# ACCEPTABLE TECHNOLOGY RESOURCES USE: PROCEDURES

**Purpose**

The purpose of the Acceptable Technology Use Procedures is to provide the rules, guidelines, and the Code of Conduct for the use of the "Technology Resources" provided by the School District to enhance and support the School District's educational vision and mission.

**Definition**

The definition of the "technology resources" is all configurations of hardware and software which connects users – either literally connected by a wire to a network or connected wirelessly, as well as stand-alone devices or workstations that are not connected to the School District's network, but were purchased by, received through grants or gifts for the School District, and/or are maintained by or through the School District. "Technology resources" includes all of the School District purchased and maintained operating system software, application software, and stored text, data files, electronic mail, local databases, externally accessed databases, CD-ROM, recorded magnetic or optical media, clip art, digital images, digitized information, communications technologies, websites and links, and any other new technologies as they become available.

**The School District Technology Resources**

The School District provides technology resources for teaching and learning in order to meet all local, state, and national educational standards, communication services, and business data services by maintaining access to local, regional, national, and international sources of information. Use of School District technology resources is limited to those persons who have been issued School District-approved accounts.

**Acceptable Use of School District Technology Resources**

1. Use will be in accordance with the District's Technology Resources Acceptable Use Procedures here and this Code of Conduct.
2. Staff members and students must keep their account information private. Account information is not to be shared or used by others.
3. Staff members and students must be legal, ethical, respectful, and not disruptive to others when using School District technology resources.
4. Staff members and students must maintain the integrity of all hardware setups, installations, files, data, communication, information, and other technology resources.
5. Staff members and students must respect copyrights and licensing requirements.
6. Staff members and students must understand that work produced using School District technology or other School District resource is the property of the School District.

**Acceptable Technology Resources Use: Procedures**
(continued)

7. Staff members and students must use School District technology resources for only school district-authorized educational purposes.
8. Staff members and students must understand and accept that they have no right to or expectation of privacy when using School District technology resources or other resources.
9. Staff members and students must know that the School District reserves the right to remove a user's account if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct. The School District will also employ any other legal consequences or disciplinary actions available to the School District as appropriate.

**Unacceptable Use of School District Technology Resources**
Some examples of unacceptable use are, but are not limited to, any activity through which any user:

1. Violates such matters as institutional or third-party copyright, license agreements or other contracts. The unauthorized use of and/or copying of software is illegal.

2. Interferes with or disrupts other network users, services or equipment. Disruptions include, but are not limited to: distribution of unsolicited advertising, propagation of computer worms or viruses, distributing quantities of information that overwhelm the system, and/or using a School District network to make unauthorized entry into any other resource accessible via the network.

3. Seeks to gain or gains unauthorized access to information resources.

4. Uses or knowingly allows another to use any computer or computer system to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.

5. Destroys, alters, dismantles or otherwise interferes with the integrity of computer based information and/or information resources.

6. Invades or compromises the privacy of individuals or entities.

7. Uses the network for commercial or political activity.

8. Installs unauthorized software for use on School District computers or technology resources.

9. Uses a network or School District technology to access inappropriate materials.

10. Submits, publishes or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either publicly or privately.

11. Uses a School District network or technology for illegal harassing, vandalizing, inappropriate or obscene purposes, or in support of such activities.

**Acceptable Technology Resources Use: Procedures**
(continued)

**School District Rights**
The School District reserves the right to:

1. Monitor all activity.
2. Make determinations on whether specific uses of a network are consistent with these acceptable use procedures.
3. Log network use and monitor storage disk space utilization by users.
4. Determine what appropriate use is.
5. Remove a user's access to the network at any time it is determined that the user engaged in unauthorized activity or violated these acceptable use procedures.
6. Cooperate fully with any investigation concerning or relating to the School District's network activity or use of any technology resources.

**School District Technology Resources User Release Form**
As a condition of my privilege as a School District employee to use the School District technology resources, including access to the Internet, I understand and agree to the following:

1. To abide by the School District Technology resources Acceptable Use Procedures and Code of Conduct.
2. That School District administrators and designated staff have the right to review any material stored in places such as, but not limited to School District computers or technology resources, in files, or elsewhere such as websites or web pages, and to edit or remove any material which they, in their sole discretion, believe may be unlawful, obscene, abusive, or otherwise objectionable. Therefore, I hereby waive any right of privacy to such material.
3. That the School District will not be liable for any direct or indirect, incidental or consequential damages due to information gained and/or obtained via use of the School District's network resources.
4. That the School District does not warrant that the functions of any School District technology resources, network, or any network accessible through District resources, will meet any specific requirements you may have, or that the network resources will be error free or uninterrupted.

**Acceptable Technology Resources Use: Procedures**
(continued)

5. That the use of the School District network(s) and technology resources, including access to public networks, is a privilege which may be revoked by network administrators at any time for violation of the Technology Resources Acceptable Use Procedures and Code of Conduct. The School District will be the sole arbiter(s) of what constitutes a violation of the Technology Resources Acceptable Use Procedures or Code of Conduct.

6. In consideration for the privilege of using the School District network and technology resources and in consideration for having access to the public networks, I hereby release the School District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use, or inability to use, the School District network and technology resources.

# Cornish School District

## Acceptable Technology Resources Use Procedures Agreement Form

This form must be signed and dated prior to being given access to any technology resources in the School District.

Name of Technology Resources User _____

Home phone _____

School/Department _____Grade ____

**I hereby certify that I will abide by the conditions set forth in this document, the Acceptable Technology Use Procedures and the Code of Conduct.**

**For Students:**

Signature of User _____

Signature of Parent/Guardian _____

Date: _____

**For Staff:**

Authorized Staff Member Signature _____

Date: _____