

FOWLerville COMMUNITY SCHOOLS

ACCEPTABLE USE POLICY

STAFF 2021-2022



Fowlerville Community School district offers technology and Internet access for student and staff use. This document is the Acceptable Use Policy for your use of these systems. Fowlerville's technology systems have been established for limited educational purposes to include classroom activities, career development, and high quality self-discovery activities, all of which promote educational excellence.

FCS technologies have not been established as a public access or public forum and our school district has the right to place reasonable restrictions on the material you access or post, the training you need to have before you are allowed to use the system, and enforce all rules set forth in the Fowlerville Community School's code and the laws of the state of Michigan. Further, you may not use these systems for commercial purposes to offer, provide, or purchase products or services through the systems or use them for political lobbying.

The signatures on the policy summary indicate the parties who signed have read the terms and conditions carefully and understand their significance and agree to abide by them.

The following are examples of acceptable uses and unacceptable uses of Fowlerville Community School's technologies: (You should consider any use which is not specifically mentioned as being potential misuse for which disciplinary consequences may occur.)

1. Personal Safety
 - a. You will post contact information (e.g., name, address, phone number...) about yourself only, and strictly adhere to the web publishing policy when it comes creating and publishing information on the web.
2. Illegal Activities
 - a. You will not attempt to gain unauthorized access to any technology system, or individual equipment or go beyond your authorized access by entering another person's account or accessing another person's files.
 - b. You will not deliberately attempt to disrupt the computers, or network systems, or destroy data by spreading computer viruses or by any other means.
 - c. You will not use Fowlerville Community School technology systems to engage in any illegal act.
3. System Security
 - a. You are responsible for your individual account and will take all reasonable precautions to prevent others from being able to use your account. Under no condition should you give your password to another person. Passwords to the systems should not be easily determined by others, nor should they be words which are found in a dictionary. Using a combination of letters and numbers is the most secure. You should change your password at least once per month. Never let anyone else use a computer on which you are logged in. And always log off if you are leaving your classroom.
 - b. You will immediately notify your media specialist/librarian or member of Technology team if you have identified a possible security problem. Do not look for security problems: this will be considered an illegal attempt to gain access.
 - c. You will avoid the inadvertent spread of computer viruses by having all disks, downloads or videos scanned for virus, dirt or other contamination that might endanger the integrity of the systems.
 - d. Each user of the technologies will ensure that all food and drink is kept away from all the equipment.
4. Integrity
 - a. On any and all uses of Fowlerville Technology systems, whether in material posted on the Web, or internal documents, you will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, racist, or disrespectful language. You will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
 - b. You will not use technology to harass another person by any action that distresses or annoys. This includes developing software programs or publicly posting information that harasses others.
5. Respect for Privacy
 - a. You will not repost communications or information that was sent to you privately without permission of the person who sent you the information.
6. Respecting Resource Limits
 - a. You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on the use for education and career development activities. The limit on self-discovery activities should be restricted to non-contract times.

- b. Downloading executable (program) files or other large files can slow down the speed of our network. Only download files and allow students to download files that have a direct academic purpose.
 - c. Students shall not use a technology system or network to play games. Educationally based games shall be allowed under your supervision, and should NOT be downloaded.
 - d. You are responsible for limiting use of disk space and deleting unnecessary files in a timely manner.
7. Electronic Communication
- a. You are encouraged to use your professional e-mail. Please restrict personal e-mail use to non-contract hours.
 - b. You are responsible for maintaining the integrity of the e-mail system and reporting any violations of privacy or inappropriate behavior.
 - c. You will not post chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to a large number of people).
 - d. You will check your e-mail frequently, delete unwanted messages promptly, and stay within your e-mail quota.
 - e. Your e-mail account should not be considered private. The contents of all e-mail are considered public documents and can be FOIA'ed. FOIA (Freedom of Information Act) is a law enacted in 1966 requiring that government records be made available to the public on request.

PLEASE NOTE:

- Students will not access any personal e-mail or instant message account from any school district technology.
- Students will not access any chat room from any school district owned technology.
- Students will have limited use of district provided e-mail accounts to facilitate learning and enhance the exchange of educational information. This use will be academic in nature only and will be monitored by the supervising staff member.

