

Acceptable Use Policy for Cass City Public Schools

The use of technology is a privilege and as such may be revoked at any time for inappropriate use. Technology is a tool intended as an educational enhancement.

It is the user's responsibility to:

- ✓ Accept the responsibility for the preservation and care of the hardware and/or software, including all files stored or printed under his/her user account.
- ✓ Make sure no hardware or software is destroyed, modified or abused in any way.
- ✓ Avoid intentionally seeking information on, obtaining copies of, modifying files, data or passwords belonging to other users, or misrepresenting other users.
- ✓ Ensure that your username and password is kept confidential.
- ✓ Refrain accessing any pornographic or inappropriate material or files dangerous to the integrity of the computer systems.
- ✓ Keep programs of a viral nature off any school equipment. The user will be held accountable for any deliberate attempts at knowingly, installing and/or running a computer virus.
- ✓ Keep pornographic materials, inappropriate files and files known to carry harmful viruses off school premises.
- ✓ Keep hardware and software from being removed from school premises.
- ✓ Make sure that all food and drinks are kept away from all hardware and software.
- ✓ Maintain the integrity of the private electronic mail system by reporting all violations of privacy.
- ✓ Ensure all e-mail sent or received by him/her does not contain inappropriate or dangerous material. Hate mail, harassment, discriminatory remarks, and other anti-social behaviors are prohibited.
- ✓ Monitor all printed documents as a log of printed documents is kept. Each user is responsible for all files printed under his/her user account.
- ✓ Avoid printing ANY inappropriate material on school premises otherwise deemed inappropriate for school use.
- ✓ Report any violations to a staff member and/or the Technology Director.

Internet

Internet usage is encouraged to assist in the gathering, collaboration, and/or exchange of information to facilitate personal academic growth. Using the Internet for any of the following is prohibited: commercial or for-profit purposes, extensive use for personal and private business, product advertisement or political lobbying.

Cass City Public Schools has and will continue to comply with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (1).

It is the District's intent to preserve network bandwidth and improve network response times by limiting Internet access to educational-related sites. The filtering method used to block and filter inappropriate sites and content is a FortiGuard appliance. **Attempted use of avoidance techniques to knowingly bypass the Internet content filter is strictly prohibited and will result in disciplinary action.**

Violations

- Disciplinary actions are based on the discipline procedures of Cass City Public Schools. Staff intervention strategies such as teacher/student conferences, auxiliary staff/student intervention and teacher/parent contacts are to be made for acceptable use policy violations when referring for administrative action.
- The guidelines on the preceding pages are not all inclusive. A user who commits an act of misconduct, which is not listed, may also be subject to disciplinary action.
- Non student/community users are responsible for abiding by all the policies and procedures set forth in this document. Failure to do so may result in the loss of use privileges.
- Repeat violations may warrant permanent removal of use privileges on the Cass City Public School local area network (LAN) and Internet networks.

Students and Parents will review and sign the AUP at the beginning of every school year before they have access to District resources.

Date: _____

Student Name: _____

Student Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

CASS CITY PUBLIC SCHOOLS
ELECTRONIC MEDIA PERMISSION FORM

I _____, give Cass City Public Schools permission to publish
Print Parent/Guardian name

_____, photo, name and /or likeness on the Cass City Public Schools
Print student's name

website, or in any other electronic format, I understand that my student's name and photo will never be published together on the same web page. This permission may be revoked in writing by a parent or guardian at any time.

Parent/Guardian signature

Date