

## 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.