

Eastpointe Community Schools

Technology Acceptable Use Policy

TECHNOLOGY USE BY STUDENTS AND STAFF

The purpose of this policy is to facilitate network (electronic mail, network resources [file servers], computer hardware) and Internet access (all referred to as "Network"), for educational purposes for the staff and students where appropriate. As such, this access should (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills. For the purpose of this policy, "user" includes both staff and students.

- A. All District computers, servers and any information, student data, programs, or software provided by the District are the property of the District and are to be used for educational or communication purposes.
- B. The use of the district's computers/technology and networks is a privilege. The District may review activities and use of computers and Internet at any time. Using the computer or Internet in a manner not authorized may result in disciplinary action or removal of access. The staff member is entitled to a review meeting and due process. Misuse of the networks includes, but is not limited to intentionally:
 1. altering of system software
 2. placing or distributing of unlawful or unauthorized information
 3. installing viruses or harmful programs on or through the computer system either in public or private files or messages
 4. misrepresenting other users on the network
 5. disrupting operation of the networks through abuse of equipment or software
 6. malicious use of the networks through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks
 7. using district technology for commercial or for profit purposes
 8. extensive use for non-curriculum related communication
 9. illegal installation of copyrighted software
 10. unauthorized copy or use of licensed copyrighted software
 11. allowing anyone to use an account other than the account holder
 12. intentionally seeking information on, obtaining copies of or modifying files, other data, or passwords belonging to other users
 13. using district technology to distribute material that violates the Family Educational Rights Privacy Act; jeopardizes the health and safety of staff and students; is obscene, pornographic or libelous; causes disruption of school activities; plagiarizes the work of others; is a commercial advertisement; contains political lobbying; or is not approved the district technology department.

- C. The District retains the right to access and review all electronic mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the District's systems. Staff members should have no expectation that any information contained on such systems is confidential or private.
- D. A staff member will not use his/her access to intentionally access or remove any material that is unlawful, obscene, pornographic, abusive, or objectionable; doing so will result in disciplinary action. If the staff member is not certain whether material falls outside of these parameters, approval shall be sought from their immediate supervisor prior to accessing or transmitting such material.
- E. All information services and features contained on the networks are intended for the educational use of its registered users and may not be used for commercial purposes. Staff members will not send or forward chain mail or unsolicited advertising.
- F. The use of networks are resources for:
 - 1. support of the academic program
 - 2. telecommunications
 - 3. general information
 - 4. school communications
 - 5. reasonable personal or association communication to the extent that such use does not violate any express prohibitions of this agreement and does not interfere with assigned duties and responsibilities
- G. The District and/or Internet networks does not warrant that the functions of the system will meet any specific requirements that the user may have or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.
- H. The staff member will diligently delete old mail messages on a weekly basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
- I. The District and/or Internet networks will periodically review and make determinations on whether specific uses of the networks are consistent with the acceptable use policies. The District and network reserves the right to log Internet use and to monitor electronic mail space utilization by users.
- J. The staff member may not transfer file, shareware, or software from information services and electronic bulletin boards without the permission of the district technology director (or designee). The staff member will be liable to pay for the cost or fee of any file, shareware, or software intentionally transferred without such permission.
- K. Student supervision of networks use is expected to the extent possible. Staff members however, will be released from liability for inappropriate acts committed by a student with regard to the network or Internet without their knowledge.
- L. The District will provide each staff member with a password for accessing the network and e-mail. The staff member will protect the password and provide for its security. For "student computers" the district will utilize a system or method that is designed to prevent a minor from viewing obscene matter or sexually explicit matter that is harmful to minors. The District may use passwords and or filters. Note that as new websites are established daily, every effort will be made to prevent access to inappropriate material.

- M. The District reserves the right to log computer use and to monitor fileserver space utilization by users.
- N. The District reserves the right to remove a user account on the Network to prevent further unauthorized activity.
- O. The user is responsible for the proper use of the equipment and will be held accountable for any damage to or replacement of equipment caused by abusive use.

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Web Pages and Email Policy

Eastpointe Community Schools (ECS) encourages and strongly promotes the use of technology throughout the educational community. The district website and the use of district provided email are the chosen methods for both internal and external communication.

Eastpointe Community Schools follows the **Children’s Internet Protection Act (CIPA)**, **Family Educational Rights and Privacy Act (FERPA)**, when publishing information on the Internet and communicating via email.

Eastpointe Community Schools has its own web page that presents information about the school district and is accessed throughout the Internet. The Eastpointe Community Schools page includes embedded references to other pages.

