



**TECHNOLOGY ADMINISTRATIVE RULES AND REGULATIONS
ACCEPTABLE USE POLICY
STUDENTS AND STAFF**

The purpose of the Information Technology in the Saline Area School District is to provide access to a wide range of information and resources in a technologically rich environment, supporting students and staff in becoming responsible, self-directed, lifelong learners. The term “technology system” as it is used in these rules and regulations shall include, but not be limited to, computer systems, wide area and local area networks, and any other electronic systems that transmit, receive, or store data.

The District’s information technologies are the District’s property and are intended for educational purposes. These technologies include district-purchased hardware and software, as well as voice communications. 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 for all students and staff.

A. Educational Purpose

The system has been established for educational purposes, including classroom activities, career development, and self-discovery activities. The District has the right to place reasonable restrictions on the material accessed or posted through the system. Users may not use the system for:

1. Commercial purposes. This means users may not offer, provide, or purchase products or services through the system except as specifically approved for District functions.
2. Political lobbying. However, users may utilize the system to communicate with elected representatives and to express opinions on political issues.

B. System Security

1. Although the Instructional Technology Department makes every attempt to provide and preserve the security of files, accounts and passwords, security can be breached through actions or causes beyond its reasonable control.
2. Users shall follow security policies and procedures established by the District to safeguard personal information, passwords, and administrative and other confidential data.
3. Students shall immediately notify a teacher, and employees shall immediately notify an administrator, if a possible security problem has been identified.
4. Users shall keep all passwords private. All violations of this guideline that can be traced to an individual account will be treated as the sole responsibility of the owner of the account. Passwords should never be given to anyone else.

C. User Responsibilities

Users of the system shall respect the privacy and rights of other users; the legal protection provided by copyright and licensing of programs and data; and the intended usage of the technology system and resources.

Examples of Inappropriate Use:

1. Using inappropriate language on the system or using the system to engage in any illegal act.
2. Posting information that could cause damage or a danger of disruption.
3. Engaging in personal attacks, including prejudicial or discriminatory attacks; posting false or defamatory information about a person or organization; or harassing another person. (If you are told by a person to stop sending them messages or documents, you must stop.)
4. Accessing material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination toward other people.
5. Reposting a message that was sent to you privately without permission of the person who sent you the message.
6. Posting private information about another person.
7. Posting chain letters or engaging in "spamming". (Spamming is sending an annoying or unnecessary message to a large number of people.)
8. Plagiarizing works that you find on the Internet.
9. Reproducing a work that is protected by a copyright.
10. Making copies of a licensed computer program to avoid paying additional license fees or to share with other users.
11. Altering any system or network software or data component without specific approval and instructions from the Instructional Technology Department.
12. Sending e-mail under someone else's I.D. in an attempt to conceal the true identity of the sender.

Report violations and/or misuse of the system to appropriate administrative personnel.

D. Privacy

System users have a limited privacy expectation in the contents of their personal files on the District system.

1. An individual search will be conducted only if there is reasonable suspicion that a user has violated the law, the District's administrative regulations, or student discipline code. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation. Such an investigation will only be undertaken with the express permission of the Superintendent or his/her designee.
2. District employees should be aware that their personal files may be discoverable under state public records laws.
3. Parents have the right to request to view the contents of their child's files.

E. Hardware and Software Modifications

Only district-approved software may be installed on any district computer. The district assumes no responsibility for any personal computer equipment or peripheral that may be attached to a district computer. Any and all damage that occurs to district or personal equipment is the sole responsibility of the user.

F. MichNet Acceptable Use Policy

MichNet (Merit MichNet Network) is the organization that provides the Saline Area Schools' connection to the Internet. Whenever a member of the Saline Area Schools' computing community utilizes this internet connection, either from home or on school property, they must adhere to the MichNet Policy. Each member and affiliate organization is responsible for the activity of its users and for ensuring that its users are familiar with the MichNet Acceptable Use Policy or an equivalent policy. (These administrative regulations constitute such an equivalent policy.) In addition, it is expected that each member and affiliate will maintain and enforce its own Acceptable Use Policies. When Merit learns of possible inappropriate use, it will notify the member or affiliate responsible, who will then take appropriate remedial action and inform Merit of the action. In an emergency, in order to prevent further possible inappropriate activity, Merit may temporarily disconnect that member or affiliate from MichNet.

