

# Walled Lake Consolidated School District

## Technology Acceptable Use Policy and Guidelines

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### 1. Introduction

This document formalizes the Technology Acceptable Use Policy and Guidelines for the Walled Lake Consolidated School District, further known as (WLCSD), Network, technology equipment, resources, and other electronic or social media used for WLCSD-related purposes. All persons using the WLCSD Network, technology equipment, resources, or other electronic or social media, further known as (user/users), are covered by this policy and are expected to be familiar with its provisions.

### 2. User Responsibilities

It is the responsibility of the user using WLCSD technology equipment, Network, resources, or other electronic or social media to read, understand, and follow the Technology Acceptable Use Policy and Guidelines. In addition, users are expected to exercise reasonable judgment in interpreting the Technology Acceptable Use Policy and Guidelines and in making decisions about the appropriate use of WLCSD technology equipment, Network, resources, or other electronic or social media. Any user with questions regarding the application or meaning of the Technology Acceptable Use Policy and Guidelines should seek clarification from the WLCSD Information Technology department. Use of WLCSD technology equipment, Network, resources, or other electronic or social media shall constitute acceptance of the terms of the Technology Acceptable Use Policy and Guidelines.

#### 2A. WLCSD Administrator Responsibilities

It is the responsibility of a WLCSD Network Administrator to ensure that only employees and students in the WLCSD are registered users of the WLCSD Network. Each building administrator is responsible for making certain that their employees and students understand and abide by the Acceptable and Unacceptable Uses and Other Electronic or Social Media as stated in this document (Paragraphs 3 and 4). If an administrator has reason to believe that a user is misusing WLCSD technology equipment, Network, resources, or other electronic or social media, the administrator has the right to request that a WLCSD Network Administrator allow the WLCSD Assistant Superintendent of Human Resources and/or WLCSD Superintendent designee, to access the user's account in order to review the use of the WLCSD technology equipment, Network, resources, or other electronic or social media by the user. It is also the responsibility of a WLCSD Network Administrator to report any misuse of the WLCSD technology equipment, Network, resources, or other electronic or social media to the WLCSD Assistant Superintendent of Human Resources, and/or WLCSD Superintendent Designee.

#### 2B. WLCSD Educator Responsibilities

It is the responsibility of educators who are using the WLCSD Network, technology equipment, resources, or other electronic or social media to teach students about safe and responsible use of the Internet and WLCSD Network, technology equipment,

resources, or other electronic or social media. Educators are responsible for monitoring students' use of the WLCSD Network, technology equipment, resources, or other electronic or social media and to intervene if students are using WLCSD Network, technology equipment, resources, or other electronic or social media inappropriately. Educators should make sure that students understand and abide by the Acceptable and Unacceptable Uses and Other Electronic or Social Media as stated in this document (Paragraphs 3 and 4). If an educator has reason to believe that a student is not complying with the Technology Acceptable Use Policy and Guidelines, the educator has the right to request that a WLCSD Network Administrator allow the educator to access the student's WLCSD Network account in order to review the use of WLCSD Network or other electronic or social media by the student. It is also the responsibility of the educator to report any non-compliance to the educator's WLCSD building administrator or supervisor.

#### 2C. WLCSD Student Responsibilities

It is the responsibility of students who are using WLCSD technology equipment, Network, resources, or other electronic or social media, to learn about safe and responsible use of the Internet and WLCSD technology equipment, Network, resources, or other electronic or social media. Students are responsible to use WLCSD technology equipment, Network, resources, or other electronic or social media appropriately. Students must abide by the Acceptable and Unacceptable Uses and Other Electronic or Social Media as stated in this document (Paragraphs 3 and 4). If a student does not comply with the Technology Acceptable Use Policy and Guidelines, the WLCSD has the right to discontinue the student's privileges to WLCSD technology equipment, Network, resources, or other electronic or social media and to impose discipline, if warranted.

### 3. Acceptable and Unacceptable Uses

The WLCSD Network resources available to WLCSD users are to be used for WLCSD educational purposes only. Users should not use the resources of the WLCSD Network to store any files that are not for WLCSD educational purposes.

It is unacceptable for users to use the WLCSD Network, technology equipment, resources, or other electronic or social media for:

- furthering any political or religious purpose
- engaging in any commercial or fundraising purposes
- sending threatening or harassing messages
- gaining unauthorized access to technology or telecommunications networks
- interfering with the operations of technology equipment, Network, resources, or other electronic or social media, including placing a virus on any technology equipment or Network
- accessing or sharing sexually explicit, obscene, or otherwise

- inappropriate materials
- intercepting communications intended for other persons
- attempting to gain unauthorized access to any WLCSD technology equipment, Network, resources, or other electronic or social media
- logging in through another user's account or attempting to access another user's password or files
- sending defamatory or libelous material concerning a person or group of people
- furthering any illegal act, including infringing on any intellectual property rights
- downloading, uploading, or distributing any files, software, or other electronic or social media that is not specifically related to a WLCSD educational project, including, but not limited to, MP3 or other music files
- downloading, uploading, or distributing any files, software, or other electronic or social media in violation of Local, Federal or State copyright laws
- downloading any files or software without consent of the WLCSD Information Technology department

As with any other form of communication, WLCSD technology equipment or Network may not be used to transmit or store messages or other data that are inappropriate under existing WLCSD policies, such as those prohibiting sexual harassment. Users may not create, send, or store messages or other data on WLCSD technology equipment or Network that are considered offensive, contain sexually explicit material, or otherwise offensively address the age, race, ethnicity, gender, sexual orientation, religious or political beliefs, national origin, or disability of a person or a group of people. Users may not create, send, or store messages on WLCSD technology equipment or Network pertaining to dangerous devices such as weaponry or explosive devices. Users should take all reasonable precautions against receiving or downloading messages, images, or other data of this sort on WLCSD technology equipment or Network. Users must refrain from using WLCSD e-mail for sending mass e-mails unrelated to WLCSD educational purposes.