USE OF EMAIL

- A. Eastpointe Community Schools encourages and promotes the use of electronic information technologies in its instructional and management endeavors. ECS in its support of its instructional/management programs provides email service. Acceptable use of email is based on common sense, decency and civility.
- B. The privacy and/or confidentiality of email messages is not guaranteed. Email communications are protected by the same laws, and subject to the same limitations, as communications in other media. Under state and federal Freedom of Information Acts (FOIA), email and its attachments are treated in the same manner as paper files with regard to disclosure. In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, only parents and authorized school personnel have access to student records. Student and personnel records may not be included in the body of an email message or attached email.
- C. Because modern technology can often resurrect email files that have been erased or overwritten, email messages shall not contain anything that an employee would not otherwise put in print. Users must be aware that routine maintenance, troubleshooting, data recovery or system administration may result in the contents of email and other files being seen by authorized district personnel.
- D. Electronic mail users shall not give the impression that they are representing, giving opinions or otherwise making statements on behalf of the school district, unless authorized to do so.

- E. ECS email services may not be used in any manner that would overload district computing facilities, including, but not limited to the following:
1. Sending or forwarding email chain letters
 2. Resending the same email repeatedly to one or more recipients to interfere with the recipients use of email (letter bombing)
 3. Sending unsolicited bulk mail messages (spamming)
- F. Unacceptable uses of ECS email services include, but are not limited to the following:
- Unlawful activities
 - Commercial activities
 - Personal enterprises for financial gain
 - Use for fund-raising not sanctioned by the school district
 - Use for political campaigning
 - Professional or personal use inconsistent with policies and goals of the ECS Board of Education
 - Misrepresenting identify or affiliation in email communications
 - Using someone else's identity and/or password
 - Sending mail anonymously
 - Any activity which adversely affects the confidentiality or integrity of the district's technology systems
 - Information pertaining to students which violates the Family Educational Rights and Privacy Act (FERPA)
 - Accessing or transmitting material, which may contain defamatory remarks, offensive material, or racial/ethnic/sexual slurs, as well as any harassing, intimidating or pornographic material.
- G. Access to information technology, including electronic mail is a privilege. Accounts may be deactivated for infringement of policy, rules and regulations or procedures.

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Internet Safety Policy

Eastpointe Community Schools encourages and strongly promotes use of technology in the educational community. To ensure students, staff and parents can take full advantage of available technologies, all technology use in the district must be properly authorized, adhere to district policy, and be in support of and consistent with the purposes and stated goals of the school district. The district fully understands and complies with all regulations of the **Children's Internet Protection Act (CIPA)**. As such, the district utilizes an Internet filtering system that is supported and maintained by the Macomb Intermediate School District (MISD). Students using computers and/or copying equipment without proper authorization may be subject to disciplinary action up to and including loss of computer privileges or suspension.

Eastpointe Community Schools, together with the MISD and direct teacher observation, monitors student Internet activity. The BESS filter is designed to restrict access by category to inappropriate sites that may be deemed harmful to minors including direct communications such as Chat rooms and E-mail. Currently the ability to "Chat" and use of email by students is restricted. The only exception made for student email use is by those students who are enrolled in an online course.

District/building acceptable use policies, as well as technological constraints on port traffic are in place to prevent unauthorized access or "hacking" activities by online users.

The policies that are in place restrict Eastpointe Community Schools' unauthorized disclosure, use and dissemination of personal identification information regarding minors.

GUIDELINES:

1. Published documents may not include a child's phone number, street address or box number; or names of other family members.
2. Documents may not include any information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities.
3. Documents may not contain objectionable material or point directly or indirectly to objectionable material.
4. Documents must conform to school board policies and established school guidelines.
5. Documents must be edited and approved by a referring teacher and/or the staff member charged with maintaining the Internet site on which the material is published.

Eastpointe Community Schools Technology Acknowledgement Form

I certify that I have received the Eastpointe Community Schools Technology Acceptable Use Policy, Internet Safety Policy, and the Web Pages and Email Policy. I further certify that I understand these policies exist to protect both the staff and students of the District and that failure to comply may result in disciplinary action up to and including termination.

By signing this document, I understand that, in addition to the policies named above, the Eastpointe Community Schools Board of Education may enact additional policies pertaining to technology use and user expectations.

Signature

Date

Name (Printed)

I certify that I have provided a copy of received the Eastpointe Community Schools Technology Acceptable Use Policy, Internet Safety Policy, and the Web Pages and Email Policy to the individual named above.

Signature

Date

Name (Printed)

This original document shall be retained in the employee's personnel file until separation or recertification of policy acceptance.