

HARRISON COMMUNITY SCHOOLS

ACCEPTABLE USE POLICY FOR TECHNOLOGY

ADMINISTRATIVE PROCEDURE 4300

INTRODUCTION

The Harrison Community Schools believe that technology can positively affect the work and educational experience for students and staff of the District. It is a goal of the school district to make current technology available and accessible to all students and staff.

In order to fulfill this commitment, it is essential for the computer hardware, software, files, networks, or any other technology to be maintained in a secure environment and be used in a responsible manner.

All students and staff in the school district have the privilege to access and use the various technologies within the district. This privilege extends to use of computers, printers, software, video equipment the Internet and any other available equipment in support of the educational goals or work requirements of Harrison Community Schools.

This document outlines the guidelines and responsibilities of users of the District's technology in furtherance of the District's goals. It applies to all technology: networks, computers, video equipment etc.

RESPONSIBILITIES

By exercising the privilege to access technology of the Harrison Community School District all staff and students imply acceptance of their responsibility to maintain systems and to respect the property of the district.

Specifically:

1. All use of technology must be in support of education and be consistent with the education purposes of Harrison Community Schools.
2. It is the responsibility of all users of the District's technologies to assure that they do not introduce any software to the systems that has not been approved by the system administrator.
3. Unauthorized usage of staff computers will constitute a breach of this acceptable use policy.

4. Even though the District will attempt to maintain the operational system of all technology, this does not guarantee that the functions of these systems will meet any specific requirements 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.
5. All users have the responsibility to refrain from damaging or altering equipment or files. This includes physical damage, changing files or software configurations, or any other acts of vandalism.
6. It is the responsibility of all users to not access any files or programs for which they have not been given specific permission or authorization. User accounts are established for the private use of the person for whom they are created. All users have the responsibility to refrain from using other people's account. Sharing of passwords is prohibited.
7. It is the specific intent of the school district to be in compliance with the various copyright laws. It is the responsibility of all users to not copy programs from any system for their own use, to provide to others, or to sell. Further, it is the responsibility of all users to ensure that they do not introduce computer viruses or other files that may damage the systems.

NETWORK/INTERNET GUIDELINES

1. After meeting guidelines established by Harrison Community Schools, students and staff may apply for a user account access to the Internet. Users have the responsibility to follow the guidelines established by Harrison Community Schools.
2. When On-Line in the Internet, students and staff will be required to sign in. File transfers must be pre-authorized.
3. Extensive use of technology for personal and private business is prohibited.
4. Any use of technology for commercial, product advertisement, profit purposes, or political lobbying is prohibited.
5. Use of the technology to access or process pornographic materials, inappropriate text files, or files dangerous to the integrity of the network system is prohibited. In addition, users have the responsibility to not access files that would be considered offensive, obscene, or prejudicial against individuals or groups.
6. Due to provisions of CIPA (Children's Internet Protection Act), content filtering, file blocking, and other forms of security are used in varying degrees throughout the district as appropriate to grade level, any attempt to circumvent these measures will constitute a breach of this acceptable use policy.

7. Use of technology to send hate, harassing, or discriminatory remarks or using any other antisocial behaviors through e-mail is prohibited.
8. Users have the responsibility to not misrepresent themselves as another person, to use or alter files or accounts that belong to other users, or to alter passwords that belong to others.
9. Users have the responsibility to refrain from playing interactive or other types of games except as authorized by school personnel.

TERMS OF AGREEMENT

The District reserves the right to monitor usage of all technology. Students and staff use of the systems will be monitored to insure that all users are adhering to their responsibilities. This monitoring includes but is not limited to email, instant messages, computer activity, file transfers, and session logging. The District further reserves the right to take appropriate disciplinary action against individuals who fail to comply with this Acceptable Use Policy.

1. The District reserves all rights to any material stored in files and will remove any material that the District believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable.
2. The District has access to the Internet and other computer systems around the world. Parents of minors using this system should be aware of the existence of objectionable materials. Therefore, it is the parent's responsibility to monitor students while on the Internet at home. The District does not condone the use of such materials.
3. The system administrator reserves the right to set quotas for disk usage on the network. Users will have the responsibility to delete mail messages and personal files on a regular basis to avoid excessive use of disk space. A user who exceeds their quota will be advised to delete mail messages and personal files on a regular basis to avoid excessive use of disk space. A user who exceeds their quota will be advised to delete files to return to compliance. If the user does not comply the system administrator will make the necessary deletions.
4. The violations on the preceding pages are not all-inclusive, but only representative and illustrative. A user who commits an act that is deemed misconduct will be subject to disciplinary action.

Harrison Community Schools
Acceptable Use Agreement For Technology

Because access and use of technology is a privilege for the user, Harrison Community Schools has developed this Acceptable Use Policy for Technology.

I have read and understand the Harrison Community Schools Acceptable Use Policy for Technology and agree to comply with the responsibilities and abide by all rules and regulations of this agreement. I understand that failure to fulfill my responsibilities as they relate to the use of technologies in the school district may result in disciplinary action, including a loss of access to technology equipment.

Print Name: _____

Signature: _____

Building: _____

Parent/Guardian Signature: _____

Date: _____

Acceptable Use Policy For Technology
Adopted: October 11, 1999
Revised: May 6, 2005