TECUMSEH PUBLIC SCHOOLS

Student Computer Acceptable Use Agreement

The Tecumseh Public Schools (TPS) provides Internet access to students for educational purposes only. The use of the Internet is necessary for many school research projects. Misuse violates Tecumseh School Board Policy and may subject students to suspension and other school disciplinary consequences.

The Internet and other on-line resources provided by TPS are intended to be used to support the instructional program and further student learning. The TPS network facilities are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the Tecumseh Public School District. Since the Internet contains an unregulated collection of resources, TPS cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter. Therefore, before using the TPS's on-line resources, each student and his/her parent/guardian shall read, sign and return a TPS Student Computer Use Agreement. This agreement shall specify user obligations and responsibilities and shall set forth consequences for violations.

Internet Control Filtering and Monitoring--As required by the Children's Internet Protection Act

In accordance with federal, state, and local regulations, filtering software is used to control access to the Internet. This blocks or filters visual depictions that are obscene and other content that may be harmful to minors. Parents are advised, however, that filtering technology is imperfect, and that the possibility exists of obtaining access to prohibited materials. Educational staff will, to the best of their ability, monitor students' use of the Internet and will take reasonable measures to prevent access to inappropriate materials.

From time to time TPS will make a determination on whether specific uses of the network are consistent with the regulations stated above. For security and administrative purposes, TPS reserves the right for authorized personnel to review network use and content. TPS reserves the right to remove an individual's network access privileges to prevent further unauthorized activity.

Internet Restrictions and Guidelines

Students

- should use the Internet/network for appropriate educational purposes and research.
- should immediately report any security problems or breaches of these responsibilities to the supervising teacher.
- must adhere to copyright laws and plagiarism rules when using the Internet.
- may not use the network for entering contests, advertising, political lobbying, or personal commercial activities including online purchasing.
- may not use the TPS Internet access for sending or retrieving inappropriate, obscene, illegal, or pornographic material.
- may not circumvent security measures on school or remote computers or networks (hacking) to gain access to restricted internet sites and resources.
- may not use chat rooms and instant messenger that are not provided by the district for non-academic purposes.
- may not send spam, chain letters, or other mass unsolicited mailings.

System Security

- System logins or accounts are to be used only by the authorized owner of the account for the authorized purpose. Students may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account
- Students shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users; misrepresent other users on the system; or attempt to gain unauthorized access.
- Only authorized technology personnel may install software.
- Permission of authorized technology personnel is required for relocation, removal, or adjustment of any hardware and/or peripheral device by any student.
- Students will not use sniffing or remote access technology to monitor the network or other user's activity.
- Files stored on the network are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the electronic network may lead to discovery that a student has violated this policy or the law. Students should not expect that files stored on district servers are private.
- Parents have the right to request to view the contents of their student's files.

E-Mail Policy

- Students will be provided with e-mail accounts that will be used for communicating with teachers and other students for school related activities.
- Students will not use outside email accounts such as AOL, Yahoo, Hotmail, and other free email services on school computers.
- Students will not forward a message that was sent to them privately without the permission of the person who sent them the message.
- Students will not post private information about themselves or another person.
- Students should have no expectation of privacy at any time while using the district provided email system whether at school or while accessing the district email off the TPS premises.
- The district is authorized to and at all times will monitor e-mail logs and internet histories of students and does so.
- Students shall not engage in cyber bullying or personal attacks.

Network Resources

Network resources are considered to be any location on the TPS network where students and staff store and access files. Students may upload any type of file to their dedicated Virtual Hard Drive so long as the content of the file does not contain:

- Derogatory or defamatory statements or use of profanity.
- Sexually explicit content, such as pornography, erotica, and non-erotic discussions of sexual topics such as sexuality or sex.
- Violent or other forms of graphic or "extreme" content.
- Promotion or discussion of bigotry or hate speech.
- Promotion or discussion of gambling, recreational drug use, alcohol, or other activities frequently considered to be vice.
- Promotion or discussion of system cracking, software piracy, criminal skills, or other potentially illegal acts.
- Any form of cheating

Students are not permitted to download large files without a teacher's prior permission.

Discussion Groups
Discussion groups are formal or informal groups that are created through the system to facilitate the sharing of information on specific topics. All aspects of the this Agreement must be adhered to when posting messages to a discussion group or when replying to posts within the group. Swearing, offensive language, obscenity, harassment, rudeness, and other inappropriate conduct will not be tolerated in any group. Posts should in no way promote, enable, or discuss bigotry or hate speech, or promote, enable, or discuss gambling, recreational drug use, alcohol, or other activities considered to be vice. Discussion group posts and threads will be monitored for content language and behavior. TPS technology staff reserves the right at any time to delete any post that is deemed derogatory or harmful.

