

MCLOUTH USD 342 ACCEPTABLE USE POLICY

Policy Rationale:

McLouth USD 342 provides access to McLouth USD 342 technology systems and the Internet for the purpose of facilitating the mission and goals of McLouth USD 342, and its use is encouraged for this purpose. The information technology infrastructure providing this access represents the commitment of McLouth USD 342 to these goals and as such access and utilization is to be considered as a **privilege** rather than a right. In order to preserve the integrity of the information technology systems against accidents, failures, or improper use, 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, or system resources.

This Acceptable Use Policy is designed to help the user understand McLouth USD 342 expectations for the use of McLouth USD 342 technology systems and to establish guidelines governing the proper use of the technology systems by all McLouth USD 342 users. All users have a responsibility to use McLouth USD 342 technology systems and the Internet in a professional, lawful, and ethical manner. Violation of this policy shall result in due process disciplinary action, including possible termination of information technology privileges, possible termination of current role/position/status, and possible civil and criminal liability. This policy does not negate existing laws, regulations, agreements, and contracts that currently apply to users of McLouth USD 342 technology systems with respect to negotiated agreements. It is the policy of McLouth USD 342 to: (a) prevent user access over its technology systems to, or transmission of, inappropriate material via Internet, email, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of confidential, privileged, or personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No.

106-554 and 47 USC 254(h)]. Using McLouth USD 342 information technology systems to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material is strictly prohibited. It is the user's responsibility concerning information obtained from the Internet to be aware of intellectual property limitations and to use such material in accordance with the permissions granted by the respective owner. The district and users are responsible for full compliance with U.S. export control regulations; use of the Internet does not eliminate the need for compliance with these regulations. Each user of McLouth USD 342 is required to acknowledge this policy and sign the **INTERNET SAFETY POLICY AND ACCEPTABLE USE POLICY AGREEMENT ACKNOWLEDGEMENT FORM** prior to receiving a McLouth USD 342 technology systems access account and password. These documents will be updated periodically. Please review these documents occasionally to keep up to date on McLouth USD 342 policies.

Disclaimer:

McLouth USD 342 assumes no liability for any direct or indirect damages arising from the user's connection to the Internet. Users are solely responsible for any material that is accessed and disseminated through the Internet. Users are hereby informed that McLouth USD 342 utilizes a comprehensive network security protection to create an environment securing appropriate educational use of the Internet and information technologies. Internet users are cautioned that many pages on the Internet include offensive, sexually explicit, and inappropriate material. It is the effort of McLouth USD 342 through the use of a technology protection measure to avoid contact with this material while using the Internet, keeping in mind that the internet is a constantly changing environment and therefore no such effort can be assumed to be error free. Users accessing the Internet do so at their own risk, and the McLouth USD 342 is not responsible for material viewed or downloaded by users from the Internet.

POLICY:

PLEASE READ THIS POLICY CAREFULLY. THIS POLICY DESCRIBES THE BASIC RESPONSIBILITIES THAT USERS ARE REQUIRED TO OBSERVE IN UTILIZING MCLOUTH USD 342 TECHNOLOGY SYSTEMS. MCLOUTH USD 342 BELIEVES THAT THIS POLICY STRIKES A FAIR BALANCE BETWEEN ITS INTERESTS AND USERS NEEDS AND EXPECTATIONS. THIS POLICY EFFECTIVE AS OF THE DATE SHOWN ON THE **INTERNET SAFETY POLICY AND ACCEPTABLE USE POLICY AGREEMENT ACKNOWLEDGEMENT FORM.**

I) ACCESS AND USE

A) McLouth USD 342 Mission and Goals: McLouth USD 342 technology systems are a public place for educational communications, and all communications over McLouth USD 342 technology systems reflect McLouth USD 342 mission and goals. All users are to take special care to maintain the clarity, consistency, and integrity of McLouth USD 342 mission and goals. When using McLouth USD 342 technology systems, users must apply the following principles:

- 1.** Maintain McLouth USD 342 mission and goals through the privilege of utilizing McLouth USD 342 technology systems
- 2.** Utilize McLouth USD 342 technology systems as a tool for continuous improvement of achievement of McLouth USD 342 mission and goals
- 3.** Ensure and maintain a high level of professionalism in keeping with McLouth USD 342 mission and goals
- 4.** Internet and electronic communications usage must be able to survive public scrutiny and disclosure

5. Users should limit their communications to topics in which they have a professional/educational responsibility

B) Access: McLouth USD 342 provides the **privilege** of access to the technology systems for its users in order to enrich their respected functions within McLouth USD 342; McLouth USD 342 administration authorizes access. Users shall protect McLouth USD 342 technology systems from theft or damage. The access of another user's account, computer files, or email messages without prior authorization from either the user or an appropriate McLouth USD 342 official by another user is prohibited. Bypassing McLouth USD 342 TECHNOLOGY PROTECTION MEASURE is strictly prohibited.

