

**Lansing School District
Acceptable Use Policy
Technology Use and Safety Rules**

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I. Forward

- A. Use of technology in the Lansing School District (the “District”) is a privilege extended to students and staff. Technology use must comply with the mission of the District, and is intended solely for the enhancement and exchange of information. These rules are published in support of the Board of Education policies and applicable laws and regulations governing technology use in the District. These policies and regulations include: Lansing School District Student Code of Conduct, Lansing School District Employee Code of Conduct, Children’s Internet Protection Act (CIPA) and the Family Educational Rights and Privacy Act (FERPA).
- B. The use of all District owned technology is governed by these rules. The term “technology” refers to, but is not limited to, telephones, cell phones, pagers, voice mail, computer hardware, software and peripherals, hand-held computing devices, calculators, science equipment, televisions, VCR’s, email, intranet resources and internet access.
- C. Electronic mail, voice mail, electronic documents created by staff as a product of their job duties and other technology media are the sole property of the District. Users should have no expectation of privacy when using District Technology. The District has the right to revoke a user’s access to technology at any time, and for any reason. The district’s official electronic messaging system must be used for all email that is initiated or in response to district business.
- D. Unless indicated, these rules apply to all users of District technology. The term “users” includes, but is not limited to, students, staff, volunteers, and guests from outside the school community. Staff, volunteers and guests may be subject to additional rules based on the nature of their position with the District.
- E. Use of District technology places a responsibility on the user to understand and comply with the rules and policies governing this privilege. Failure to comply with these rules and policies may result in loss of technology access and/or other disciplinary measures as outlined by the District’s Student Code of Conduct, Employee Handbook, and other Board policies.

- F. The District is not responsible for technology use that is inappropriate and in violation of the law. Students, staff, volunteers, and guests will be held personally, civilly and criminally responsible for any violations of the law.
- G. Before gaining access to District technology, students and staff are required to read and sign the applicable Technology Agreement. Minor students are required to obtain parental permission for the use of technology. Use of District technology constitutes the user's consent to abide by the rules and regulations governing technology, regardless of whether that user has completed the Technology Agreement.

User Privileges

- H. Users are entitled to the use of District Technology for which they have received authorization. Such use shall be free from physical or electronic harassment (e.g., email threats, verbal threats, etc.)

User Responsibilities

- I. Users must ensure that the use of technology facilitates learning, provides for the exchange of information, and is in accordance with the mission of the District and the policies of the Board of Education. Technology use is intended for facilitating learning and exchanging information.
- J. Proper use and care of technology is the responsibility of the user. Users are to report any problems, malfunction or failure to District Technology Department staff.
- K. The Director of Technology, or their designee, must provide prior approval for the relocation, removal or modification of District technology.
- L. Users are responsible for maintaining the security and integrity of account ID's and passwords. Users are not allowed to use another's account ID. Users will be held responsible for any activity, which occurs on their account that is in violation of these rules, Board policies, or laws regardless of whether the user authorized the activity.
- M. Users are not allowed to divulge personal and/or privileged data of students, staff, or the District without express permission to do so.
- N. Users are prohibited from infringing upon the rights and property of others through the unauthorized access to, misappropriation of, or modification of another's files and/or data. Users are also prohibited from willfully and knowingly placing unauthorized information, viruses or other harmful programs in the public or private files of others.
- O. Technology may only be used for educational purposes and in the performance of school-related or District business. Use of technology for personal reasons may be allowed, unless said personal use is interfering with the performance of the user's job, the technology operation of the District, or the ability of others to use technology. Users are responsible for ensuring that personal use of technology complies with all Board policies, rules and regulations.
- P. Use of technology in a manner that may be offensive, or for sexual harassment, personal or political gain, profanity, vulgar statements,

discriminatory or defamatory statements, or any other use that does not comply with District policies on harassment is prohibited. Users who are subjected to harassment must report the incident immediately to their supervisor.

- Q. Users shall refrain from accessing inappropriate, obscene or pornographic material, material unsuitable to education.
- R. Users shall refrain from accessing information or files that may compromise the integrity and security of District technology.
- S. Use of technology for illegal activity is strictly prohibited.
- T. District technology is to be used solely for purposes related to instruction and the operation of District business. Staff and students are prohibited from using technology for non-District related activities.
- U. Non-District organizations are prohibited from using District Technology, unless the Superintendent or their designee grants written approval.
- V. If a user witnesses a violation of the Technology Use and Safety Rules or identifies a breach in the security of District information systems, that user must promptly notify their teacher, supervisor, or the Technology Department.
- W. **Users under the age of 18 must always be under the supervision of a staff member, volunteer, contractor, parent or guardian when using technology.** Students under the age of 18 are to be allowed access to technology only if parental consent has been granted via the Technology Agreement.
- X. Users are required to comply with all applicable copyright regulations when installing software, utilizing information and images obtained on the internet and downloading files, shareware and software.
- Y. Users are responsible for maintaining their public and personal drive space. Users are encouraged to back up their data and delete unused files on a regular basis.