#### 4. Other Electronic or Social Media

WLCSD users who use social media (including, but not limited to: Facebook, Twitter, etc.) for educational and other WLCSD-related purposes are bound by the Acceptable and Unacceptable Uses stated in this document (Paragraph 3). Given the nature of electronic and social media, the following additional WLCSD standards and rules are applicable:

1. WLCSD employees who wish to use social media for educational or other WLCSD-related purposes must obtain advanced approval from the employee's building administrator or supervisor. WLCSD employees who began using social media for educational or WLCSD-related purposes before July 1, 2011 must obtain approval from the employee's building administrator or supervisor

- before continuing to do so.
2. WLCSD employees who use social media for educational or WLCSD-related purposes must provide the employee's building administrator or supervisor with full review to the employee's sites and posts and the posts of the employee's correspondents.
3. WLCSD employees may not combine educational/business sites and communications with personal sites or communications.
4. WLCSD employees must identify themselves by name, as opposed to communicating anonymously or by an alias.
5. WLCSD employees and students must bear in mind that electronic and social media are not private and that posts may be accessed years later. For these reasons, communications on electronic and social media will be held to the same standards as communications at school.
6. WLCSD employees may not participate in personal use of social networking activity during work hours.

#### 5. No Expectation of Privacy

WLCSD resources, sites and posts used for WLCSD educational or WLCSD-related purposes are the property of WLCSD and are to be used in conformance with the Technology Acceptable Use Policy and Guidelines. A WLCSD Network Administrator, and/or other WLCSD designee, retains the right to inspect any user's Network Home Directory (H: Drive) and the files it contains, or any user's E-mail. Users are advised that messages in discussion forums, including deleted messages, are regularly archived and can be retrieved from the WLCSD Network. In addition, a WLCSD Internet Firewall automatically checks all data moving between the local area Network and the Internet and logs the sending and receiving destinations on the WLCSD Network. Use of the WLCSD technology equipment, Network, resources, or other electronic or social media for WLCSD educational or WLCSD-related purposes constitutes consent for WLCSD Network Administrators and/or other WLCSD designee to monitor and/or inspect any files that users create, any messages users post or receive, and any web sites users access.

#### 6. Software Deployment and Installation

All software installation on WLCSD technology equipment, Network, or devices must be performed by the WLCSD Information Technology department exclusively. No other user may install software on WLCSD technology equipment, Network, or devices. Software programs and technology equipment which are being evaluated for standardization and/or installation on any WLCSD technology equipment, device or Network server must be reviewed by the WLCSD Information Technology department for compatibility, resource allocation and deployment. In order to comply with Local, Federal, and State copyright laws, all software requested to be installed on WLCSD technology equipment, Network, or devices must have

appropriate license documentation on file with the WLCSD Information Technology department.

### 7. Passwords

Each user shall be required to use and maintain a password that was created according to WLCSD guidelines. The password is to be used to access the WLCSD technology equipment, Network, and any other resources that reside within the WLCSD Network and require password access. Users must take precautions to maintain the secrecy of the user's password so that other users will not be able to utilize that password for malicious purposes. If a user suspects that someone has discovered the user's password, the user should change the password immediately. WLCSD users are responsible for all activity inside their accounts.

### 8. Violations

Failure to observe these Violation guidelines may subject users to disciplinary actions, including but not limited to termination of the user's WLCSD Network account(s). The WLCSD will notify building or organization administrators of any inappropriate activities by any and all users. The WLCSD will also advise law enforcement agencies of illegal activities conducted through WLCSD technology equipment, Network, or other electronic or social media used for WLCSD educational or WLCSD-related purposes and will cooperate fully with Local, State, or Federal officials in any investigation related to illegal activities.

### 9. Disclaimers

The WLCSD makes no warranties of any kind, either expressed or implied, for WLCSD technology equipment, Network, services, resources, or other electronic or social media. The WLCSD is not responsible for any damages incurred, including, but not limited to: loss of data resulting from any delays or any interruption of service, any loss of data stored on WLCSD technology equipment, Network, resources, or other electronic or social media, or damage to personal property used to access WLCSD technology equipment, Network, resources, or other electronic or social media; for the accuracy, nature, or quality of information stored on WLCSD technology equipment, Network, or resources, or other electronic or social media, gathered through the WLCSD Network or the Internet; for unauthorized financial obligations incurred through WLCSD provided technology equipment, Network, resources, or other electronic or social media access. Further, even though WLCSD may use technical or manual means to limit student access, these limits do not provide a fool-proof means for enforcing the provisions of this Technology Acceptable Use and Guidelines. All provisions of this WLCSD Technology Acceptable Use and Guidelines agreement are subordinate to Local, State and Federal statutes.

**This policy is in compliance with State and Federal telecommunications rules and regulations. The district is CIPA compliant.**

*WLCSD technology equipment must be cared for and maintained in a professional manner. Failure to comply may result in restitution and/or disciplinary action.*

*I understand and agree to the WLCSD Technology Acceptable Use Policy and Guidelines as stated above. I also understand that failure to comply with the WLCSD Technology Acceptable Use Policy and Guidelines may be grounds for disciplinary action and/or deactivation of WLCSD Network accounts.*

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Signature

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Print Name Here

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Building

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Date (MM/DD/YY)

