

SECTION 16: ACCEPTABLE USE 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 is in compliance 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 and staff using computers and/or copying equipment improperly OR without proper authorization may be subject to disciplinary action up to and including loss of computer privileges or suspension.**

Technology Guidelines

- Students shall not use technology unless authorized by appropriate school personnel.
- Only software legally owned and authorized by the district may be put on district computers.
- Illegal/inappropriate activities of any kind are forbidden.
- Nothing is to be placed on a building web page without prior approval of the building administrator.

Technology Users Will:

- Comply with district policies, rules and regulations.
- Use networks and technology in support of education, consistent with the curriculum and programs of the district.
- Obey all copyright laws.
- Report to the building administrator or teacher any misuse of networks and technology.
- Provide a letter from their parent/guardian if they do NOT want their project and/or photograph to be placed on the Internet and/or the district's subscriber network.

Technology Users Will Not:

- Tamper with computer or network components in a way that will make them either temporarily or permanently inoperable.
- Access or modify other accounts, data, files, and/or passwords without authorization.
- Use district technology for commercial or for profit purposes.
- Use district technology to obtain illegal copies of software, printed material or other material to which they do not have ownership.
- Use district technology to send or receive messages that are inflammatory, harassing in nature, sexist, racist or otherwise inappropriate.
- Use district technology to distribute material that violates the Family Education Rights and Privacy Act; jeopardizes the health and safety of staff or 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 by the Director of Technology (or their designee).
- Use district technology to threaten, intimidate or otherwise disrupt the academic scope and purpose of education (cyber bullying). This includes staff and students on campus or off campus. "On the clock or off the clock."
- Post unauthorized media/videos online that jeopardizes the health and safety of staff and students

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 by 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 system. 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 progressive disciplinary action. If the staff member is not certain whether material falls outside of these parameters, approval should 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.

EASTPOINTE COMMUNITY SCHOOLS

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 is in compliance 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). 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, E-mail and Social Networking sites. 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 district will also ensure that all workstations specified for student use have appropriate filtering software installed. In addition, students receive instruction on responsible use of the Internet, including safety and security when using email, chat rooms, social networking and cyber-bullying awareness and response. Currently the ability to "Chat" use of email and social networking sites 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 which 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: GRADES K-5 TECHNOLOGY CODE OF ETHICS & ACCEPTABLE USE POLICY

Eastpointe Community Schools encourage and strongly promote the use of electronic information technologies for educational endeavors. The district provides student access to information resources available in a variety of electronic formats for the development of information management skills. Together these allow learners to access current and relevant resources, provide the opportunity to communicate in technologically rich environment and assist them to become responsible, self-directed, life-long learners. Reference to the District network means all district-owned technology.

Privileges and Rights

- The use of electronic equipment at school is a special privilege. I can use these tools to enhance my educational experiences.
- I will take responsibility for my behavior while using the equipment.
- When using the equipment, I will always tell the truth.
- If I find a problem, I will tell an adult.
- I will try my best to produce quality work to share with my teacher, family and friends.

Guidelines Hardware/Software

When using hardware/software:

- I will take care of the hardware/software.
- I will only login using my assigned computer id and will keep my password secret.
- I will always ask if I can use the equipment.
- I will only use the software that is provided by the school.
- I will let my teacher know if the equipment is broken or not working.
- I will let my teacher know if someone is not using the equipment properly.
- I will use hardware/software applications for the intended purpose.

Internet Guidelines

When using the Internet:

- I will only go on the Internet with my teacher's approval.
- I will only use the Internet for school projects.
- I will let my teacher know if I find any information that makes me feel uncomfortable.

Consequences for Misuse of School Equipment

If I do not follow the rules or my teacher's instructions this may happen:

- I may receive a warning.
- I may lose my computer privileges for an amount of time that he/she decides is appropriate.
- I may have my parents contacted.
- I may be assigned discipline points and discipline consequences, including suspension.

NOTE: Intimidation directed at another person and witnessed (cyber bullying), a serious threat or implied threat to do bodily harm or is libelous electronically regarding staff or students, whether on campus or off campus, "on the clock or off the clock" violates the District Technology Code of Ethics and Acceptable Use Policy. Disciplinary action will be taken.

Agreement

I, _____, will follow the rules of the Elementary Technology Code of Ethics and Acceptable Use Policy. If I break the rules, I know my technology privileges will be taken away and appropriate discipline will be administered.

Signature of Student

Date

Parent consent: I have read and reviewed with my child the Eastpointe Community Schools' Grade K-6 Technology Code of Ethics & Acceptable Use Policy and realize that use of the equipment is a privilege for my child. I am aware of the District's rules regarding my child's use of technology on school premises. I understand that my child will lose user privileges and be disciplined according to the "Discipline Point System" for violating the District's Grades K-6 Technology Code of Ethics & Acceptable Use Policy.