District Responsibilities

- Z. The Lansing School District provides access to technology in support of academics, for the purposes of data collection and reporting, and in support of other professional and operational functions.
- AA. The District has adopted a policy for Internet safety that blocks or filters access to web sites which may be considered obscene, are found to contain pornography, are harmful to students, or are inappropriate for student use as determined by the Superintendent or their designee. The district also reserves the right to block students' access to chat rooms or other forms of electronic communication (e.g., instant messaging) that may pose a threat to student safety.
- BB. The District prohibits the use of technology for the unauthorized disclosure or publication of personal or privileged student information.
- CC. The District prohibits any activities by students, staff, volunteers or others that may be unlawful or in violation of these rules. Such activities include, but are not limited to, hacking, denial of service attack, intentional destruction of technology and propagation of viruses.

- DD. According to Board Policies, the District reserves the right to restrict users' access to materials that have been deemed as harmful to students.
- EE. The District makes no warranties that technology systems and protection measures are entirely secure.
- FF. The District reserves the rights to any files or data stored on district technology equipment. This would include, but is not limited to, computers, hand-held devices, pagers, e-mail, voicemail, network, or server systems. The District may, at its discretion, remove any material that it believes to be obscene, pornographic, objectionable, unlawful, educationally unsuitable, or disruptive to the operation of the district.
- GG. The Superintendent or their designee has sole responsibility for determining whether a specific use of district technology is in violation of these rules or other District policies.
- HH. The District has the right to monitor the use of Internet, e-mail and public or personal file space. A user's access to technology may be limited or denied at any time, and for any reason.
- II. All staff are expected to exhibit a good faith effort to ensure that District technology is used in a manner consistent with these rules.
- JJ. The District makes no representation that technology will be error free, or that operations will be un-interrupted. The District is not liable for any damages resulting from error or interruption of service.
- KK. The District is not liable for any damages resulting from the improper use of technology.

Copyright

LL. User Responsibilities

- i. Users are prohibited from using, installing or downloading copyrighted software, images, media, information or materials without authorization.
- ii. Users may not copy, remove or delete copyrighted software, images, media, information or materials belonging to the District without proper authorization.
- iii. Users are responsible for compliance with copyright regulations when using technology. Users should be aware that copyright regulations apply to both printed and electronic media. Users should operate under the assumption that all items published on the Internet are protected by copyright, unless they are clearly and specifically indicated as being exempt from copyright regulations. The user assumes responsibility for any infringement of copyright regulations.

MM. District Responsibilities

- i. The Superintendent, or their designee will be responsible for determining if specific uses of technology are in compliance with copyright law. The District reserves the right to monitor copyrighted materials, and to limit or deny access to them at any time and for any reason.

- ii. The District reserves the right to review software, images, media or other materials and remove any of these items which are believed to be in violation of copyright.
- iii. The District has the right to limit or deny access to a user who has violated copyright regulations.
- iv. The District will take reasonable steps to ensure that all users are informed of and comply with copyright policies and regulations.
- v. The District reserves the right to review hardware, and remove any items that have been modified or installed without prior authorization.

Publishing

- NN. Student created documents or projects may be published only with permission of a minor student's parent or guardian. Such publication may include, but is not limited to, web pages, stories, poems, artwork, science or research projects, photographs or videos. Publication may be accomplished electronically or in print. Publication of these items must not include any identifying or personal information.
- OO. Documents or electronic publications may not contain any materials, which are deemed to be inappropriate, objectionable or obscene. Additionally, electronic publications may not point directly or indirectly to any materials, which are deemed to be inappropriate, objectionable or obscene.
- PP. All documents and electronic publications must comply with District guidelines and Board policies.
- QQ. All documents and electronic publications must be reviewed and approved by a teacher or authorized staff member prior to publication.

Discipline

- RR. Students found to be in violation of these rules, or other Board policies regarding technology are subject to disciplinary action as outlined in the Student Code of Conduct. The range of consequences for students in violation of these rules may include, but is not limited to:
- i. Loss of technology privileges, either temporarily or permanently.
 - ii. Suspension
 - iii. Expulsion
- Violations may be recorded in the student's file.
- SS. Staff found to be in violation of these rules may face disciplinary action as outlined in the Employee Handbook, and other District policies and may include termination of employment.
- TT. Any misuse that also constitutes a violation of the law could result in criminal or civil prosecution.

