STOCKBRIDGE COMMUNITY SCHOOLS

Technology Acceptable Use Policy
Secondary Student and Staff Agreement

Electronic Information Access and Use For Educational Purposes Policy

Stockbridge Community Schools (SCS) encourage and strongly promote the use of electronic information technologies in educational endeavors. The District provides access to a variety of information resources for the development of information management skills. Together these allow learners to access current and relevant resources, to provide the opportunity to communicate in a technologically rich environment, and to 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. Computer, electronic, and voicemail communications are District records. Communications sent and received through the District's systems are District records and are the property of SCS. The District retains the right to access and review all electronic and voicemail communications, computer files, databases, and any other electronic transmissions and devices contained in or accessed by the District's information technologies. SCS reserves and intends to exercise periodically the right to access, monitor, and disclose use of the District's systems and contents of communications sent or received over the District's systems to determine whether there have been breaches of security, violations of policy, or other misuse.

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.

Each user is responsible for her/his use of technology, whether personal or District-provided. While using District and personal technology resources on or near school property, in school vehicles and at school-sponsored activities, at home, as well as using District technology resources off-campus, users must act in an appropriate manner consistent with school, District, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

Using the Internet and Information Resources[1]
District technology resources are provided to users to conduct research, complete assignments, and communicate with others in furtherance of their education. The District's systems are not a public forum and access to the technology is a privilege and not a right, extended to users to enhance learning and educational information exchange and to conduct educational business. As such, general rules of school behavior apply. Access to these services is given to students who agree to act in a considerate and responsible manner. Just as students are responsible for good behavior in a classroom or a school hallway, they must also be responsible when using school computer networks or personal technologies. Users must comply with District standards and honor this agreement to be permitted the use of technology.

All digital storage is District property, and as such, administrators will review files and communications to maintain system integrity and ensure that users are using technology responsibly. Users should not expect that any information, contained on any District system, is confidential or private.

The educational value of technology integration in curriculum is substantial. Access to the Internet will enable users to use extensive online libraries and databases. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, profane, sexually oriented or potentially offensive to some people. While the intent is to make Internet access available to further educational goals and objectives, users may find ways to access these other materials as well. SCS does not condone or permit the use of this material and uses content filtering software to

[1] (Information resources include email, websites, multifunction cell phones, MP3 players, pagers, text messaging, instant messaging, blogging, podcasting, wikis, video games, multiuser role-playing environments, listservs, social networks, social bookmarking, and/or other emerging technologies.)

protect students to the extent possible. Parents and guardians must be aware that content filtering tools are not completely fail-safe and while at school, direct supervision by school personnel of each student using a computer is desired but not always possible, including personal devices with Internet connectivity. Users are expected to use technology resources in a manner consistent with the rules below and will be held responsible for their intentional misuse. SCS believes that the benefits of student access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages. Ultimately, parents and/or guardians are responsible for setting and conveying the standards that their children should follow when using technology. If students accidentally access inappropriate material they should back out of that information at once and notify the supervising adult.

Proper and Acceptable Use of All Technology Resources

All District technology resources, including but not limited to District computers, communications systems and the Internet, must be used in support of education and academic research and must be used in a manner consistent with the educational mission and objectives of SCS.

Activities that are permitted and encouraged include:

- school work;
- original creation and presentation of academic work;
- research on topics being studied in school;
- research for opportunities outside of school related to community service, careers or further education.

Activities that are not permitted when using District or personal technologies include but are not limited to:

- plagiarism or representing the work of others as one's own;
- using obscene language; harassing, insulting, ostracizing, or intimidating others;
- representing Copyright ©, Registered ®, and/or Trademark ™ materials or any material taken from the Internet (i.e., artwork/photography) as one's own work without permission from the creator;
- searching, viewing, communicating, publishing, downloading, storing, or retrieving materials that are not related to school work, community service, vocation, or further education (thus, searching inappropriate materials is not permitted);
- damaging or modifying equipment/devices or networks;
- intentional or neglectful transmission of viruses or other destructive computer files;
- hacking into District or external computers/devices;
- intentionally bypassing District filters;
- installing VNC server or client software or password cracking utilities/devices;
- use of USB, bootable CDs/media, or other devices/technologies to alter the function of a computer/device or a network, including remote access to devices;
- connecting devices to District networks/resources, unless approved by technology staff
- installing file-sharing clients/software, including downloading music, videos, pictures and any other copyrighted material
- removing antivirus or spyware protecting software;
- subscription to any online services or ordering of any goods or services;
- non-educational use of personal email accounts on the District network unless approved; (District-provided email accounts are available for staff and for students with approval.)
- online sharing or web publishing of any student/staff name, home address, phone number or other personal information; including student's last name, non-group photos or school work; (any website pages with SCS student information may use student's name, photo, or school work, together or separately)
- online/web publishing of materials not related to curriculum, instruction, school-authorized activities, or general information that is not appropriate and of interest to students, parents, staff, community members, and the general public
- non-educational uses such as games, role-playing multi-user environments, gambling, junk mail, chain mail, jokes or raffles;
- participating in online chat rooms or forums or course discussions, instant messaging, or any social online resource or similar information resources unless specifically assigned by a teacher for educational purposes;

