

# Eaton Rapids Public Schools

## Board Policy on Technology - Staff

### **7540.04 - STAFF NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet service to its staff. The Board encourages staff to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21<sup>st</sup> century. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.

The Internet is an electronic highway connecting computers and users in the District with computers and users worldwide. Access to the Internet enables staff members to explore thousands of libraries, databases, and bulletin boards, while exchanging messages with people throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges.

First, and foremost, the Board may not be able to technologically limit access to services through the Board's Internet connection to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The Superintendent or his/her designee may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

The Superintendent is directed to prepare guidelines which address students' safety and security while using e-mail, chat rooms and other forms of direct electronic communication, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online. Staff members are reminded that personally identifiable student information is confidential and may not be disclosed without prior written parental permission.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Staff members are responsible for good behavior on Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and his/her designee as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the Network and the Internet for instructional purposes.

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000  
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended  
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,  
as amended  
18 U.S.C. 2256  
18 U.S.C. 1460  
18 U.S.C. 2246

## **Administrative Guidelines for the Use of Technology August 2007 DRAFT**

**Eaton Rapids School District** provides technology in furtherance of the instructional goals and missions of the District. As part of the consideration for making District technology available, users agree to use this technology to enhance and support the curriculum. The use of District technology is a **privilege**, which can be revoked by the District according to the terms outlined in this policy. The use of technology, which is defined under this policy as including, but not being limited to, the use of software, audio and video media, computers and hardware peripherals, network and telecommunications equipment, and video and audio equipment owned or leased by **Eaton Rapids School District**, is subject to the terms of this policy.

### **District Responsibility**

The Eaton Rapids School District 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:

- Assigning and removing of member accounts on the network(s)
- Maintenance and repair of equipment that comprise the network(s)
- Selection of software that the network will support
- Defining the rights/responsibilities of members
- Providing resources that support the mission of the School District
- Providing training opportunities on the use and application of information technology, including training and information on new technologies, software, and media as they are acquired and put into use in the District.
- Implementing and enforcing the conduct standards for educational technology as stated in this policy; and
- Installing, configuring, and maintaining Internet content filtering software for the purpose of eliminating content such as pornographic material, violence, and other material that are incompatible with the District's Mission Statement.

The District does not take responsibility for resources located or actions taken by the members that do not support the purposes of the School District. The District makes no stated or implied guarantee regarding the privacy of electronic mail.

The District makes no warranties of any kind, whether expressed or implied for the uses of its educational technology, including, but not limited to, the loss of data resulting from delays, non-delivery, or any service interruption.

The District is not responsible for any damages caused to a user's hardware or software incurred from downloading computer viruses or other contaminants.

### **Eaton Rapids School District Network Members**

The following people may be granted access to the Eaton Rapids School District Network:

1. **Students.** Students who are currently enrolled in the District may be granted a membership upon agreement to the terms stated in this policy and with parent approval.
2. **Faculty and Staff.** Staff members currently employed by the District may be granted a membership upon agreement to the terms stated in this policy.
3. **Board Members.** Board members who are currently seated on the Eaton Rapids Public Schools' Board of Education may be granted a membership upon agreement to the terms stated in this policy.

### **Privileges and Responsibilities of Eaton Rapids School District Network Members**

#### **Privileges**

In accordance with the terms set forth in this policy, members 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 District networks, the Internet, and outside resources to retrieve information to facilitate learning and enhance educational information exchange.

#### **Responsibilities**

Members are responsible for:

- Utilizing technology in the school only for facilitating learning 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 and refraining from using any technology for which they have not received training.
- 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.
- Maintaining the privacy of passwords and are prohibited from publishing or discussing passwords.
- Having a disks or videos scanned for virus, dirt or other contamination which might endanger the integrity of District hardware, software or networks before they are used in District systems.
- All material retrieved via the Internet under their account. They accept responsibility for keeping all pornographic material, 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.
- Making all subscriptions to listservs, RSS feeds, podcasts, newsgroups, or other electronic media available to the Superintendent or his/her designee. The District may request to obtain prior written approval before requesting such subscriptions on the Internet. Such requests shall be responded to within seven (7) days.
- Maintaining the integrity of the electronic mail (e-mail) system, reporting any violations of privacy, and making e-mail contacts, which facilitate learning and enhance educational information exchange. E-mail accounts may be used for personal use, if the personal use is appropriate and not for commercial purposes.
- Adhering to copyright guidelines in the use of hardware and software and in the transmission or copying of text or files on the Internet or from other resources.

