



Acceptable Use Policy for Technology & Network Resources

Howard Gardner MI Charter School (HGMICS) supports the use of the Internet and other computer networks in its instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research, and collaboration. The use of network and technology resources shall be consistent with and enhance the curriculum adopted by HGMICS and shall support classroom and workplace assignments and goals. HGMICS does not guarantee the accuracy of information received on the Internet or endorse specific content, though the professional staff will instruct students in appropriate instructional use including the fostering of comprehensive internet research skills. Recognizing that network errors do sometimes occur, HGMICS likewise assumes no responsibility for lost data.

HGMICS establishes that use of network and technology resources is a privilege; inappropriate, unauthorized, and/or illegal use may result in the suspension or cancellation of those privileges and appropriate disciplinary action. When applicable, HGMICS will cooperate with local or state officials in the event that there is an allegation that a student or employee has violated the Acceptable Use Policy. The Director and his/her designees will determine what is considered inappropriate use. Content deemed inappropriate will be confiscated and, if appropriate, turned over to the proper authorities. HGMICS reserves the right to log network use and communications, and to monitor fileserver space utilization by users. Users are also reminded that communications over the Internet are often public in nature. Network use, communications, and electronic storage may be reviewed by school administrators at any time to assure that users are making responsible use of said systems.

By signing the attached agreement form, users agree to abide to the terms and conditions of network and technology use, as described below.

Responsibilities

Successful network and technology operation requires that each account holder view said resources as shared. All users are expected to conduct themselves in a responsible, ethical, and polite manner while utilizing network and technology resources.

- Students have the responsibility to use network and technology resources according to the direction of their teachers and parents, and this policy
- Teachers have the responsibility to provide clear guidelines, direction, and supervision for the use of network and technology resources with their students.
- Administrators, teachers, and staff have the responsibility to collaborate in order to help students develop the intellectual skills necessary to discriminate between information sources, to identify

information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

- All users have the responsibility to respect and protect the rights of all other users, both locally and on the Internet. All users must recognize that all data is the property of HGMICS and there is no expectation of privacy.
- All users are expected to follow HGMICS' policies, as well as all local, state, and federal laws.
- Any user who experiences threatening or unwelcome communications is expected to bring it to the immediate attention of a teacher or administrator.
- All users are required to notify the administration of any potential and identifiable security problems. Users shall not inform or demonstrate security problems to anyone other than an administrator. All users identified as a security risk may be denied access to network and technology resources.

Accounts & Access

The HGMICS Business & IT Manager will assign network accounts to be used only by the authorized owner of the account for its authorized purpose. Users shall not share their account information, including passwords, with others. Temporary network access may be granted to visitors, contractors, and the like at the administration's discretion.

Unacceptable Uses and Illegal Activities

This policy strictly prohibits the following activities, as well as any others determined by the HGMICS administration to be unacceptable uses of network and technology resources. These prohibitions are in effect any time HGMICS resources are accessed whether on school property, directly from outside school, or indirectly through another network resource.

Copyright Violation: use of network and technology resources for the fraudulent copying, modification, or transmission of materials in violation of copyright laws is strictly prohibited, as is the unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.

Excessive Use: all users are prohibited from deliberately performing acts which are wasteful of network, technology, or printing resources, or which unfairly monopolize resources to the exclusion of others. Users are prohibited from excessively using system resources in an attempt to cause a system failure. Users are prohibited from utilizing computers or the network for gaming, unless specifically assigned by a teacher for educational purposes.

Harassing, Offensive, and Illegal Uses: illegal use of any kind is prohibited on all HGMICS network and technology systems. All users are prohibited from harassing others or infringing upon the rights of others by transmitting material likely to be abusive, profane, obscene, threatening, libelous, or discriminatory in nature.

Personal, Financial, or Political Gain: all users are prohibited from using network and technology resources for commercial advertisement or for-profit purposes. Users are likewise prohibited from using network and technology resources for non-school related activities.

Unauthorized Use: all users are prohibited from using, or trying to use, a network account, storage area, or files that were not assigned to them. Users are likewise prohibited from trying in any way to obtain the password for another user's account, or from disclosing to an unauthorized person any password for

any network or technology account or resource. Users are prohibited from attempting to disguise the identity of an account or computer.

Vandalism: all users are prohibited from making unauthorized changes to any network or technology resource. This includes, but is not limited to, downloading and installing any unauthorized software from any source. Users are prohibited from attempting to harm or destroy the data of another user or to harm or destroy network and technology hardware, software, or configurations.

Other Rules: all users are subject to acceptable use policies of all external networks through which communications are transmitted. Students may have additional rules that govern technology use in individual classrooms; these rules are in addition to, but do not override, the rules in this policy.

Safety

To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator. Network users shall not reveal personal details, including but not limited to addresses or telephone numbers, to other users on the network.

Personal Laptops and Other Network-capable Devices

Students may utilize personal laptops and other network-capable devices (such as iPads and tablets) for classroom use with teacher and parental permission. In-class uses of said devices is at the discretion of the classroom teacher and is governed by this policy.

All personal laptops and devices for students, faculty, or staff who wish to use them on the HGMICS network must be registered with the Business & IT Manager and are subject to access, at an time, by school personnel should it be deemed necessary by the Director or his/her designees to ensure the safety and security of the HGMICS network.

Operating system updates and viable anti-virus protection software must be installed on personal devices. Devices with out-of-date or insufficient software may be restricted from use on the HGMICS network.

Access to all network features, including printers, file servers, and data storage, is not guaranteed from personal devices and may be disallowed at the administration's discretion. Installation and/or use of software or applications licensed to HGMICS will not be extended to personal devices.

Students, faculty, and staff who choose to bring personal devices to school are solely responsible for the safety and security of those items; HGMICS assumes no responsibility, implied or otherwise, for personal devices or their operation on the HGMICS network.

Student Name: _____ Grade: _____

Student Signature: _____ Date: _____