APPENDIX A Technology Agreement (Staff and Volunteers)

This Agreement represents an outline of the Technology Use and Safety Rules. By signing this Agreement, Staff and Volunteers consent to abide by the terms of the Technology Use and Safety Rules. Users are encouraged to read and understand these Rules prior to executing this Agreement. In addition, some activities may be governed by other Lansing School District policies; e.g., the policies on harassment, copyright, etc. Use of District owned technology constitutes User's agreement to abide by the Technology Use and Safety Rules, whether or not this contract has been executed.

1. I agree that all use of District technology is consistent with the mission of the Lansing School District, and in compliance with the Technology Use and Safety Rules.
2. I acknowledge that use of District technology is a privilege, and that I am responsible for the proper care of all technology for which I am authorized.
3. I agree to demonstrate a good faith effort to supervise the use of technology by students in my care.
4. I agree that I must obtain the approval of the Director of Technology, or their designee, prior to relocating, removing or modifying any District technology.
5. I understand the importance of preserving the security of all user accounts assigned to me, and agree not to share my password(s) with other staff, students, or guests. This includes passwords for email, network and central records systems.
6. I understand that it is my responsibility to report to the Technology Department any harassment, security problem or inappropriate use I experience or witness another experiencing.
7. I agree that I will not install, download, or otherwise utilize any software that is not authorized by the Technology Department.
8. I understand that any violation of the Technology Use and Safety Rules may result in discipline and/or legal action as outlined in the Rules or other District Policies.
9. I will comply with all copyright laws.
10. My use of District technology constitutes my agreement to abide by the Technology Use and Safety Rules
11. My signature below acknowledges receipt of and agreement to abide by the terms of the Technology Use and Safety Rules.

Signature

Date

APPENDIX B **Technology Agreement (Grades 6 - 12)**

This Agreement represents an outline of the Technology Use and Safety Rules. By signing this Agreement, students agree to follow the Technology Use and Safety Rules. Students and Parents are encouraged to read and understand these Rules prior to signing this Agreement.

1. I agree to abide by the Technology Use and Safety Rules.
2. I agree that my use of District technology is for educational purposes only.
3. I agree that use of District technology is a privilege, and that I am responsible for the proper care of all technology for which I am authorized.
4. I agree to keep all accounts and passwords assigned to me secure, and will not share these with any other students, staff or guests. This includes passwords for email and network access.
5. I agree that I will never share personal information over the Internet. In addition, if I am asked for personal information or harassed in any way I agree to report it immediately to my teacher or another staff member.
6. I agree that I will not install, download, or otherwise utilize any software that is not authorized by the Technology Department.
7. I understand that if I do not abide by the Technology Use and Safety Rules I may receive discipline as outlined in the Rules or the Student Code of Conduct. In addition, I may be subject to legal action if my actions break the law.
8. I will comply with all copyright laws.
9. My signature, and that of my parent or guardian, acknowledges receipt of and agreement to abide by the terms of the Technology Use and Safety Rules.

Student Signature

Date

Parent/Guardian Signature

Date

Teacher/Staff Signature

Date

Please check the following statement as it applies to your child:

_____ I give permission to _____ School to publish documents and/or photographs related to my child on the World Wide Web as outlined in the Technology Use and Safety Rules.

_____ I DO NOT give my permission for _____ School to publish documents and/or photographs related to my child on the World Wide Web.

Parent/Guardian Signature

Date

APPENDIX C **Technology Agreement (Grades K - 5)**

I agree to follow the following Rules while using the computers at school. If I do not follow these rules, I know that there will be penalties as decided by my teacher, parents and principal.

1. I will only use the computer with permission from my teacher.
2. I will never give anyone on the computer my name, school name, home address or telephone number.
3. If I find information in the computer that makes me uncomfortable, or that I know is bad I will tell my teacher.
4. If I get a message that is mean or makes me feel bad, I will tell my teacher right away and I will not reply to that message.
5. When I use the computer, I will be very careful not to break or damage any of its parts.

Student Signature

Date

Parent/Guardian Signature

Date

Teacher/Staff Signature

Date

Please check the following statement as it applies to your child:

_____ I give permission to _____ School to publish documents and/or photographs related to my child on the World Wide Web as outlined in the Technology Use and Safety Rules.

_____ I DO NOT give my permission for _____ School to publish documents and/or photographs related to my child on the World Wide Web.

Parent/Guardian Signature

Date