



## Clawson Public Schools Acceptable Use Policy

### RULES FOR THE ACCEPTABLE USE OF TECHNOLOGY RESOURCES AND PERSONAL TECHNOLOGY DEVICES

#### **Purpose:**

Clawson Public Schools (“the District”) recognizes that advancements in technology affect the manner in which information may be accessed, communicated, and transferred by members of society, provide a vast and diverse array of educational resources, and impacts how we learn. Therefore, the District provides student, teachers, employees and administrators with access to the School district’s Technology Resources, which includes access to the Internet. The School District’s Technology Resources have not been established as a public access service or a public forum, limited or full. The Board has the right to place restrictions on its use to assure that the School District’s Technology Resources are used in accordance with its limited educational purpose. The primary and only, purpose of providing Technology Resources is to support the educational objectives of the District and the educational community in general.

In an effort to increase access, the School district allows approved personal technology devices (“PTD”) (as defined below) on our wireless network and school grounds, in accordance with these procedures. The use of PTD is optional. Users who do not elect to use PTD will not be penalized and alternate modes of participation will be available.

Students shall receive education about safety and security while using email, social media, and other forms of electronic communications, the dangers inherent with the online disclosure of personally identifiable information, and the consequences of unauthorized access, cyber bullying and other unlawful or inappropriate activities. The School district will review cyber-safety rules with students throughout the course of the school year, and will offer reminders and reinforcement about safe and appropriate online behaviors.

It is the responsibility of the user of district technology equipment, Network, resources, or other electronic or social media to read, understand, and follow the district's student handbook and district's policies on appropriate conduct. In addition, users are expected to exercise reasonable judgment and common sense in interpreting the Acceptable Use Policy and Guidelines and in making decisions about the appropriate use of technology equipment, Network, resources, or other electronic or social media.

The intent of this policy is to ensure that users have robust access to Technology Resources and utilize access in a manner consistent with the educational objectives of the district. Users should understand that the AUP is in place *primarily* to address *malicious intent, or illegal, immoral, and unethical activities*. In any specific situation we rely upon each individual's judgment, role in the district or the educational purpose when making decisions about appropriate conduct.

Any user with questions regarding the application or meaning of the Acceptable Use Policy and Guidelines should seek clarification from the district administration. All persons using the district network, technology equipment, resources, or other electronic or social media, further known as Users, are expected to be familiar with the provisions in this document and shall adhere to the policies, procedures, rules and regulations of the School District, including but not limited to: the Student Code of Conduct, Board of Education policies, and the rules for the Acceptable Use Policy. Users shall sign the Acceptable Use Agreement form as a prerequisite to the use of School District Technology Resources and PTD.

#### **Definitions:**

Personal Technology Devices, or "PTD": PTD is defined as an electronic device owned by the student, staff, or volunteer user, including, but not limited to, a user's own laptop, smartphone, eReader, iPad, Chromebook or similar device, etc., that is used on school property, and is approved for such use. Not all devices are approved for use on school property. Devices that are dangerous or potentially dangerous are not approved for use at any time. The school district reserves the right to limit the types of devices that are approved for use on school property.

Technology Resources: Includes, but is not limited to, the district network, Internet, electronic mail ("e-mail"), Computer Systems (as defined below), cameras, televisions, video cassette recorders, DVDs, telephones, district-issued cellular/smartphones and all other voice, video and data systems.

Computer System and/or System: Includes, but is not limited to, computer hardware, disk drives, printers, iPads, Chromebooks, scanners, software (operation and application), the network and any and all other associated equipment.

School property: Includes on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

Users Include: Students, Staff, Parents & Guests

## **Procedures and Guidelines for the Use of Technology Resources and PTD:**

All use of the district technology resources must be consistent with the purpose stated above. This policy does not attempt to articulate all required or proscribed behaviors by users of this network.