Signature of Parent

Date

EASTPOINTE COMMUNITY SCHOOLS: GRADES 6-8 TECHNOLOGY CODE OF ETHICS & ACCEPTABLE USE POLICY

Eastpointe Community Schools encourage and strongly promotes the use of electronic information technologies for educational endeavors. The district provides student access to information resources available in a variety of electronic formats for the development of information management skills. Together these allow learners to access current and relevant resources, provide the opportunity to communicate in technologically rich environment and assist them to become responsible, self-directed, life-long learners. Reference to the District network means all district-owned technology.

Privileges and Rights

The use of electronic equipment at school is a special privilege. I can use these tools to enhance my educational experiences. I will enjoy this privilege by:

- producing quality work to share with my teacher, family and friends.
- taking responsibility for my behavior while using the equipment.
- informing the teacher of any problems I may experience.
- informing the teacher of any equipment that is not functioning properly.

Hardware/Software Guidelines

- I will follow the proper procedures for caring for the equipment.
- I will only login using my assigned computer id and will keep my password secret.
- I will be responsible for the equipment that I am using.
- I will only use software that is approved by the school district.
- I will use hardware/software applications for the intended purpose.

Internet Guidelines

- I have the right to access the Internet to facilitate learning and personal growth in technology information gathering skills, and communication skills.
- I will only go to Internet sites that my teacher has approved.
- I will only use the Internet for school projects.
- I will let my teacher know if I accidentally find any information that makes me feel uncomfortable.

Consequences for Misuse of School Equipment

If I do not follow the rules or my teacher's instructions this may happen:

- I may receive a warning.
- I may lose my computer privileges for a determined amount of time that he/she and/or principal decide is appropriate for the misbehavior.
- I may have my parents contacted.
- I may be assigned discipline points and discipline consequences, including suspension.

NOTE: Intimidation directed at another person and witnessed (cyber bullying), a serious threat or implied threat to do bodily harm or is libelous electronically regarding staff or students, whether on campus or off campus, "on the clock or off the clock" violates the District's Technology Code of Ethics and Acceptable Use Policy. Disciplinary action will be taken.

Agreement

I, _____, will follow the rules of the Grades 7-8 Technology Code of Ethics & Acceptable Use Policy. If I break the rules, I know my technology privileges will be taken away and appropriate discipline will be administered.

Signature of Student

Date

Parent consent: I have read and reviewed with my child the Eastpointe Community Schools' Technology Code of Ethics & Acceptable Use Policy and realize that use of the equipment is a privilege for my child. I am aware of the District's rules regarding my child's use of technology on school premises. I understand that my child will lose user privileges and be disciplined according to the "Discipline Point System" for violating the District's Grades 7-8 Technology Code of Ethics and Acceptable Use Policy.

Signature of Parent

Date

EASTPOINTE COMMUNITY SCHOOLS: GRADES 9-12 TECHNOLOGY CODE OF ETHICS & ACCEPTABLE USE POLICY

Eastpointe Community Schools encourage and strongly promotes the use of electronic information technologies for educational endeavors. The District provides student access to information resources available in a variety of electronic formats for the development of information management skills. Together these allow learners to access current and relevant resources, provide the opportunity to communicate in a technologically rich environment, and assist them to become responsible, self-directed, life-long learners. Reference to the District network means all district-owned technology.

Privileges and Rights

1. Students have the right to access the District network to facilitate learning, diversity, personal growth in technology, information gathering and communication skills.
2. Students are responsible for the integrity of their account. Misuse or sharing of their account with others may result in the loss of access privileges.
3. Students will not use their network access to obtain, view, download, or otherwise gain access to offensive or objectionable materials.
4. Each student is responsible for all material received and stored under his/her user account. The District reserves the right to access any materials stored in files.
5. Students may not load, store, or use unapproved software on the district network.
6. The District reserves the right to log computer use and to monitor file space used and to limit that space.
7. The District reserves the right to remove a user account on the network to prevent unauthorized activity.
8. The District reserves the right to log Internet use.
9. It is the intent of the District to maintain reliable network services. However, loss of files, information, data, or time may happen, in which case the district is not liable.
10. Any transfer of files either electronically, via CDs, DVDs, USB and/or USB drives must be virus free. Should a student transfer a file, shareware, or software which infects the District network with a virus which causes damage, the student will be liable for any and all repair costs to make the District network once again fully operational or virus free. The student may also be subject to other disciplinary measures as determined by the District.

Failure to abide by these guidelines may result in the suspension or elimination of access to the District's network.

Consequences for Misuse of School Equipment

If I do not follow the rules or my teacher's instructions this may happen:

- I may receive a warning.
- I may lose my computer privileges for a determined amount of time that he/she and/or principal decide is appropriate for the misbehavior.
- I may have my parents contacted.
- I may be assigned discipline points and discipline consequences, including suspension.

