy, remove, or otherwise alter any data file on system resources.

The district reserves the right to monitor and log network use and fileserver space utilization by district users. It is often necessary to access user accounts in order to perform routine maintenance and security tasks. User accounts are therefore the property of the McLouth School District. Students should have no expectation of privacy or confidentiality in the content of electronic communications, internet access, or other computer files sent and received on the school computer network or stored in his/her account. Any authorized school employee, may, at any time and without prior warning, review the subject, content, and appropriateness of electronic communications, internet access or other computer files and remove them if warranted, reporting any violation of rules to the school administration or law enforcement officials. The district reserves the right to remove a user account from the network to prevent further unauthorized or illegal activity if this activity is discovered.

The use of the computer network for illegal, inappropriate or unethical purposes is prohibited. Unacceptable use of technology includes, but is not limited to:

- Unauthorized access to and/or unauthorized use of the district server or security system (including, but not limited to surveillance footage.)
- Allowing another person to use your password/user id to gain access to any school system including your own
- Sending, displaying, or storing inappropriate content on any district device in any location (or other device on school premises), such as: offensive messages or pictures, sexting, possession of sexually explicit, vulgar, or violent material
- Threatening, harassing, insulting or attacking others (cyberbullying)
- Use of inappropriate language or profanity
- Violating copyright laws or plagiarism
- Releasing personal information or false information about another person or yourself, including but not limited to: name, address, phone number, email address, social security number, account number, passwords and other items used for identification
- Damaging computers, computer systems or computer networks
- Trespassing in another's folders, work, files, or decrypting system or user passwords
- Employing the network for commercial or political purposes
- Crashing, attempting to crash network systems (district or other), or willful introduction of computer "viruses" or other disruptive/destructive programs into the district network or into external networks
- Using the network for any purpose or activity that is prohibited by federal, state, local laws, rules or regulations
- Intentionally peeling off serial number, barcode, and/or Student ID
- Removal of district owned technology and software out of it's assigned area or premises without prior and explicit approval.
- The attempt to subvert Technology Protective Measures.

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. These consequences are: restricted or loss of privileges, after school detention, conference with teacher/counselor/principal, parents contacted, out-of-school suspension, and possible contact with law enforcement.

The proper use of the McLouth School District network, the Internet, and the educational value to be gained from proper use of these, is the joint responsibility of students, parents and employees of the school district.

- The use of the computer network and other digital technology must be in support of education and research and consistent with the educational objectives of the McLouth School District. Use of network and computer resources must comply with this Acceptable Use Policy.
- Network accounts are to be used only by the authorized owner of the account for authorized purposes. Use of any district computer and other digital technology, unless and until the individual has signed this form is prohibited.
- This agreement is valid for the entire Elementary term of the student. The acceptable use agreement shall remain in effect until a new agreement is signed.
- The determination as to whether a use is appropriate lies solely within the discretion of the McLouth School District.
- Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district media, delays or changes in or interruptions of service, information or materials. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

**(Print) Student Name** \_\_\_\_\_ **Date:** \_\_\_\_\_

I have read, or had read to me, the McLouth School District Technology Services Acceptable Use Policy and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action taken against me, including but not limited to suspension or revocation of my access to district technology, and suspension or expulsion from school.

I understand that my use of the district's technology is not private and that the school district may monitor my use of district technology, including but not limited to accessing browser logs, e-mail logs, and any other history of use. I consent to district interception of or access to all communications I send, receive or store using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Technology Usage Agreement - Parent / Legal Guardian**

As the parent or legal guardian of the student signing above, I have read the McLouth School District Technology Services Use Policy. I understand that violation of these provisions may result in disciplinary action taken against my child, ward or child within my care, including but not limited to suspension or revocation of my child's or ward's access to district technology, and suspension or expulsion from school.

I understand that my child's or ward's technology usage is not private and that the school district will monitor my child's or ward's use of district technology, including but not limited to accessing browser logs, e-mail logs, and any other history of use. I consent to district interception of or access to all communications sent, received, or stored by my child or ward using the district's technology resources, pursuant to state and federal law, even if the district's technology resources are accessed remotely. I recognize it is impossible to restrict access to all controversial materials, and I will not hold the school district, its employees or its agents responsible for materials acquired on the Internet. I accept responsibility for guidance of Internet use – setting and conveying standards for my child to follow when selecting, sharing or exploring information and media.

I agree to be responsible for any unauthorized costs arising from my child's, ward's or child within my care's use of the district's technology resources. I agree to be responsible for any damages incurred by my child, ward or child within my care.

I understand that any device owned by the McLouth School District is to be used solely for educational purposes and only to be used by the above signed student. The student is the only authorized user of his or her assigned device.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Home Address** \_\_\_\_\_ **Home Phone** \_\_\_\_\_