1. All individual users of Technology Resources and PTD shall accept responsibility for the acceptable use thereof.
2. The use of all Technology Resources and of PTD on school property is a privilege, not a right, and the School district has the right to limit, restrict, or prohibit the use of Technology Resources, and/or limit, restrict, or prohibit the use of PTD on school property.
3. Failure to follow the policies, procedures, rules and regulations of the School district may result in termination of the user's privilege to use Technology Resources and/or legal action. Reports will be made to law enforcement of suspected violations of State and/or Federal law. In addition, the user may be subject to disciplinary action.
4. Users have no right or expectation of privacy when using Technology Resources, including, but not limited to, network communications, e-mail, data on a workstation or server, Internet use, telephone, voice mail, and video recording.
5. The School District is the owner of the Technology Resources and therefore all users understand that their use of the Technology Resources can and may be strictly monitored electronically by the School District personnel at any time.
6. The School District and/or district police liaison may collect and examine a student's PTD - while logged into the District's network - and there is a reasonable suspicion that, through the use of the PTD, a student is violating or has violated the law, and/or the policies, procedures, rules and regulations of the School District.
7. In accordance with all applicable laws, the School district may collect and examine a non-student user's PTD, while logged into the District's network, if there is cause to believe the PTD was used in the commission of a crime and/or the commission of a violation of the policies, procedures, rules and regulations of the district.
8. Users shall not knowingly or intentionally disclose, transmit, disseminate or otherwise distribute with PTD or Technology Resources, copyrighted, private, confidential or privileged information.
9. Users shall not make copies of software from the School District's Computer Systems. Use of Technology Resources for fraudulent or illegal copying, communication, taking or modification of material in violation of law is prohibited and will be referred to federal authorities. The illegal use of copyrighted software is prohibited. The School District upholds the copyright laws of the United States, as it applies to computer programs or licenses owned or licensed by the School District.
10. Users shall not install software programs or apps on the School district computers, servers or any Technology Resources without the approval of the administration or administrative designee.

11. Users shall not modify any of the Technology Resources without the approval the administration or administration designee.
12. Users shall promptly report any problems or malfunctions with Technology Resources or Computer Systems to the information technology service desk and teacher/building principal.
13. Users shall not create or use web technology services or social media for School District-related business that cannot be monitored or controlled by the School District. Any and all web technology services, web pages, or social media used for or representing the School district or School district-related business shall be used, designed and published in accordance with the guidelines outlined in this policy.
14. Users shall not give computer software to others unless it is clearly identified in the public domain as freeware, or if they have written permission from the copyright owner.
15. Users shall not knowingly or intentionally introduce a virus, worm, Trojan horse, rootkit, or engage in any other malicious action that affects Technology Resources. The School District may collect and examine any Technology Resource or PTD that is suspected of causing technology problems or was the source of an attack, rootkit, worm, Trojan horse, or virus infection.
16. Users shall not bypass the network filters and security policies, or process or access information related to the network filters and security policies. The School District may collect and examine any Technology Resource or PTD that is suspected of bypassing the network filters and security, or processing or accessing information related to the network filters and security policies.
17. Users shall not infiltrate, "hack into", attempt to access or actually access Technology Resources, data, materials, or files that they are not authorized to access or the individual knows or reasonably believes may negatively affect the integrity of Technology Resources.
18. Users shall understand that they are responsible for any uses of their PTD and shall immediately notify administrators or teachers if a security problem is suspected or identified.
19. Users shall not attempt to obtain any other user's password(s) and shall not read, copy or alter other user's data without their permission, unless it is required to perform the user's job function. Users shall not intentionally seek information, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the Internet.
20. Users shall not knowingly or intentionally damage or alter any aspect of the Technology Resources or alter or modify the Technology Resources.
21. Users shall not use Technology Resources for purposes other than for School district-related business. The Internet and Technology Resources shall not be used for illegal activity, for-profit purposes, lobbying, campaigning, advertising, fundraising, transmitting offensive materials, hate mail, mass e-mailing, discriminating remarks, or obtaining, possessing, or sending sexually explicit, obscene, or pornographic material.

22. Users shall not use Technology Resources to harass, bully or intimidate.
23. Messages sent by users via Technology Resources shall not contain profanity, obscene comments, sexually explicit material, expressions of bigotry, racism or hate, nor shall they contain personal information the user would not want made available to strangers such as the users name, address, telephone number, social security number, pictures or other personally identifiable information.
24. Disclosure, use and/or dissemination of personally identifiable information of students/teachers/administrators is prohibited, except as expressly authorized by the minor student's parent or guardian or by the eligible person as permitted by law.
25. The content, use and maintenance of a user's electronic (e-mail) mailbox, (if they have been assigned one), is the user's responsibility.

