

Fowlerville Community Schools

Technology Systems Acceptable Use Policy and Use Agreement for Students

The Fowlerville Community School district offers technology equipment and Internet access for student and staff use. This document is the Acceptable Use Policy for your use of these systems and for any technology equipment on or off District premises or at District events. 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. Access to the Internet is available through this school district only with permission of the principal or his/her designee and your parents/ legal guardian. Fowlerville Community School district is in compliance with the **Child Internet Protection Act (CIPA)**.

Pursuant to Federal law, the FCS Board of Education has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography, or other displays deemed harmful to minors. The Board utilizes software and/or hardware to monitor online activity of students and staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

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 and any technology equipment on District premises or at District events, or District equipment at any location. 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 not post contact information (name, address, phone number, etc.) about yourself or any other person.
 - b. You will not agree to meet with someone you have met online without approval of your parents/legal guardians.
 - i. Any contact of this nature or the receipt of any messages/emails/texts you feel are inappropriate or makes you feel uncomfortable must be reported to your teacher or other district employee or technology team member.
2. Illegal/Prohibited Activities
 - a. You will not attempt to gain unauthorized access to any District 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 or knowingly attempt to disrupt/physically tamper with the computers or network systems or destroy data whether by intent or through the spreading of malware or other harmful/disruptive computer viruses or by any other means.
 - c. You will not use any technology equipment on District premises or at District events, or District equipment at any location to engage in any illegal act to include cyber bullying.
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.
 - b. You will immediately notify a teacher or a member of the District Technology team if you have identified a possible security problem. Do not look for security problems as this could be considered an illegal attempt to gain access to the District systems.
 - c. You will avoid the inadvertent spread of computer viruses by having all disks, flash drives, downloads, or videos scanned for viruses, dirt or other contaminants that might endanger the integrity of the systems.
 - d. Food and drink is to be kept away from all technology equipment at all times.
4. Integrity
 - a. On any and all uses of technology equipment on District premises or at District events, or District equipment at any location whether in material posted on the Internet, or internal documents, you will not use obscene, profane, racist, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. You will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial, racist, or discriminatory attacks.
 - b. You will not use any technology equipment on District premises or at District events, or District equipment at any location to harass another person or persons by any action that distresses or annoys. This includes developing software programs/applications/extensions or publicly posting information that harasses others or might be considered cyberbullying.

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.
 - b. You will not post private information about yourself or another person.
6. Respecting Resource Limits
 - a. You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities.
 - b. You will not load or download any executable file or other large files without permission from a teacher, or building administrator, or Technology Team member.
 - c. **Students shall not use a District technology system or network to play games.** Education based games shall be allowed under staff/teacher supervision.
 - d. You are responsible for limiting the use of disk space and deleting unnecessary files in a timely manner.
 - e. Students shall not stream unauthorized video or music.
 - f. **Students will not connect (via hard wired or wireless) any personal electronic device to the Fowlerville Community Schools network. This includes but is not limited to laptops, tablets, gaming devices, computers, and phones.** An administrator can authorize a student to use their own device to access online courses through the Districts wireless network. This access will be CIPA compliant and will pass through either the Districts firewall/filter whether on or off campus.
7. Electronic Communication
 - a. Students will not access any personal email account from any school District technology.
 - b. Students will not access any social media account from any school District technology unless authorized by that students teacher.
 - c. Students will not engage in spamming nor the passing on of any material deemed inappropriate.
 - d. Students will have limited use of district provided email accounts to facilitate learning and enhance the exchange of educational information. This will be academic in nature and will be monitored by the teacher/building administrators/Technology team members.
 - e. Students will check their email frequently.
 - f. Students will follow the guidelines relating to the “Appropriate Use & Digital Citizenship” guide as posted on the District website and appended to the end of this document.
 - g. Students may subscribe to high-quality discussion/email groups that are relevant to their education or career development. These subscriptions must be approved by your teacher.
 - h. You are responsible for maintaining the integrity of the email system and reporting any violations or privacy or inappropriate behavior.
8. Plagiarism and Copyright Infringement
 - a. You will not plagiarize works that you find on any of Fowlerville’s technology systems to include the Internet. Plagiarism is defined as taking the ideas or writings of others and presenting them as if they were your own.

