

## Acceptable Use Policy

This acceptable use policy applies to all who apply for an account for the use of the Internet, Email, local/wide area networks and technology equipment in the Coloma Community District Schools. This policy applies both on-site and via remote connections on equipment supplied by the district.

- Use of the network and equipment is intended to be in support of education and research related to education. Users have access to the network to facilitate education, diversity, and personal growth in technology, information gathering skills, and communication skills.
- Any use of the network for commercial or for-profit purposes or any illegal activity is prohibited.
- The username and password assigned to the user are not to be shared or used by anyone other than the registered user.
- It is the user's responsibility to maintain the integrity of the electronic mail system and they are responsible for all material they send and receive using equipment supplied by the district. The user is responsible for making sure all e-mail sent or received by them does not contain pornographic material, indecent material, copyrighted material, inappropriate information, or any other information which may be potentially threatening, harassing or dangerous to others on the network.
- Users may not access pornographic material, inappropriate text files, or files dangerous to the integrity of the network.
- As a monitored telecommunications network, no stated or implied guarantee is made regarding the privacy of electronic mail or any other telecommunication transmitted or received over this network. User accounts will be monitored periodically.
- Any violations of the use of the AUP should be reported to the technology coordinator and building principal.
- Users accept the responsibility of keeping copyrighted software and copyrighted information of any kind, that the district does not have the right to use, from entering the network.
- Only technology director or his/her designees will
  - load programs onto computers owned by the district
  - move a computer that requires a change in connection to the network
- The district acknowledges that, at times, it will be appropriate for staff members to use the network for personal reasons. It is expected that all personal use of these resources will take place outside of student instruction time.
- No computer or network games are to be played during the school day.
- Users who violate this policy may have their account privileges discontinued and may be subject to further disciplinary action consistent with school district policy up to, and including, dismissal. A user's privilege to access educational technology resources may be restricted, suspended or revoked for violation of the Acceptable Use Policy. Access may be inhibited by certain actions including but not limited to: routine maintenance, device availability, daily schedules, course requirements, safety concerns and assignments or reassignments.
- The Coloma Community School District makes no warranties of any kind, whether express or implied for the use of its educational technology, including but not limited to loss of data resulting from delays, non-delivery, or any service interruption. Furthermore, the Coloma Community School District is not responsible for any damages to a user's hardware or software incurred from downloading a computer virus or from any other use of the network.
- Users are responsible for attending appropriate training sessions in the use and care of educational technology and should refrain from using technology for which they have not received training.

I agree to the conditions as set forth in this Acceptable Use Policy.

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

Print Name and Building: \_\_\_\_\_