

# Harbor Springs Public Schools

## STUDENT ACCEPTABLE USE POLICY AND AGREEMENT

### 1.0 INTRODUCTION

Computers are used to support learning and to enhance instruction. Computer networks allow people to interact, to share resources, and to communicate with others. The Internet carries these capabilities to people and resources around the world. With this freedom and flexibility come responsibility. To that end, the Harbor Springs Public Schools (HSPS) has developed this *Acceptable Use Policy (AUP)* for students.

We are excited about offering access to technologies such as the Internet. We feel that these tools will be a critical component of life long learning. Additionally, we look forward to working with parents and students to direct technology usage in a positive and productive manner. We request your help in the management of technology usage in our program.

### 2.0 PARENTAL INFORMATION

All students will have access to the Internet while attending the Harbor Springs Public Schools. While the school district cannot guarantee that students will be denied access to all undesirable Internet sites, it is our intent to reduce the likelihood of such access whenever possible. This will be attempted via filtering software, teacher oversight, and informing parents/guardians what constitutes appropriate computer usage.

Parents do have the option of denying Internet access and requesting alternative assignments not requiring direct Internet access. For this to occur, the parent must submit a written request to the appropriate Building Principal for their child.

### 3.0 CONDITIONS DEFINING ACCEPTABLE USE

Students are expected to use HSPS's technology resources for learning. Other uses are prohibited. All students must adhere to the following conditions:

- Parents/guardians requesting that a student not participate in accessing the Internet, must advise the HSPS in writing.
- Students shall not erase, rename, or make unusable anyone else's computer files, programs, or disks.
- Accessing another person's materials, information, or files must be done with the permission of that person.
- Students will receive a user identification (user id) and a password from the designated teacher(s) and/or staff. The user id and password are to be treated as personal and confidential information.

- Attempts to discover or use another student or staff member's password are strictly prohibited.
- Students shall not modify or attempt to modify any settings, appearance, or configuration of any HSPS computer equipment.
- Students shall use school technology equipment for school related work only.
- Students shall not use a computer for unlawful purposes, such as illegally copying or installing software, or violating any software copyright laws.
- Students shall not copy, change, or transfer any software or documentation provided by the school district, teachers, or another student without permission from the superintendent or his/her designee.
- Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software (e.g. a computer virus or worm).
- Students shall not deliberately use the computer to annoy or harass others with inappropriate language, images, or threats. Users shall not deliberately access or create any obscene or objectionable information, language, or images.
- Students shall remove HSPS technology equipment from school premises only with written permission of the superintendent or his/her designee.
- Students shall not download or post any material considered being objectionable. (e.g. including but not limited to pornography, The Anarchist's Cookbook or similar materials designed to give instruction on violating the law and the rights of others).
- Students shall use technology equipment in a fashion consistent with the directions from teachers and staff.
- Students shall subscribe to or use fee based on-line services only with the prior written approval of the superintendent or his/her designee.
- Students shall report illegal or unauthorized use of the technology resources to the supervising teacher or the most immediately available staff member.

#### **4.0 DISCIPLINE**

Violation of any of the above conditions will be cause for immediate disciplinary action. Disciplinary action may include denial of further technology resource access, suspension, expulsion, and/or involvement of external law enforcement agencies.

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