- f. Social media shall be defined as Internet-based applications (such as Facebook, Instagram, Twitter, et cetera) that turn communication into interactive dialogue between users. The Board authorizes the instructional staff to access social media while on District premises or at District events or using District equipment provided such access has an educational purpose for which the instructional staff member has the prior approval of the Principal. Staff may access social media ONLY during any duty free time as defined in their contract for personal use.
 - g. Staff shall only use e-mail, texting, instant messaging, social networking, chat rooms or similar types of communications with students for school related purposes. Excessive contact with students without any clear educational purpose is prohibited, unless there is a family or other legitimate relationship justifying the amount and nature of the contact.
8. Plagiarism and Copyright Infringement
- a. You will not plagiarize works that you find on any of Fowlerville's technology systems, including the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
 - b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work (including software, text, images etc.) that is protected by copyright. If a work containing language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner, and cite references for all data accessed via technology. Direct any questions regarding copyright issues to your library media specialist.
9. Inappropriate Access to material
- a. You will not use Fowlerville technology systems to access material that is profane or obscene (pornography) or that advocates illegal acts or violence or discrimination toward other people (hate literature). A special exception may be made for hate literature if the purpose of the access is to conduct research with both teacher and parental approval.
 - b. If you mistakenly access inappropriate information, you must immediately tell your library media specialist or tech team member. This will protect you against a claim of intentional violation of this policy.
10. Your Rights
- a. Free Speech. Your right to free speech, as set forth in the school disciplinary code, applies also to your communications on the Internet. The Internet is considered a limited forum, similar to the school newspaper, and therefore the district may restrict your speech for valid educational reasons. The district will not restrict your speech on the basis of its disagreement with the opinions you express.
 - b. Search and Seizure. You should expect **no** privacy of the contents of your personal files on the district's technology systems. Routine maintenance and monitoring of the system may lead to discovery that you have violated this policy, the school code, or the law.
 - h. An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the Fowlerville Community School's board policies, or the law. The investigation will be reasonable and related to the suspected violation.
 - i. Due Process. The district will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the Fowlerville Technology systems. In the event of a claim that you have violated this policy, the Fowlerville Community School's disciplinary code, or the law in your use of this system, you will be given notice of suspected violations and an opportunity to present an explanation according to school code and/or state and federal law.

11. Your Professional Responsibilities

- a. **You will be supervising student use of our district's technology systems. Please become familiar with the student Technology Systems Acceptable Use Policy and ensure that students understand this policy prior to computer use. Continually monitor and enforce the guidelines found in this policy, and report any misuse immediately to your library media specialist, administrator, or tech team member.**

12. Video Training Materials

- a. Please understand that the classroom video footage in the District's video distribution system is for the purpose of teacher training and is for INTERNAL USE ONLY. The material contained within that system should NOT be duplicated or distributed and all student information within these videos are protected by F.E.R.P.A. laws. These videos may not be used in any other way than as a training tool for teachers.

The district makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect. The district will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district will not be responsible for financial obligations arising from unauthorized use of the systems.

Please direct any questions you have about this document to our technology department at 517-223-6021.

.....(Please detach this portion and return it to your school.).....

I hereby release the Fowlerville Community Schools' Technology systems and their operators and sponsors, Fowlerville Community Schools and its faculty and staff and all organizations, groups and institutions with which the Fowlerville Community Schools' Technology systems are affiliated for any and all claims of any nature arising from my use, or inability to use, the Fowlerville Community Schools' Technology systems. I also understand that I will be responsible for any financial expenses incurred by the district due to unauthorized use by myself.

I have read the entire policy, understand its content, and agree to abide by the terms and conditions therein. I further understand that any violation of the regulations above is prohibited and may constitute a criminal offense. Should I commit any violation, disciplinary and/or appropriate legal action may be taken. My signature on this policy summary indicates I have read the terms and conditions carefully, understand their significance and agree to abide by them.

STAFF Signature _____ Printed Name _____ Date _____ School _____

Personal Email Address _____ Personal Phone Number _____

Group:

- ☐ Administrator
☐ Club Sponsor
☐ Coaching Staff
☐ Community Ed
☐ Crossing Guards
☐ Custodians
☐ Food and Nutrition Services
☐ L.E.S.A.
☐ Little Glad Center Staff
☐ Maintenance
☐ Noon Time Supervisor
☐ Office Staff

- ☐ Para-Professional
☐ School Board
☐ Teacher
☐ Transportation
☐ Consultant
☐ Director
☐ Substitute

Account Expiration Date

OFFICE USE ONLY
Technology Needs

- ☐ Active Directory
☐ GMAIL
☐ GMAIL – Groups
911 Admin
Status Change
Fax
Department/Building
☐ MISTAR
☐ Phone/Voicemail
☐ SMART Finance



Position: _____