C) Ownership: McLouth USD 342 owns the rights to all hardware, data, and files on or by way of data storage media connected any to computer, network, or other information system used in relation to McLouth USD 342 technology systems. McLouth USD 342 retains the intellectual property rights to any material posted to any forum, newsgroup, chat, or web page by any employee in the course of his or her duties. McLouth USD 342 has licensed the use of certain commercial software application programs for educational purposes. Third parties retain the ownership and distribution rights to such software. Any software or files rightfully downloaded via the Internet or by transfer from data storage media into McLouth USD 342 technology systems become under the authority/ownership of McLouth USD 342. Installation of proprietary software is restricted to software approved and/or purchased by McLouth USD 342. Software licensed to the district shall not be used on computers not owned by the district; district software shall not be copied for personal use.

D) Personal Electronic Equipment: Users should refrain from bringing personal computers or other information technology devices capable of violating guidelines within this policy to the district or connect them to McLouth USD 342 technology systems unless

expressly permitted to do so by McLouth USD 342 administration. Any user bringing a personal device of this nature onto McLouth USD 342 premises thereby gives permission to McLouth USD 342 to inspect the device at any time with personnel of the district's choosing and to analyze any files, data, or data storage media that may be within or connectable to the device in question. Users bringing personal devices of this nature grant authority to McLouth USD 342 administrators to install a technology protective measure client and, as determined, other required software, and to administer necessary configurations for the purpose of maintaining the integrity of McLouth USD 342 technology systems and policies. Users who do not wish such inspections or actions to be conducted on their personal electronic devices should not bring such items to McLouth USD 342 facilities.

II) UTILIZATION

A) Appropriate Use

- 1. Username and password:** It is the responsibility of each user not to engage in any activity that would compromise the security of any McLouth USD 342 technology systems or circumvent any computer security measures imposed by McLouth USD 342 or any other organizations of the Internet. Each user of McLouth USD 342 technology systems shall identify himself or herself honestly, accurately, and completely (including one's district affiliation and function where appropriate). Users shall protect confidential or privileged information by maintaining adequate password control. Users are required to obtain a new password if they have reason to believe that any unauthorized person has compromised their password. Users are required to take all necessary precautions to prevent unauthorized access to network, systems, and services.
- 2. Research:** McLouth USD 342 is not responsible for the accuracy of information found on the Internet and only facilitates the accessing and dissemination of

information through its systems. Information obtained via the Internet may not be accurate, and the user must check the accuracy, adequacy, or completeness of any such information.

3. Acquiring, sharing, or releasing of information: It is the responsibility of each user to recognize and respect the intellectual and personal property of others and to comply with all applicable laws and regulations and the legal protection provided by intellectual and personal property rights. Users are individually liable for any and all damages incurred as a result of violating McLouth USD 342 policies, intellectual property rights, and licensing agreements. No infringement of any intellectual property right protected materials through the McLouth USD 342 technology systems is allowed. No user shall use McLouth USD 342 technology systems knowingly to download or distribute pirated software or data. Due to the potential for misuse the use of file swapping software on McLouth USD 342 technology systems is prohibited.

4. Educational or professional development: Individuals at McLouth USD 342 are encouraged to use the Internet to further the mission and goals of McLouth USD 342 in areas of participating in educational or professional development activities. Supervisors should work with users to determine the appropriateness of using McLouth USD 342 technology systems and the Internet for educational or professional development activities.

5. Hospitable environment: It is the responsibility of each user to respect and value the rights and privacy of all, to recognize and respect the diversity of the population and opinions of other Internet users, to behave ethically, and to comply with legal restrictions regarding the use of McLouth USD 342 technology systems. Users are to conduct actions that promote maintaining a hospitable environment to

ensure McLouth USD 342 technology systems are a productive and stable environment, and that the transmittal, retrieval or storage of information that is discriminatory or harassing, bullying, obscene, pornographic, or otherwise contrary to McLouth USD 342 mission and goals is not permitted.