Web Posting
The availability of Internet access in the TPS district provides an opportunity for students and staff to contribute to TPS District's presence on the World Wide Web. The District's web sites provide information to the world about school curriculum, instruction, school-authorized activities, and other general information relating to our District's mission. The web pages also serve as a link to educational resources on the Internet for students and staff to access. Creators of web pages need to familiarize themselves with and adhere to the following policies and responsibilities. Failure to follow these policies or responsibilities may result in the loss of authoring privileges or other disciplinary measures.

- At the bottom of the web page, there must be an indication of the date of the last update to that page and the name or initials of the person(s) responsible for the page or update. It shall be that person's responsibility to keep the web page current.
- At the bottom of the web page, there must be a link that returns the user to the appropriate point(s) in the District web pages.
- The Superintendent and/or the Superintendent's designee shall have the ability to veto or remove any content at any time.
- All subject matter on web pages should relate to curriculum, instruction, school-authorized activities, general information that is appropriate and of interest to others, or it should relate to the School District, or the schools within the District. Staff or student work may be published only as it relates to a class project, course, or other school-related activity.
- Students' last names should not be used on Web Sites.
- Students are not to publish addresses or phone numbers on student created web pages.
- **Copying images** off the Web **without permission** and putting them on a page is a **copyright violation**, even if credit is given to the source.
- All videos taken in school must have the consent of individuals included in the video.
- All pictures taken in school must have the consent of individuals included in the picture.

Material on web pages reflects an individual's thoughts, interests, and activities. Such web pages do not, in any way, represent individual schools or TPS, nor are they endorsed or sanctioned by the individual school or the District. Concern about the content of any page(s) created by students or staff should be directed to the building principal of that school or to the TPS technology staff.

Technology Hardware
Hardware and peripherals are provided as tools for student use for educational purposes. Students are not permitted to relocate hardware (except for portable devices), install peripherals or modify settings to equipment without the consent of the TPS technology department.

Supervision and Monitoring
District employees may monitor the use of information technology resources to help ensure that uses are secure and in conformity with this Agreement. Administrators reserve the right to examine, use, and disclose any data found on the TPS system in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Violation of Agreement
In accordance with established TPS District practices, policies, and procedures, confirmation of inappropriate use of the system may result in termination of access, disciplinary review, expulsion, legal action, or other disciplinary action. Due process will be followed.

TPS will cooperate fully with local, state, or federal officials in any investigation concerning to or relating to any illegal activities conducted through the TPS District system.

If a student violates the Student Computer Use Agreement, disciplinary actions will be tailored to meet specific concerns related to the violation. If the alleged violation also involves a violation of other provisions of the Student Disciplinary Code, the violation will also be handled in accordance with the applicable provision of the Student Discipline Code.

Access to the system may be suspended during the course of an investigation related to alleged violations of these regulations.

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another member, equipment, software, the system, or any other of the agencies or other networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses.

Limitation of Liability
TPS makes no guarantees of any kind, either express or implied, that the functions or the services provided by or through the District system will be error-free or without defect. TPS will not be responsible for any direct or indirect, incidental or consequential damage users may suffer, including, but not limited to, loss of data or interruptions of service sustained or incurred in connection with the use, operation, or inability to use the system. TPS is not responsible for the accuracy or quality of the information obtained through or stored on the system. TPS will not be responsible for financial obligations arising through the unauthorized use of the system. TPS is not responsible for any damages caused to a user's own hardware or software.

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Presented for First Reading: June 14, 2010
Approved & Adopted: June 28, 2010

H:\Board Policy\Student Acceptable Use Policy June 2010

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Please Return This Form To Your Student's School Office

I understand and agree to abide by the Student Computer Use Agreement. I understand that should I commit any violation, my access privileges may be revoked, and disciplinary action and/or appropriate legal action may be taken. I hereby release the Board of Education and its administrators and employees from any and all claims of any nature arising from my use or inability to use the District network and Internet/e-mail resources.

(Please sign and return to the building principal)

Printed Student Name:_____

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Signature of Student Date

As the student's parent or legal guardian, I understand the Student Computer Use Agreement which is enclosed with this form and agree to the provisions of the Student Computer Use Agreement. I also understand that the District cannot guarantee that my child will not obtain access to those material which may be objectionable if I permit my student to have independent access to the Internet. I also hereby release the Board of Education and its administrators and employees from any and all claims of any nature arising from my student's use or inability to use the District network and Internet/e-mail resources.

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Signature of Parent/Guardian Date

The District will not provide a student with independent access to the Internet/e-mail if this signed consent form is not on file. However, the District cannot guarantee that a student without permission for independent access will not gain access to the Internet by use of another student's access rights or by other unauthorized means.

_____ I permit pictures of my child to be displayed on the District's network. I understand that no identification of my child by last name will be displayed with the picture. I also hereby release the Board of Education and its administrators and employees from any and all claims of any nature arising from my student's pictures being displayed on the District's network.

_____ I do not wish pictures of my student to be displayed on the District's network.

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Signature of Parent/Guardian Date