- b. You will respect the rights or copyright owners. Copyright infringement occurs when you inappropriately reproduce a work (software, text, image, etc.) that is protected by copyright. If utilizing 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 or otherwise. Direct any questions regarding copyright issues to a teacher or Media Center Specialist.

9. Inappropriate Access to Material

- a. Students 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 building administrator and parent approval.
- b. If you mistakenly access inappropriate information, you must immediately tell your teacher or Technology Team member. This will protect you against a claim of intentional violation of this policy.
- c. Students shall not use a proxy for any reason.
- d. Students shall not access social media for personal use while on District premises or at District events or using District equipment at any location, but shall be permitted to access social media for educational use in accordance with their teachers approved plan for such use.
- e. Students/parents/legal guardians will be responsible for any financial expenses incurred by the District due to unauthorized use by a student (online purchases, subscriptions, in-app purchases, etc.).
- f. Parents/legal guardians should instruct you if there is additional material they think would be inappropriate for you to access. The District fully expects that you will follow your parents/legal guardians instructions in this matter.
- g. To the extent that any student uses non-District technology services to communicate information regarding the schools or its staff or students, Board policy still applies. This includes posting information, videos, or photos/pictures on services such as FaceBook, YouTube, or Instagram. Users and parents/legal guardians acknowledge that the District cannot control content posted to non-District technology services. Users and parents/legal guardians further acknowledge that the District cannot filter non-District communication services such as cellular networks, nor control content stored on non-District equipment.

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 a 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 the discovery that you have violated the policies outlined in this document, the school code, or local/state/federal law. An individual search will be conducted if there is reasonable suspicion that you have violated this policy, school code, or local/state/federal law. The investigation will be reasonable and related to the suspected violation. Parents/legal guardians have the right at any time to see the contents of your files and directories.

- c. Due Process. The District will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the Fowlerville Community School's technology systems. In the event of a claim that you have violated this policy, school code, or local/state/federal law, you will be given notice of suspected violations and an opportunity to present an explanation according to school code and or local/state/federal law. Additional restrictions may be placed on your use of technology.

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 obligation arising from unauthorized use of the systems.

Disciplinary Action

Any infraction involving the use of technology systems will be subject to a progressive discipline policy, which may include removal from computing systems or networks, detentions, suspensions or various duration, and/or recommendation to the Board for expulsion. **Loss of Internet access or Network privileges may have a serious impact on a student's grade and participation in technology related activities. Students may be required to use technologies off-campus to complete assignments outside of class. Students who lose network and/or Internet privileges due to a violation of the Acceptable Use Policy may be removed from computer based activities or have their schedule changed (resulting in loss of credit for the activities) if loss of network/Internet privileges will not allow for the completion of the activities/assignments/projects/exams.** The progressive discipline policy is as follows:

1. Use of large downloads, unauthorized streaming, playing or downloading unauthorized games or executables or unauthorized social media access.
 - a. Consequences:
 - i. 1st violation - 10 days no Internet access + Group I violation
 - ii. 2nd violation - 30 days no Internet access + Group II violation
2. Unauthorized Internet use such as using proxies or unauthorized site access.
 - a. Consequences:
 - i. 1st violation - 30 days no Internet access + Group II violation
 - ii. 2nd violation - No Internet access for the rest of the school year + Group II violation
3. Access Violation such as using someone else's login information
 - a. Consequences:

- i. 1st violation - 30 days no Internet access + Group II violation
 - ii. 2nd violation - No Internet access for the rest of the school year + Group II violation
- 4. Illegal Internet/Network Access such as visiting pornographic sites, hacking/cracking, intentionally introducing harmful malware/viruses, or cyberbullying
 - a. Consequences:
 - i. 1st violation - 60 days no Internet access + Group III violation
 - ii. 2nd violation - No Internet access for the rest of the school year + Group III violation

Physical tampering or destruction of technology will result in consequences based on the vandalism policy found in the student handbook. These consequences may include loss of technology access, which could result in loss of academic credit. In addition, students/parents/legal guardians may be required to make full financial restitution to cover the loss of staff time and/or loss of equipment and/or any legal expense that may have been incurred during investigations of student misuse.