B) Inappropriate Use

1. Prohibited uses

- a.** Use of the Internet in a manner that is not consistent with the mission and goals of McLouth USD 342, misrepresents McLouth USD 342, or violates any McLouth USD 342 policy is prohibited.
- b.** The use McLouth USD 342 technology systems for any unauthorized or illegal purpose, such as, but not limited to, the destruction or alteration of data owned by McLouth USD 342 or third parties, the interference with restricted access to the information technology systems, the disruption of the technology systems or the normal daily function and actions of McLouth USD 342 is prohibited.
- c.** The attempt to subvert the TECHNOLOGY PROTECTION MEASURE is prohibited.
- d.** It is prohibited to move McLouth USD 342 technology systems non-mobile equipment out of an area to which it was assigned without proper authorization.
- e.** The removal of district-owned software from the premises made available by McLouth USD 342 without prior and explicit approval is prohibited.
- f.** The use of the McLouth USD 342 technology systems knowingly to disable or overload any computer system or network or to circumvent any

system intended to protect the privacy or security of another user is prohibited.

- g.** McLouth USD 342 technology systems shall not be used to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province, or other local jurisdiction in any material way. McLouth USD 342 will cooperate with any legitimate law enforcement activity.
- h.** Users of McLouth USD 342 information systems are prohibited from using methods of password, encryption protection, or any other means to prevent authorized access to files on McLouth USD 342 technology systems.
- i.** Users are prohibited from conducting private or personal commerce, or other action, intended for personal monetary gain outside of their function within McLouth USD 342 utilizing McLouth USD 342 information technology infrastructure.
- j.** The carrying out of actions that result in congestion, disruption, disablement, alteration, or impairment of McLouth USD 342 technology systems or through the use of McLouth USD 342 technology systems has like effect on the normal daily function of McLouth USD 342 is prohibited.

2. Negligent and frivolous use: McLouth USD 342 technology systems resources are not unlimited; network bandwidth and storage capacity have finite limits and all users connected to the network have a responsibility to conserve these resources.

Personal use of the Internet is acceptable as long as it is not excessive or

inappropriate, occurs during personal time, does not result in expense to McLouth USD 342, and does not interfere with the user or associated users functions within their respected roles associated to McLouth USD 342. The user must not deliberately perform acts that waste McLouth USD 342 technology resources or unfairly monopolize McLouth USD 342 technology systems to the exclusion of others. These acts include, but are not limited to, playing games, engaging in online chat groups, uploading or downloading large files, excessively accessing streaming media files. Users are not to utilize McLouth USD 342 information technology infrastructure for becoming involved in partisan politics or promotions of a political nature.

C.) Security

1. Remote access: Remote access to McLouth USD 342 information technology infrastructure shall be conducted with approval of administration and through secure practices. McLouth USD 342 administration must approve all hardware and configuration utilized in remote access to McLouth USD 342 systems. Third party connections must meet security requirements and be approved through McLouth USD 342 administration.

2. Malicious code: Users must be aware that information and programs downloaded from the Internet may contain hidden code capable of degrading or infringing on the confidentiality, integrity, and/or availability of McLouth USD 342 technology systems and associated data. Files obtained from sources outside the district, including removable storage media , files downloaded from the Internet, newsgroups, or other online services; and files provided by customers or vendors, may contain dangerous computer viruses that may damage the network infrastructure. Users should never download files from the Internet or use files from non-district sources,

without scanning the material with district-approved virus checking software before utilization. If a user suspects that a malicious code has been introduced into the McLouth USD 342 technology systems, the user is to notify administration immediately.

3. Software: Users shall not use, install, load, or download any unlicensed commercial or unauthorized software. All software originating outside McLouth USD 342 must be examined and approved before use. Non-commercial or personal commercial software must not be loaded unless approved by the administration.

III. Systems Monitoring

A. Confidentiality and Privacy: McLouth USD 342 has software and systems in place that can monitor and record McLouth USD 342 technology systems and Internet usage. McLouth USD 342 users are to know that technology protective measures used by the district have the capability of recording (for each and every user) Internet site visits, chat, newsgroup or email messages, and file creation, modification, and transfers into and out of McLouth USD 342 technology systems internal networks; McLouth USD 342 reserves the right to perform such action at McLouth USD 342 administration discretion. Users are to be aware that email messages sent and received using McLouth USD 342 equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by authorized administration at all times.

B. No Expectation of Privacy: Users should have no expectation of privacy and expressly waive any right of privacy in data or transmissions of data they create, store, send, receive, or access using McLouth USD 342 technology systems. Users consent to allow administration

access to and review of all materials created, stored, sent, received, or accessed by users through any McLouth USD 342 technology systems.

