

Saugatuck Middle/High School Acceptable Use Policy

AUP PHILOSOPHY/VISION

Technology is an integrated component in the lives and education of the students and staff. It is also in a state of constant change. Applications and hardware are continually developing. It is the District's responsibility to give access to technology, teach students how to use technology and information access responsibly, protect them from inappropriate content, and assure students use technology responsibly.

As an educational system, Saugatuck Public Schools will prepare our students to effectively and responsibly use the technology that they use (or will use) in their daily lives.

To that end, we must balance the need to understand and use technology while protecting our students from inappropriate content. We will allow the use of the technology, but restrict the content. We must provide access to the technology tools –such as e-mail, social networking sites, video archives, music sites, animations, and ensure that the students understand how to use them in an acceptable, safe manner.

Signed,
Saugatuck Middle/High School Educators

USER PRIVILEGES:

Users have the privilege **when given instructional permission** to:

- * use all authorized hardware and software for which they have received training
- * access the Internet and outside resources to retrieve information
- * use personal equipment within the district's facilities.

which will facilitate learning and enhance educational information exchange.

USER RESPONSIBILITIES AND RESTRICTIONS:

Most students are aware of material and applications of technology that are not appropriate for school. Students choosing to access that material and those applications will lose access to technology.

Users are prohibited:

- * from the malicious use of the technology to disrupt the use of technology by others
- * from using technology to harass or discriminate against others
- * from using technology to infiltrate unauthorized computer systems
- * from using technology to engage in any illegal activity
- * from using technology to publish any material that could be considered immoral or subversive by community standards
- * from using technology for personal or private business, for product advertisement or political lobbying
- * from making financial commitments on the Internet

The following technology equipment and activities are allowed when they are used to facilitate learning and **ONLY WITH PERMISSION OF THE CLASSROOM INSTRUCTOR:** computers, personal digital assistants, e-mail, instant messaging, blogging, music/video, cell communication, cameras, and media players.

Personal technology being used during school functions or on school property will fall under the same rules as though the equipment is provided by the District.

Users are responsible:

- * for properly using and caring for that hardware and software which they have been trained to use and refraining from using any technology for which they have not received training
- * for obtaining permission from the District Technology Coordinator before bringing in personal software and/or hardware for use on school equipment
- * to keep computer systems virus free and are responsible for reporting any suspected virus to the District Technology Coordinator
- * for keeping hardware and software from being relocated, removed from school premises, or modified without permission from the District Technology Coordinator
- * for using the printer resources appropriately
- * for maintaining the privacy of passwords and are prohibited from publishing or discussing passwords
- * for all material received via the Internet under his/her user account and accepts responsibility for keeping all pornographic material, inappropriate files, or files dangerous to the integrity of the school's network, equipment, or software from entering the school via the Internet

- * for maintaining the integrity of the electronic mail (e-mail) system, reporting any violations of privacy, and making only those e-mail contacts, which facilitate learning and enhance educational information exchange
- * for adhering to the copyright laws in the use of software and in the transmission or copying of text or files from Internet or other resources

EDUCATIONAL STAFF RESPONSIBILITIES:

- * Staff will monitor students while they are using computers and other technology.
- * Staff will ensure that the students are using technology with an educational purpose.
- * Staff will guide research
- * Staff will remind students of the AUP.

DISCIPLINARY ACTION:

Users violating any of these Rights and Responsibilities will face disciplinary action described below. They may also be required to make full financial restitution for any unauthorized expenses incurred or any damages caused. Students may face additional disciplinary action as deemed appropriate.

Disciplinary Action for Minor Violations.

Minor Violations are those violations considered disrespectful or bothersome. They may include the following:

- accessing game, video, photo, social networking, and animation websites without permission
- accessing other sites for non-educational use
- using the technology without permission
- misusing equipment
- disconnecting hardware
- downloading applications
- non-educational use of communication

1. First violations will be addressed following the Student Responsibility Center (SRC) process. In addition, an AUP Violation slip will be completed by the teacher and given to the principal. The form will be kept as part of the student's disciplinary record. The principal will review the incident and determine the need for further action.

2. Further violations within the same class period and environment will result in the student being sent to the SRC. . In addition, an AUP Violation slip will be completed by the teacher and given to the principal. The form will be kept as part of the student's disciplinary record. The principal will review the incident and determine the need for further action.

Disciplinary Action for Flagrant Violations of AUP:

Flagrant Violations are activities that are dangerous, destructive, immoral, or disruptive to classroom activities and instruction. They may include the following:

- Accessing inappropriate websites
- Posting inappropriate material
- Modifying hardware or software
- Damaging hardware or software

1. Flagrant violations will result in the student being sent to the SRC and technology privileges suspended until a parent meeting takes place. Technology privileges may be suspended for a period of time as determined by the principal.

2. Further Offenses

Further flagrant violations may result in the suspension of all technology privileges for a period of time as determined by the principal.

DEFINITION:

The use of technology in the Saugatuck Public Schools is a service extended to students, staff, and community members to enhance learning and educational information exchange. For the purpose of this policy, technology includes, but not limited to TV/VCRs, video equipment, the telephone system, the technology lab software and equipment, the computer lab software equipment, the library media center/LMC lab software and equipment, office software and equipment, and classroom software and equipment. Each user of technology shall read this document and sign the User's Responsibility Declaration form. The intent of this policy is to recognize and comply with existing federal requirements for privacy and Internet Safety, The Children's Internet Protection Act, and to ensure a safe and responsible use of district technology within the school.

Parents,

Please keep a copy of the Saugatuck Middle/High School Acceptable Use Policy for Technology for your reference, and return the signed declaration of understanding and adherence to the school.

DECLARATION OF UNDERSTANDING AND ADHERENCE

I, the parent or guardian of _____ (student's name), and the student who has signed along with me, have read and understand this acceptable use policy. We understand that my son or daughter must adhere to the terms of the Saugatuck Middle/High School Acceptable Use Policy for Technology. I understand that access to SPS technology resources is for educational purposes only. I accept responsibility to set and convey standards for appropriate and acceptable use to my son or daughter when he or she is using SPS technology resources.

Date

Parent or Guardian Name (Please Print)

Parent or Guardian Signature

Student Name (Please Print)

Student Signature