Perform basic email management/best practices.

1. Check and respond to messages as contract/class requires
2. Regularly remove/archive unwanted or unneeded messages
3. Maintain all parent, staff and student communication in archiving folders
4. Be aware of email threats to the network and computer security (ie do not download viruses, SPAM and malware). Do not open attachments from suspicious or questionable sources.

\*NOTE: All school email/digital communication is matter of public record (See FOIA) and is, at any time, available to anyone upon request.

26. The School district in its sole discretion reserves the right to terminate the availability of Technology Resources and/or PTD, including Internet access, at any time.
27. Students shall not use PTD on school property for purposes other than for educational purposes.
28. The School District reserves the right to:
  - a. Make determinations as to whether specific uses of its Technology Resources and/or PTD are inconsistent with the goals, educational mission, policies and/or procedures of the School district.
  - b. Monitor and keep records of Internet use and to monitor fileserver space utilization by users.
  - c. Terminate a user's privilege to access Technology Resources and/or the use of PTD to prevent further unauthorized activity.
  - d. Subject a user to disciplinary action for conduct that causes a substantial disruption to the educational environment, in accordance with the policies, procedures, rules and regulations of the School district and applicable law.

29. Users shall not play video games, visit chat rooms or social media sites or otherwise use PTD on school property for non-academic purposes or non-school related purposes.
30. It is the responsibility of teachers and staff to monitor the use of PTD on school property by students that they are supervising.
31. Administration has the discretion to prohibit, allow, and otherwise regulate the use of PTD during the school day.
32. Each teacher has the discretion to allow and regulate the use by students of PTD in the classroom and on specific projects.
33. In the classroom, if given permission, students may use PTD only for the purpose of accessing materials that are relevant to the classroom curriculum.
34. The school's network filters will be applied to a PTD when connected to the network and other Technology Resources.
35. Users are expected to charge PTD prior to school and run PTD on battery power while at school.
36. The School district will not service any PTD, which includes troubleshooting, software or hardware issues.
37. Each user is responsible for his/her own PTD, and should treat it and use it responsibly and appropriately. The School District takes no responsibility for stolen, lost or damaged PTD, including lost or corrupted data on PTD. Please check with your homeowner's policy regarding coverage of PTD, as many insurance policies can cover loss or damage.
38. Each user shall be responsible for any and all damages to their PTD resulting from their deliberate or willful acts.
39. Users shall maintain PTD in silent mode at all times when on school property, unless otherwise permitted by school staff.
40. Users shall not record, transmit or post images or video of a person or persons on campus during school activities and/or hours, unless provided with authorization by a teacher, administrator or administrative designee.
41. Use of PTD is prohibited in the following areas/situations:
  - a. Locker rooms
  - b. Bathrooms
  - c. Any private areas used for the purpose of changing clothes
  - d. Any other areas as designated by administration

42. Students shall not use PTD to cheat on assignments or tests.
43. Users shall not print from PTD to School district printers for educational purposes without permission from administration or administrative designee.
44. No user may connect any non-approved device of any kind, including routers, switches or other devices into the network.
45. Users are not allowed to enable "hot spots", connect to an external proxy, and tether while in the school building.

**Network Considerations:**

Users should strive to maintain appropriate bandwidth for school-related work and communications when using the WB Guest network. The School district does not guarantee connectivity or quality of connection with PTD, but will provide documentation on how to connect with a variety of operating systems and devices.

**Disclaimer:**

The School district will make every effort to provide appropriate Technology Resources and services, however, the School District makes no warranties of any kind, whether expressed or implied, for the Technology Resources it is providing. The school district will not be responsible for any damages incurred by a user of the Technology Resources, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The School district does not endorse or guarantee the accuracy or quality of information obtained via the Internet or electronic mail. The School District shall not be held responsible for any possible charges to an account that might be incurred during approved school-related use of PTD.

In no event shall the School district be liable for any damages (whether direct, indirect, special or consequential) arising out of the use of the Internet, accuracy or correctness of databases or information contained therein, or related directly or indirectly to any failure or delay of access to the Internet or other network application.