- use of District resources for commercial purposes, personal financial gain, or fraud;
- any activity that violates a school rule or a local, state, or Federal law.

Students are expected to report harassment, threats, hate-speech and inappropriate content to a teacher or administrator. If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.

Privacy and Security
Users must use District technologies responsibly and in a secure manner. They must not share their logins, passwords, or access with others.

Online Assessments
Student assessments may be conducted using technologies such as the Internet or audience response systems. Normally, students will use these technologies as a part of their instructional day. Privacy and security, as defined above, along with confidentiality of assessment responses, are expected.

Vandalism
Any intentional act by a user that damages District technology hardware, software, operating systems, or data will be considered vandalism and will be subject to school rules and disciplinary procedures. Any intentional act that requires a person's time to repair, replace, or perform corrective work on District technologies or data is also considered vandalism. Users who misuse the District's systems, or knowingly allow others to do so, are subject to discipline and possible legal action and may be required to make full financial restitution to cover loss of staff time and/or equipment and/or legal expenses.

Consequences of Inappropriate Behavior
Misuse of personal or District technology resources while on or near school property, in school vehicles and at school-sponsored activities, as well as the use of District technology resources off-campus may result in disciplinary action up to and including expulsion. This document shall be used in conjunction with SCS Board of Education and Student/Staff Handbook policies. In addition, the users's use of District technologies may be suspended or restricted. A school may temporarily hold (pending parental or same-day pick up) personal technology resources that are used inappropriately. Individual schools may choose to have additional rules and regulations pertaining to the use of personal, networked, and communications resources in their respective buildings. Furthermore, intentional unauthorized access and/or damage to networks, servers, user accounts, passwords, or other District resources may be punishable under local, state, or Federal law.

Reliability and Limitation of Liability
SCS makes no warranties of any kind, expressed or implied, for the technology resources it provides to users. SCS will not be responsible for any damages suffered by the user, including those arising from non-deliveries, misdeliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material or people. Use of any information obtained via the Internet or communications technologies is at the user's own risk. SCS specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. The student/user and student parent/ guardian will indemnify and hold SCS harmless from any losses sustained as the result of misuse of the District's technology resources by the student/user.

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

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User Responsibility Declaration

Stockbridge Community Schools (SCS) has developed an Electronic Information Access and Use for Educational Purposes Policy (Acceptable Use) for the Internet, school networks, computers, and related equipment. Access and use of these is a privilege for the user. I have read, understand and will abide by the attached 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.

Users having-District system or Internet/email/web access accounts should be advised that they might locate material that could be considered offensive or controversial. Parents of minors should be aware of the existence of such materials and monitor home usage of the system. Users knowingly bringing or downloading such material into the school environment will be dealt with according to the discipline policies of the District and such activities may result in termination of their District system accounts. Users may be required to make full financial restitution for any intentional damages to educational technology or unauthorized expenses incurred through the use of educational technology.

Staff are responsible for recommending/attending appropriate training sessions in the use and care of educational technology and users should refrain from using any technology for which they have not received training.

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

User Name (please print): _____

User Signature:_____ Date:_____

If you are a student of Stockbridge Community Schools, a parent or guardian must also read and sign this agreement:

As the parent or guardian of this student, I grant permission for him/her to use technology and access information on the Stockbridge Community Schools network. I have read the Stockbridge Community Schools Technology Acceptable Use Policy, and understand that this access is designed for educational purposes. I understand Stockbridge Community Schools has taken precautions to prohibit access to inappropriate materials. However, I recognize it is impossible for Stockbridge Community Schools to restrict access to all inappropriate materials and will not hold them responsible for materials acquired on the network. I understand that I may be held financially responsible for damages or unauthorized expenses incurred as a result of technology use by this student. I understand that website pages with student information may use my student's name, photo, or school work, together or separately.

I may choose to opt out by providing written notification. Further, I accept full responsibility for supervision if and when my child's use of District systems is not in a school setting.

Parent or Guardian Name (please print): _____

Parent or Guardian Signature:_____ Date:_____

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