

procedure

BOARD OF EDUCATION
SCHOOL DISTRICT OF THE CITY OF ROYAL OAK

PROGRAMS
2435 B

PROCEDURES FOR ACCEPTABLE USE OF TECHNOLOGY RESOURCES

The following Procedures govern the use of the Technology Resources, including the Internet, electronic mail (“e-mail”) and webpage publishing in the School District of the City of Royal Oak (the “School District”). These Procedures shall apply to all students, teachers, employees, administrators and other users of the Technology Resources who have access privileges through association with the School District. The School District’s Technology Resources shall only be used to access information related to the School District’s curriculum or conduct School District business during work/school hours. The School District’s curriculum shall include, by way of demonstration and not limitation, a student’s course work, a teacher’s instructional program, and an administrator’s duties.

A. Definitions:

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

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

B. Procedures and Rules for the Use of Technology Resources

1. The use of all Technology Resources is a privilege and with that privilege all users have no expectation of privacy in e-mail, data on a workstation or server, network communications, Internet use, telephone, voice mail, video recording, and all other Technology Resources. 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 School District personnel at any time.
2. Users shall not make copies of software from School District Computer Systems. Use of School District Technology Resources or the Internet 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. Such action is also governed by the School District’s Copyright and Fair Use Policy and Regulations.
3. Users shall not install any software on School District computers, servers or any School District Technology Resources without the express prior written permission of the School District’s Technology Administrator.
4. Users shall not give computer software to others unless it is clearly identified as in the public domain as freeware, or if they have written permission from the copyright owner.
5. Users shall not knowingly or intentionally disclose, transmit, disseminate or otherwise distribute copyrighted, private, confidential or privileged information.
6. Users shall not knowingly or intentionally introduce a virus, worm, Trojan horse, rootkit, or engage in any other malicious action affecting School District Technology Resources.

7. 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 users 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.
8. Users shall not knowingly or intentionally damage or alter any aspect of the School District Technology Resources or alter or modify the Technology Resources.
9. Users shall not knowingly or intentionally allow others to use their identity/password(s) to access School District Technology Resources and Computer Systems. All users shall maintain the security and confidentiality of their identity/password(s). Users shall not use a computer that has been logged in under another user's name. Users shall immediately notify the School District if a security problem is suspected or identified.
10. Users shall not infiltrate, "hack into," attempt to access or actually access the 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 the School District's Technology Resources and/or Computer System.
11. Users shall not use the School District Technology Resources for purposes other than for School District-related business during work/school hours. The Internet and Technology Resources shall not be used for illegal activity, for-profit purposes, lobbying, campaigning, non-school district related advertising and/or fundraising, transmitting offensive materials, hate mail, mass e-mailing, discriminating remarks, or obtaining or sending obscene or pornographic material.
12. Users shall not modify any School District Technology Resources without the written permission from the School District's Technology Administrator.
13. Users shall not use School District Technology Resources to harass or intimidate.
14. Users shall not download or install any programs, files, technology, games or other electronic media without the written permission from the School District's Technology Administrator.
15. Users shall report any problems or malfunctions with the Technology Resources or Computer Systems to the School District's Technology Administrator.
16. The School District may, at any time, make determinations that particular uses of the Internet and Technology Resources are not consistent with the goals or mission of the School District.
17. Users shall not play video games, visit chat rooms or otherwise use the Technology Resources for non-academic purposes.
18. Users shall not take supplies such as paper, printer cartridges, toner, writeable media or any other supplies that are provided by the School District.
19. It is the responsibility of teachers and staff to monitor all use of the Technology Resources by students that they are supervising.
20. Users shall not create or use web technology services for School District related business that cannot be monitored or controlled by the School District.

21. Messages sent by users via e-mail shall neither 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 your name, address, telephone number, social security number, pictures or other personally identifiable information. Students shall not agree to meet someone that they met over the Internet or through e-mail without their parent's prior written approval and participation.
22. The content, use and maintenance of a user's electronic (e-mail) mailbox is the user's responsibility. Accordingly, users shall:
 - a. Check e-mail regularly;
 - b. Delete unwanted messages;
 - c. Save e-mail messages in accordance with the School District's Record Retention Policy;
 - d. Never assume that their e-mail cannot be read or accessed by others; and
 - e. Use caution when opening attachments from unsecured sources.
23. The School District in its sole discretion reserves the right to terminate the availability of Technology Resources, including Internet access at any time.
24. The School District reserves the right to:
 - a. Make determinations as to whether specific uses of its Technology Resources are consistent with the it's goals, educational mission, Policies and/or Procedures.
 - b. Monitor and keep records of Internet use and to monitor fileserver space utilization by users.
 - c. Terminate a user's privilege to access the Technology Resources to prevent further unauthorized activity.
25. Failure to follow the policy, procedure, rules and regulations of the School District may result in termination of the user's privilege to access the Technology Resources of the School District. In addition, the user may be subject to other disciplinary or legal action.
26. Parents or legal guardians of users under the age of eighteen have the right to revoke their student's user account.
27. Each user shall be responsible for any and all damages to the Technology Resources resulting from their deliberate or willful acts.
28. Any and all web technology services or web pages used for or representing the School District or School District-related business shall be used, designed and published in accordance with the School District's Web Page Development Policy.

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 shall 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.

In no event shall the 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 herein, or related directly or indirectly to any failure or delay of access to the Internet or other network application.