C. Approved monitoring: As noted above, Internet activity is subject at all times to monitoring, and the release of specific information is subject to applicable federal and state laws, and McLouth USD 342 policies on confidentiality. It is a violation of McLouth USD 342 policy for any user, including system administrators and supervisors, to access email, computer systems files, or technology systems traffic reports to satisfy personal curiosity about the affairs of others.

D. Filtering and technology protection measures: McLouth USD 342 reserves the right in its sole discretion to restrict access to materials on the Internet where deemed appropriate. McLouth USD 342 has the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate in the district environment. McLouth USD 342 utilizes a comprehensive network security platform to provide Internet filtering and monitoring as a TECHNOLOGY PROTECTION MEASURE to prevent access to obscene, pornographic, or other material harmful to minors. Different access and service levels for different types of users may be given or assigned depending on the nature of the user's functions. The district blocking of certain Internet sites does not mean the district permits or condones accessing all other sites. McLouth USD 342 administrators may address any users access or attempted access to material that has been blocked due to being deemed inappropriate or failed to be blocked but still deemed to be inappropriate, and carry out due process disciplinary actions accordingly.

E. Failure to Comply: McLouth USD 342 technology systems are district property provided as a privilege to be used for district purposes to increase achievement and educational

effectiveness in association with McLouth USD 342 mission and goals. Violations of this policy will be treated like other allegations of wrongdoing at McLouth USD 342; allegations of misconduct will be adjudicated accordingly. If McLouth USD 342 discovers activities which do not comply with applicable McLouth USD 342 policies, records retrieved may be used to document the wrongful activity and/or content in accordance with due process disciplinary actions. McLouth USD 342 has the right to inspect any and all files stored within or transmitted through McLouth USD 342 technology systems, personal electronic equipment, or storage media in order to assure compliance with policy and state and federal laws. Sanctions for inappropriate use of the Internet include, as determined appropriate, but are not limited to, one or more of the following:

1. Temporary or permanent revocation of access to some or all McLouth USD 342 technology systems
2. Due process disciplinary actions according to applicable McLouth USD 342 policies
3. Legal action according to applicable State/Federal laws and contractual agreements

F. Reporting of Unauthorized or Improper Usage: All users shall report any unauthorized access, unauthorized access attempts or other improper usage of McLouth USD 342 technology systems and/or infrastructure. If a user observes, or has reported to the user, a violation of McLouth USD 342 policies, the user is to notify McLouth USD 342 administration.

G. Administration: The McLouth USD 342 school board, McLouth USD 342 superintendent, administrators, and technology coordinator are responsible for the overseeing of this policy. Any exceptions to this policy require administrative approval.

IV) Definitions:

TECHNOLOGY PROTECTION MEASURE: means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
3. **HARMFUL TO MINORS**. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT: The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

COMPUTER: The term "computer" includes any hardware, software, or other technology attached or connected to, installed in, or otherwise used in connection with a computer.

ACCESS TO THE INTERNET: A computer shall be considered to have access to the Internet if such computer is equipped with a modem or is connected to a computer network that has access to the Internet.

EXCESSIVE USE: For purposes of this Agreement is defined as use that interferes with normal job functions, responsiveness, or the ability to perform daily job activities, with regards to the individual or McLouth USD 342.

MATERIAL: for purposes of this Agreement is defined as any visual, textual, or auditory entity.

ON THE RECORD: recorded; publicly or officially declared or known, to state one's opinions publicly or officially

CONFIDENTIAL, PRIVILEGED INFORMATION: For purposes of this Agreement, is any information, including, but not limited to:

1. The operation of McLouth USD 342 function, consisting, for example, and not intending to be exclusive, of its lists or other identifications of students or prospective students of McLouth USD 342 (and key individuals employed or engaged by such associates/partners or prospective associates/partners), the nature and type of services rendered to such persons (or proposed to be rendered to such persons), services provided, compilations of information, form and content of data bases, technical or non-technical data, notes, reports, records, and procedures used in, or related to, McLouth USD 342 functions;
2. McLouth USD 342 relations with its employees including without limitation, salaries, job classifications, and skill levels;
3. Financial, academic, and personal profile data compiled by McLouth USD 342 as well as McLouth USD 342 financial, academic, and personal profile data and strategies, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain value from their disclosure or use;
4. All academic, personal profile, and financial material about a client disclosed to or acquired from a patron, and all financial, accounting, statistical, personnel and educational data and plans of patrons, are and shall remain the sole and exclusive property information of McLouth USD 342, or respected patron;
5. Any subjects of efforts that is reasonable under the circumstances to maintain their confidentiality, secrecy and proprietary.