

EATON INTERMEDIATE SCHOOL DISTRICT

Acceptable Use Policy (AUP) of Information Technologies

Eaton Intermediate School District (the "District") encourages and strongly promotes the use of electronic information technologies in educational endeavors. "Information technologies" is defined in this policy as follows: all computers, telephone systems, electronic mail systems, voice mail systems and Internet connectivity components. The District provides users access to current and relevant resources in a wide variety of electronic formats and the opportunity to communicate in a technologically rich environment.

The District's information technologies are the District's property and are intended to be used for educational purposes. The District retains the right to access and review all electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in or accessed by EISD information technologies. **Users have no reasonable expectation that any information contained on any EISD information technologies is confidential or private.**

The District makes no warranties of any kind, whether expressed or implied, regarding the availability of its information technologies, including but not limited to the loss of data resulting from delays, non-delivery, or any service interruptions. All EISD information technologies are provided on an "*as is, as available*" basis.

District responsibilities

Eaton Intermediate School District is responsible for the management of the infrastructure, hardware and software that the District uses to enable access to its information technologies for educational purposes. These responsibilities include:

- maintenance and repair of all network equipment.
- selection of software that the District will support.
- maintenance of an "up-to-date" version of this AUP on the EISD web site at: <http://eaton.k12.mi.us/aup>
- providing training opportunities on the use and application of information technologies and other media as they are acquired and put into use in the District.
- assignment and removal of user remote access rights to the Internet.
- setting quota limits for disk usage by users of the EISD Internet server.
- utilization of content filtering software such as "CyberPatrol", as required by the children's Internet Protection Act.
- implementation and enforcement of the conduct standards for information technologies as stated in this policy.

The Eaton Intermediate School District will implement filtering software intended to block minors' access to materials that are obscene, child pornography, harmful to minors, or that the District determines to be inappropriate for minors. However, the District does not guarantee that school officials will control users access to such materials, or that users will not have access to such materials while using the District's information technologies. The filtering software operates only within the District wide area network (WAN) or local area network (LAN). The filtering software does not operate during dial-up access.

The District does not take responsibility for resources located or actions taken by the users that do not support the purposes of the School District.

It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Users are responsible for:

- utilizing technologies in the District for facilitating learning and to enhance educational information.
- attending appropriate training sessions in the use and care of available hardware and software.
- maintaining the privacy of passwords.
- maintaining the integrity of the electronic mail (email) system. The email system is intended to be used for the educational purposes of EISD. Extensive personal use of the email system is inappropriate and should be avoided.
- adhering to copyright guidelines in the transmission or copying of text, graphics or files.
- refraining from disclosing, using or disseminating personal identification information regarding students over the Internet without parent or guardian authorization.
- maintaining the integrity of the electronic messaging system (voice, e-mail, etc.), deleting files or messages if they have exceeded their established limit, reporting any violations of privacy and making only those contacts which facilitate learning and enhance educational information exchange. If a user remains in non-compliance, the System Administrator may delete files and messages, freeze the account, and/or close the account.
- keeping material considered pornographic by the District, inappropriate files or files dangerous to the integrity of the school's network, equipment or software from entering the school via the Internet or from being reproduced in visual, digital or written format.
- using caution (*Buyer Beware!*) when considering the purchase of goods or services over the Internet. Eaton Intermediate School District is not liable for any personal purchases made while using EISD resources.
- making full financial restitution for any damages to EISD equipment caused by inappropriate use of EISD information technologies.
- making full financial restitution for any unauthorized expenses incurred while using EISD information technologies.
- deleting files if they have exceeded their established disk quota limit on the EISD Internet server. Files will be deleted by the system administrator if the user remains in non-compliance.
- any phone charges including, but not limited to, long distance charges, per minute (unit) surcharges and/or equipment or line costs, incurred by a user while accessing EISD information technologies remotely. Any disputes or problems regarding phone

service are strictly between the user and his/her local phone company and/or long distance service provider

- any damages to, or incurred on, a user's home equipment. Users accessing EISD information technology from home, should do so **at their own risk**. Eaton Intermediate School District assumes no responsibility for damages to, or incurred on, home equipment.

