

## **Acceptable Use Policy**

### **Freeman School District 33-1 Network and Technology Hardware**

The Freeman School District's network and technology hardware includes but is not limited to all computer hardware including peripherals (printers, scanners, projectors, etc.), operating system software, applications, and all data files. This includes e-mail, databases (local or externally accessed), CD/DVD-ROMs, optical media, clip art, digital images, digitized information, communication technologies, and new technologies as they become available. User accounts are considered property of the district. The district expressly reserves the right at any time to review the subject, content, and appropriateness of electronic communication or any other computer files and remove them if warranted.

Individuals using the Freeman School District's network should have no expectation of privacy or confidentiality in the content of electronic communication or other computer files sent and received on the network.

Use of the district's network and technology hardware is a privilege, not a right. The following guidelines are provided to make all students, staff, and guest users aware of the responsibilities associated with acceptable, ethical, and lawful educational use of all resources. Any violation of international, US, or state law or any guidelines in this policy may result in limitation or termination of privileges, disciplinary action, or legal action.

### **Guidelines for Use of Network and Technology Hardware**

Students, staff, and guest users must abide by the following guidelines.

1. Users should not attempt to access other users' information. All users are responsible for all use of the network under their accounts, regardless of whether access is gained with or without the user's knowledge and/or consent. Therefore, it is important to keep all passwords private and workstations secure. If a user suspects unauthorized use of their account, they should report it immediately to the technology coordinator.
2. Users should not intentionally damage equipment, software, or any network data. This includes, but is not limited to hacking and uploading or creation of computer viruses. The user causing damage or their

parents/guardians will be responsible for the damages and any applicable costs of correcting the problem.

3. Users should not install any software or equipment, or make any modifications to the network without approval from the technology coordinator. All technology hardware and software purchases must be approved by the technology coordinator prior to purchasing to ensure compatibility.
4. Users should not play any type of games on school computers before, during, or after school. This is not an acceptable use of school hardware or the limited available bandwidth. The only exception will be for games approved by staff for educational enrichment or remediation. Students should not be playing games during free time in class or study hall.
5. Users should not send, access, or retain any abusive, defamatory, obscene, profane, sexually explicit, pornographic, threatening, or illegal material.
6. Users should not transmit copyrighted material without the express consent or authorization of the owner of the copyrights.
7. Users should not utilize proxy sites or other means to circumvent the firewall and content filter provided by the state.
8. Users should refrain from engaging in any form of cyberbullying.
9. Users should refrain from sharing detailed personal information in electronic communication or online.
10. Users should not use the network or district technology hardware to advertise, solicit, or raise funds for any charitable or non-charitable organizations.

### **Limitations**

The Freeman School District 33-1 makes no guarantees of any kind, whether expressed or implied, that the network will be uninterrupted or error free. The district will not be responsible for any damages, including loss of data, resulting from delays, nondeliveries, misdeliveries, or service interruptions of any kind, regardless of fault. Use of any information obtained from the Internet is at your own risk. The Freeman School District 33-1 specifically denies any responsibilities for the accuracy or quality of information obtained through its services. Although the district operates a content filter that blocks inappropriate materials, it shall not be liable for any content or viewing of any materials not prepared by the district.

## **Security**

Security of all technology hardware and the network is a high priority for the district. Any user observing a security problem should notify the technology coordinator immediately. Do not demonstrate the problem to other users. Do not use another user's account without written permission from that individual. Attempts to login as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network and/or Internet.

## **Ethical Use Technology Resources**

Ethical behavior requires that users show consideration and respect whenever using computers or electronic communication/technology/devices/resources. When interacting with each other, users should abide by the following guidelines.

1. Do not include in electronic communication between staff, students and/or parents/guardians, comments or content that would not be acceptable in a face-to-face communication.
2. Do not disclose, use, or disseminate unauthorized personal information of another person.
3. Evaluate all information for its accuracy, reliability, and authority.

## **Parent/Teacher Involvement**

It is important that district staff and parents be involved in making students aware of the risks involved with the Internet as well as the appropriate way to handle different situations they may encounter. A publication from the Federal Trade Commission (FTC) entitled *Net Cetera: Chatting With Kids About Being Online* is available to help advise parents and district staff about how to discuss these issues with students. The .PDF of this publication can be downloaded from the following link.

<https://www.consumer.ftc.gov/articles/pdf-0001-netcetera.pdf>

A hard copy of this publication can also be obtained from the technology coordinator.

## Acceptable Use Policy Agreement

I understand and will abide by the Acceptable Use Policy of the Freeman School District 33-1. I further understand that any failure on my part to comply with these guidelines shall constitute a breach of this policy and may also constitute a criminal offense. Should I commit any violation of these guidelines, my access privileges may be revoked, school disciplinary action may be taken, and the matter may be subject to legal action.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian

(If you are under the age of 18, a parent or guardian must also read and sign this agreement.)

As a parent or guardian of this student, I have read the Acceptable Use Policy. I understand that this access is designed for educational purposes, and that the Freeman School District 33-1 has taken precautions to eliminate access to inappropriate material. However, I also recognize it is impossible to restrict access to all controversial or inappropriate materials, and I will not hold the district responsible for materials acquired on the network.

I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_