G. Student Internet Access

All students will have access to Internet information resources through their classroom, library, or school computer lab. The IT Department will implement filtering software intended to block access to materials deemed inappropriate by the District. It shall be the responsibility of the District staff to supervise and monitor usage of the on-line computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act (CIPA) -

<http://www.ala.org/ala/washoff/WOissues/civilliberties/washcipa/cipa.htm>.

H. Personal Safety for Students

1. Students will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.
2. Students will not post pictures of themselves or others.
3. Students will not meet with someone they have met on-line without their parents' approval.
4. Students will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or causes discomfort.

I. Respecting Resource Limits

1. Do not download large files unless absolutely necessary.

2. Check your e-mail and voice mail frequently, delete unwanted messages promptly, and stay within your e-mail quota.

J. Free Speech

The right to free speech applies to communication on the Internet. For students, the system is considered a limited forum, similar to a school newspaper, and, therefore, the District may restrict speech for valid educational reasons.

K. Computer Labs

The rules and regulations for the operation of computer labs will be developed by the respective building administration, lab teacher (if there is one), and building technology committee.

L. Web Sites

School or Class Web Pages - Schools and classes may establish web pages that present information about the school or class activities. The building principal will authorize the site and may designate an individual to be responsible for managing the school web site. Teachers will be responsible for maintaining their class site.

Teachers may create their own web page to disseminate class information. Teachers will then be responsible for maintaining their site.

Student Web Pages - With the approval of the building principal, students may establish personal web pages. Web pages must conform to the District Guidelines for Web Page Creation. Student web pages must include the following notice: "This is a student web page. Opinions expressed on this page shall not be attributed to the Saline Area School District."

Extracurricular/Parent Organization Web Pages - With the approval of the building principal, extracurricular and parent organizations may establish web pages. The Instructional Technology Department, in conjunction with the principal, will establish a process and criteria for the establishment and posting of material, including links to other sites, on these pages. Material presented on the organization web page must relate specifically to the organization's activities. Organization web pages must include the following notice: "This is a student/parent extracurricular organization web page. Opinions expressed on this page shall not be attributed to the Saline Area School District."

Any individual posting a web page on the Saline Area Schools' district web server will comply with all Web Page Guidelines.

M. Violations of Technology Regulations

In accordance with established District practices, policies, and procedures, confirmation of inappropriate use of the system may result in termination of access, disciplinary

review, expulsion, termination of employment, legal action, or other disciplinary action. Due process will be followed.

1. The District will cooperate fully with local, state, or federal officials in any investigation concerning to or relating to any illegal activities conducted through the District system.
2. If a student violates the District Acceptable Use Policy, disciplinary actions will be tailored to meet specific concerns related to the violation. If the alleged violation also involves a violation of other provisions of the Student Disciplinary Code, the violation will also be handled in accordance with the applicable provision of the Student Disciplinary Code.
3. Employee violations of the District Acceptable Use Policy will be handled in accordance with applicable rules, regulations and procedures of the District.
4. Access to the system may be suspended during the course of an investigation related to alleged violations of these regulations.

N. District Limitation of Liability

The District makes no guarantees of any kind, either express or implied, that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage users may suffer, including, but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.



**TECHNOLOGY AND INTERNET USE
STAFF AND STUDENT**

The term “technology system” as it is used in these rules and regulations shall include, but not be limited to, computer systems, wide area and local area networks, and any other electronic systems that transmit, receive, or store data.

Please sign, date, and return this form acknowledging that you have received and read the District’s Technology Administrative Rules and Regulations.

If you have any questions, please contact the Instructional Technology Department.

I, _____ have received and read the Saline Area
(please print)
Schools’ Technology Administrative Rules and Regulations, and I agree to abide by them
in my use of district technology.

Signature

Date

Building

Position

Receive and File: May 9, 2006