

# **Hartland Consolidated Schools**

## **Acceptable Use Policy**

Hartland Consolidated Schools (HCS) offers staff and students access to a computer network for educational and instructional purposes. In addition, HCS offers staff and students access to the Internet. Internet access is intended to promote, enhance, and support educational goals and objectives. To gain access to the HCS network and the Internet, all students under the age of 18 must obtain parental permission. All staff and students must sign the Acceptable Use Policy. A copy of the AUP signed by the student will reside at the building in which the student attends. A copy the Acceptable Use Policy signed by a staff member will be kept at the personnel office. Students 18 and over may sign their own forms.

### **CIPA Compliance**

The Hartland Consolidated Schools has and will continue to comply with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l). The district is committed to assuring the safe conduct of all students while online and has a comprehensive policy about the proper use of our technological resources. At the beginning of each school year, students and staff are made aware of the district's Acceptable Use Policy. In addition, each student must sign an Internet use agreement before they are allowed access to the Internet both when they enter the district and each time they are promoted to a new building. It is the district's intent to preserve network bandwidth and improve network response times by limiting Internet access to educational-related sites. The filtering software used to block and filter access to the Internet from pornographic and obscene sites is LightSpeed, ensuring compliance with district policies and maintaining a positive environment.

### **Internet Services**

Access to the Internet expands classroom and library media resources. These enable staff students to explore thousands of libraries, databases, and other information resources. These resources can be used for individual and group projects, collaborations, curriculum materials and idea sharing.

### **Internet Responsibilities**

With access to the Internet comes responsibility. HCS has installed an Internet filtering application and Firewalls to help protect students from inappropriate material while they are accessing Internet resources at school. Filtering is effective but not perfect. Staff must be vigilant in monitoring student use of technology systems and prepared to enforce the guidelines found within this policy (AUP). Parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using any media and information sources. Students are responsible for appropriate behavior when using electronic resources. When signing the Acceptable Use Policy the students and parent agree to abide by the policies set forth by HCS.

HCS is held harmless and released from liability for ideas and concepts that students gain by their use of the Internet.

### **District Network Services**

Each staff member and student is provided with a network account, which allows access to district network services. This access to network services is provided for those who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Network accounts provide for a limited

amount of personal storage space on the HCS network for files related to the pursuit of education, which should be maintained by periodically clearing out older files.

It is important for staff and students to keep passwords secure and private. However all users should be aware that teachers and administrators have the right to review files to maintain system integrity and to be sure that the system is being used according to the HCS district policy.

Hartland Schools employs an extensive back-up of data each night. Copies are stored both on-site and off-site for additional security. For details, see the Disaster Recovery Plan. (Appendix VI)

### **District Network Access Responsibilities**

Individual users of the district computer networks are responsible for their behavior and communications over those networks. Users will only use their personal user ID to log in to the HCS network (some elementary students will use classroom IDs). When signing the AUP users agree to comply with district rules and policies.

HCS makes no warranties of any kind, either expressed or implied, for the provided access. The staff, school and HCS are not responsible for any damages incurred, including, but not limited to, the loss of data stored on HCS resources, to personal property used to access HCS resources, or for the accuracy, nature or quality of information stored on HCS resources.

### **Restrictions**

The following activities are not permitted on the HCS electronic resources:

- Accessing, uploading, downloading, transmitting, displaying or distributing obscene or sexually explicit material.
- Accessing, uploading, downloading, transmitting, displaying, or distributing unauthorized files or applications of any kind (including but not limited to games, IM clients, and Internet Proxies).
- Transmitting obscene, abusive or sexually explicit language.
- Damaging or vandalizing computers, computer systems, computer networks or computer files.
- Debilitating, disabling or altering computers, systems or networks.
- Creating, downloading, or distributing computer viruses or parts of computer viruses.
- Violating copyright or otherwise using another person's intellectual property without his or her prior approval and/or proper citation.
- Using another person's account, password, folder, work or files.
- Intentionally wasting computer network or printer resources.
- Using the HCS network or equipment for commercial or political purposes.
- Violating local, state or federal statutes.

### **Consequences for Improper Use**

Inappropriate use of the HCS network will result in the restriction or cancellation of the users account. Violations of the AUP may lead to disciplinary and/or legal action, including but not limited to suspension or expulsion, or criminal prosecution by government authorities.

# Hartland Consolidated Schools Acceptable Use Policy Agreement

## User Agreement

As a user of the Hartland Consolidated Schools computer network, I agree to comply with the Acceptable Use Policy (AUP). I will use the HCS network and the Internet in a constructive and appropriate manner. Should I commit any violation, my access privileges may be revoked, and disciplinary action will be taken.

STAFF MEMBER       STUDENT

User (print): \_\_\_\_\_

User Signature: \_\_\_\_\_

Staff Position/Homeroom Teacher: \_\_\_\_\_

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

## Parent Agreement

As parent or legal guardian of the student above, I have read and understand the HCS Acceptable Use Policy.

\_\_\_\_\_ I grant permission for my child to access networked computer services and Internet resources. I understand that he/she is expected to use good judgment and follow rules and guidelines when using the HCS network and Internet resources. I agree to comply with the HCS Acceptable Use Policy.

\_\_\_\_\_ I do not grant permission for my child to access Internet resources while at school. I understand that my child will still have access to the HCS network and is expected to follow the rules and guidelines for the appropriate use of the network as stated in the HCS Acceptable Use Policy.

Parent Name: (print) \_\_\_\_\_

Parent Signature: \_\_\_\_\_

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