Photo/Video Release

Fowlerville Community School District has adopted a Web Publishing Policy. Please see below for further information.

Photograph images of students in Grades PreK-6

Images with the focus on either one or two students will not be placed on the Internet. Pictures of three or more students, such as a class picture, are permitted. For any picture of three or more students that is published on the Internet, neither first nor last names of the students shown in those pictures are to be included with the image or in accompanying text. Also, the image file should not have a name that identifies any student. Where text (or student work) on a page is not associated with an accompanying image, only first names of students may be used. Schools need the permission of parents/guardians in order to publish student pictures on the Internet. Individual permission slips must be signed by the student and parent/legal guardian prior to the photograph being published. These permission slips should be signed and kept on file in the building.

Online Images of Students in Grades 7-12

Pictures of students in grades 7-12 may be published without regard for whether those images contain one, two, or a group of individuals; however, neither first nor last names of the students shown in those pictures are to be included with the image or in accompanying text. Also, the image files should not have a name that identifies any student. For group organization photos an alphabetical list of participating members can accompany a photo, but should not individually identify students. Schools still need the permission of the parent(s), and the student(s) in the picture, to publish such images on the Internet. Individual permission slips must be signed by the student and parent/legal guardian prior to the photograph being published. These permission slips should be signed and kept on file in the building.

Student work that is published on the district's web site may include only the first name of students. (i.e. student work, as long as there is no photo associated with the document)

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 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, my access privileges may be revoked, and disciplinary and/or appropriate legal action 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.

Parent or Legal Guardian Consent - As the parent or guardian of this student, I have read the Fowlerville Community Schools Technology Acceptable Use Policy and Agreement. I understand that this access is designed for educational purposes. I recognize it is impossible for Fowlerville Community Schools to restrict access to all controversial materials and I will not hold it responsible for materials acquired on the technology systems. I also understand that I will be responsible for any financial expenses incurred by the district due to unauthorized use by my child. I hereby give permission to issue a technology account in the indicated areas for my child and certify that the information contained on this form is correct.

My signature below indicates that I understand that my child will have the following access:

Interschool Network/Academic Internet Access -Filtered and monitored by the District

Academic Email -Supervised email accounts for academic communications only. Third through twelfth grade is required. Kindergarten through Second grade will be granted on a class by class basis and parents/legal guardians will be notified.

Please circle areas of consent (un-circled areas will not be activated):

- | | | |
|------------|-----------|---|
| Yes | No | Students' photo/video and/or work can be published on the district's web site according to the rules stated above. |
| Yes | No | Students participating in classroom lessons may be videotaped. Videos may be used for teacher training purposes or classroom demonstration. |

Once access permission has been granted, the technology department requires any desired changes in access to be in written form signed by the parent/guardian.

PARENT/LEGAL GUARDIAN Signature

Printed Name

STUDENT Signature

Printed Name

Appropriate Use & Digital Citizenship

Students must follow the six conditions of being a good digital citizen:

- 1. Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation, or relationships I post. I will not be obscene.
- 2. Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources.
- 3. Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist, or inappropriate. I will not abuse my rights of access, and I will not enter other people's private spaces or areas.
- 4. Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visit sites that are degrading, pornographic, racist, or inappropriate.
- 5. Respect Intellectual Property.** I will request permission to use resources. I will suitably cite any and all use of the websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
- 6. Protect Intellectual Property.** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase a license, and register all software. I will purchase media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.