Prohibitions:

Use of the EISD information technologies is intended for legitimate educational purposes that support and enhance the District's mission statement. The following uses are strictly prohibited:

- unauthorized transfer, deletion or duplication of electronic files.
- unauthorized use of another individual's login name or password.
- using EISD information technologies to draft, send, or receive inappropriate communications including, but not limited to, communications which are pornographic, obscene, profane, vulgar, harassing, threatening, defamatory or otherwise prohibited by law.
- using EISD information technologies for the advertisement of goods or services for personal financial gain.
- using EISD information technologies for private or personal business purposes.
- vandalism of the District's information technologies. Vandalism is defined as any attempt to harm, destroy, or disrupt the operation of the District's information technologies. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of viruses.

Enforcement and Discipline:

Use of the District's information technologies is a privilege and not a right. Access privileges may be revoked by the District at any time, with or without notice, at the discretion of the school district. Failure of users to comply with the user responsibilities or conduct in violation of any of the prohibitions set forth above may also lead to appropriate disciplinary action and/or legal action.

Users with Remote Internet Access

Remote Internet access rights (Internet accounts) may be made available to the following individuals:

Students. Students who are currently enrolled in the District, upon agreement to the terms stated in this policy.

Staff. Staff members currently employed by the District, upon agreement to the terms stated in this policy.

Special program participants. Certain individuals participating in special projects and/or programs relating to EISD business, upon agreement to the terms stated in this

policy, might be granted temporary remote access rights, upon approval by the system administrator.

Retirees of EISD with existing accounts - To the extent that their accounts do not compromise the EISD's ability to serve our students, staff and special program participants, accounts of district retirees will remain active.

Termination of remote Internet access

The system administrator reserves the right to suspend or terminate a users remote access to, and use of, the EISD Internet server, upon any breach of the "terms and conditions" of this policy by the user. Prior to a suspension and/or termination of access rights, or as soon as it is practical, the system administrator will inform the user of the suspected breach and give the user an opportunity to present an explanation.

Remote Internet access rights will be terminated according to the following criteria:

- Students - upon graduation or loss of student status.
- Staff - immediately upon termination of employment with the District.
- Retirees - as determined by the system administrator (see Retirees section above).
- Special project participants - at the termination of the project or as determined by the system administrator.

Additional Internet related advisements:

- Users **do not** have a personal privacy right in any matter created, received or sent from the EISD email system.
- No email messages should be created or sent that violate the EISD policies regarding discrimination and sexual harassment.
- Security features, including private passwords and delete functions, do not mean the District cannot access user email communications on system.
- Misuse of the email system or other Internet privileges may result in appropriate disciplinary action, up to and including discharge.
- Departmental and personal web pages may be created and published on EISD Internet server, with the approval of the system administrator.

Eaton Intermediate School District User Responsibility Declaration

Eaton Intermediate School District has developed an ***Acceptable Use Policy (AUP) for Information Technologies***. I have read, understand and will abide by the EISD Acceptable Use Policy. I agree to the users responsibilities and prohibitions contained in the policy. I understand that use of the District's information technologies is a privilege and that my access rights may be limited or revoked. I also understand that inappropriate use of the District's information technologies may lead to other disciplinary action and/or appropriate legal action.

Users accessing the Internet may be exposed to material that could be considered offensive or controversial. Parents of minors should be aware of the

existence of such materials and should monitor home use of the Internet. Individuals accessing or downloading inappropriate communications will be dealt with according to the discipline policies of the District.

I hereby release Eaton Intermediate School District and its operators and sponsors, its faculty and staff, and all organizations, groups and institutions with which the Eaton Intermediate Schools is affiliated for any and all claims of any nature arising from my use of, misuse of, or my inability to use, EISD information technologies.

I understand that changes are occasionally made to the EISD Acceptable Use Policy and I agree to abide by the current version of the policy that is posted electronically at <http://eaton.k12.mi.us/aup> .

I understand that the District's information technologies may be monitored and I acknowledge the right of the District to do so.

I further understand that my signature on this declaration sheet is legally binding and indicates that I have carefully read the ***Eaton Intermediate School District's Acceptable Use Policy (AUP) for Information Technologies*** and understand its significance.

User Signature

Date