### **Disk Usage**

The Superintendent or his/her designee reserves the right to set quotas for disk usage on this system. A user who exceeds their quota will be advised to delete files to return to compliance. Users may request that their disk quota be increased by submitting a request to the Superintendent or his/her designee stating the need for the quota increase. A user who remains in noncompliance of disk space quotas after seven days of notification will have their files removed by the system administrator.

### **Restrictions**

Use of the School District's education technology, including membership to the Eaton Rapids Public Schools Network, is limited to legitimate education purposes to support and enhance the School District's curriculum and in a manner which is consistent with the School District's mission statement and employee agreements. The following uses are strictly prohibited and may subject the offender to restriction, suspension or termination of educational technology privileges, and to appropriate disciplinary sanctions, such conduct to include, but not be limited to:

- Unauthorized entry into a file, whether to use, read, change, or for any other purpose.
- Unauthorized transfer, deletion, or duplication of a file.
- Unauthorized use of another individual's identification or password.
- Unauthorized access to telecommunications files or facilities.
- Use of computing facilities that interfere with the work of another student, faculty member, or school official.
- Use of computing facilities to draft, send, or retrieve inappropriate communications including, but not limited to, communications which are obscene, profane, vulgar, threatening or otherwise prohibited by law or school code.
- Use of computing facilities, including telecommunications facilities, to interfere with the operation of the School District's computing system.
- Violation of copyright law.
- Use of computing facilities for the purchase, sale, and/or advertisement of goods or services.
- Deliberate vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another member, the system, or any of the agencies or other networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Teachers will not be held responsible for vandalism that occurs to technology equipment in their rooms, unless the teacher was responsible for that vandalism.

### **Consequences of Inappropriate Behavior**

Any member who does not comply with the Technology and Electronic Information Access and Use Policy will lose network privileges. Repeated or severe infractions of the policy may result in permanent termination of privileges. Members violating any of these privileges and responsibilities may face additional disciplinary action

deemed appropriate in keeping with the disciplinary policies and guidelines of the school. The Superintendent or his/her designee will determine what is inappropriate use based on the Technology and Electronic Information Access and Use Policy.

### **Challenges**

Challenges to alleged, inappropriate use of District information resources shall be made in writing and shall state the reasons for the challenge. A Technology Review Panel, comprised of the Superintendent or his/her designee, three administrators, and three staff members, shall review the challenge and determine its appropriateness. As of the date of these guidelines, that body is called the District Technology Advisory Team.

### **Definitions**

District equipment includes, but is not limited to, computers, disk drives, printers, scanners, networks, network equipment, video and audio recorders, cameras, modems, 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 audio, video, and data systems.

### **Terms and Conditions**

All terms and conditions as stated in this document are applicable to the Eaton Rapids School District and the District network. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed, interpreted, and enforced in all respects in accordance with the laws of the State of Michigan and copyright laws and regulations of the United States of America.

## MEMBER RESPONSIBILITY DECLARATION

Member's Name (Print) Last \_\_\_\_\_, First \_\_\_\_\_ M.I. \_\_\_\_\_

Eaton Rapids School District (ERPS) has developed a Technology and Electronic Information Access and 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 member.

I have read, understand, and will abide by the attached Technology and Electronic Information Access and 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.

Members having accounts on the ERPS Network, and in consideration for having access to the information contained or accessed on it, I hereby release Eaton Rapids School District and its operators and sponsors, Eaton Rapids School District and its faculty and staff, and all organizations, groups and institutions with which the Eaton Rapids School District Network is affiliated for any and all claims of any nature arising from my use, my child's use or inability to use, the network.

Member Signature:

\_\_\_\_\_

Building: \_\_\_\_\_ Date: \_\_\_\_\_

*(If you are a student of Eaton Rapids School District, a parent or guardian must also read and sign this agreement.)*

As the parent or guardian of this student, I have read the Eaton Rapids School District Technology and Electronic Information Access and Use Policy. Eaton Rapids School District has taken precautions to prohibit access to inappropriate material. However, I also recognize it is impossible for Eaton Rapids School District to restrict access to all inappropriate or copyrighted materials, and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use of the ERPS Network is not in a school setting. Users are responsible for attending appropriate training sessions in the use and care of educational technology and should refrain from using any technology for which they have not received training. Users may be required to make full financial restitution for any damages to educational technology or unauthorized expenses incurred through the use of educational technology.

I hereby give permission to issue a membership account to my child. As the parent or guardian of this student, I have read the Technology and Electronic Information Access and Use Policy and

understand that this access is designed for educational purposes.

Parent/Guardian Signature:

\_\_\_\_\_

Date: \_\_\_\_\_