NOTE: Intimidation directed at another person and witnessed (cyber bullying), a serious threat or implied threat to do bodily harm or is libelous electronically regarding staff or students, whether on campus or off campus, "on the clock or off the clock" violates the Technology Code of Ethics and Acceptable Use Policy. Disciplinary action will be taken.

EASTPOINTE COMMUNITY SCHOOLS: SECONDARY TECHNOLOGY CODE OF ETHICS & ACCEPTABLE USE POLICY

Eastpointe Community Schools encourage and strongly promotes the use of electronic information technologies for educational endeavors. The District provides student access to information resources available in a variety of electronic formats for the development of information management skills. Together these allow learners to access current and relevant resources, provide the opportunity to communicate in a technologically rich environment, and assist them to become responsible, self-directed, life-long learners. Reference to the District network means all district-owned technology.

Eastpointe Community Schools' students have the privilege to use technology resources which include: 1) network computers and software programs, 2) access to the Internet, and 3) video and media production equipment. The equipment is utilized to enhance students' learning experiences, obtain information, and provide additional skills in the areas of technology and computers, including the development of information management skills. Students are expected to act in a responsible, efficient, ethical, and legal manner set forth in the statements below. Failure to abide by any of the following statements will result in the revoking of the student's privileges to use the school's equipment and / or have access to the Internet. School disciplinary actions will apply as defined and outlined in the *Eastpointe Community Schools Discipline Point System*.

1. I will treat all technology equipment with respect and proper care
2. I will not access computer files other than my own. I will not intentionally search, copy, modify, or delete files or data belonging to another user or to any software program. This applies to network drive, local drive, or system configuration
3. I will not attempt to copy, send, or receive programs in violation of copyright laws
4. I will not access the computer network or the Internet using any name or ID other than my own as authorized by Eastpointe Community Schools
5. I will not attempt to use the local area network or the Internet in a way that hampers its use by others
6. I will not introduce a computer virus, or damage computer hardware or software components
7. I will not intentionally create materials, programs, or files that would harass other users
8. I am responsible for appropriate use of the Internet, and will utilize it only for school related projects and research. It is not to be accessed for commercial or private use
9. I will not access areas of the Internet unless instructed to do so by a teacher or staff member. I will not download or upload files or send e-mail unless permission is given by a teacher or staff member
10. I will not use the computer network or the Internet for financial, commercial, or illegal activities
11. I will not attempt to access areas on the Internet which violate the rights of others; are considered indecent, abusive, profane, violent, or sexually or racially offensive
12. I will not use, create, or publish any information that is considered indecent, abusive, profane, violent, sexually or racially offensive.
13. I understand that all information published on the Internet becomes public domain
14. I understand that Federal mandates require Eastpointe Community Schools to filter Internet access to block inappropriate web sites, and that it is impossible to block 100 % of these sites.

AGREEMENT

I, _____, understand the expectations of the Secondary *Technology Code of Ethics & Acceptable Use*. I realize if any of the rules are violated, my user privileges, and/ or access to the Internet will be taken away and discipline administered according to the *Eastpointe Community Schools' Discipline Point System*.

Student Signature

Date

PARENT CONSENT: I have read and reviewed with my child the Eastpointe Community Schools' Acceptable Technology Use Agreement for Secondary School Students and realize that use of the equipment and access to the Internet is a privilege for my child. I am aware of the District's rules regarding my child's use of technology on school premises. I understand that my child will lose user privileges and/or access to the Internet and be disciplined according to the *Eastpointe Community Schools Discipline Point System* for violating the Secondary *Technology Code of Ethics & Acceptable Use Policy*.

Please sign to acknowledge you have read this agreement. Any parent who does not want their child to use the Internet at school should check below.

Parent /Guardian Signature

Date

I do not want my child to have Internet access at school

**EASTPOINTE COMMUNITY SCHOOLS
TECHNOLOGY ACCEPTABLE USE POLICY
WEB PAGES AND EMAIL**

Eastpointe Community Schools 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 ECS page includes embedded references to other pages.

WEB PAGES

- A. Web pages must have an educational/management purpose related to an assignment, project, job or function that meets the goals of Eastpointe Community Schools.
- B. Information will not be placed on a building web page without the prior approval of the building principal and/or the district administrator.
- C. Web pages representing Eastpointe Community Schools will only be placed on district authorized web servers.
- D. Copyrighted material shall not be placed upon any part of a web page without prior permission from the copyright owner. This includes images, text, video and audio clips.

District Web Pages On The Internet Must Not:

- A. Identify or use students’ full names.
- B. Identify or use, personal addresses or phone numbers.
- C. Use individual student photographs with written identification (student full name).
- D. Use individual photographs, group photographs and/or individual student’s work without written parental permission on file. (See Appendix).
- E. Intentionally link with any other site which violates any portion of these rules and regulations.

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 should not contain anything that an employee would not otherwise put in print. Users should 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.