

## **CLARKSTON SCHOOL DISTRICT ACCEPTABLE USE POLICY FOR TECHNOLOGY** **(Reference CSD Policy/Procedure 2022)**

### **PURPOSE**

The *Clarkston School District* shall provide access for employees and students to the system/network, including access to external networks, for limited educational purposes. Educational purposes shall be defined as classroom activities, career and professional development and high quality self-discovery activities of an educational nature. The purpose of the system/network is to assist in preparing students for success in life and with others. The system/network will be used to increase communication (staff, parent and student), enhance productivity, and assist staff in upgrading existing skills. The system/network will also be utilized to provide information to the community; including parents, government agencies and businesses.

### **AVAILABILITY**

The Superintendent or designee shall implement, monitor and evaluate the district's system/network for instructional and administrative purposes.

Access to the system/network, including external networks, shall be made available to employees and students for instructional and administrative purposes and in accordance with administrative regulations and procedures.

Access to the system/network is a privilege, not a right. All users shall be required to acknowledge receipt and agree to the expectations set forth in this *Acceptable Use Policy for Technology*. Noncompliance with these expectations may result in discipline per *Clarkston School District Policy 3245* and its accompanying procedure. Violations of law may result in criminal prosecution as well as disciplinary action by the *Clarkston School District*.

### **ACCEPTABLE USE**

Use is defined as:

1. The district will provide each user with a copy of the Acceptable Use Policy.
2. Access will be granted to employees with a signed access agreement.
3. Access will be granted to students with a signed access agreement and permission of a parent or legal guardian.
4. Any malicious attempt to harm or destroy equipment, materials, data or programs is prohibited.
5. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of district policy and/or as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creation of computer viruses.
6. Vandalism will result in cancellation of system privileges and will require restitution for costs associated with hardware, software and system restoration.
7. Attempts to read, delete, copy, or modify the electronic mail of other users or to interfere with the ability of other users to send/receive electronic mail is prohibited.
8. Use appropriate language; swearing vulgarity, ethnic or racial slurs and other inflammatory language is prohibited.
9. Individual users shall, at all times, be responsible for the proper use of accounts issued in their name.

10. Passwords are confidential. All passwords shall be protected by the user and not shared or displayed.
11. System users shall not use another user's account.
12. Pretending to be someone else when sending/receiving messages is prohibited.
13. Revealing personal information (address, phone numbers, etc.) is prohibited.
14. Forgery or attempted forgery is prohibited.
15. Transmitting or viewing obscene or other material that is inappropriate in a school setting is prohibited.
16. Commercial use of the systems/network is prohibited.
17. The system/network may not be used for illegal purposes, in support of illegal activities, or for any activity prohibited by district policy.
18. Copyrighted software or data shall not be placed on the district system/network without permission from the holder of the copyright and the system administrator.
19. System users may redistribute copyrighted material only with the written permission of the copyright holder or designee. Such permission must be specified in the document or in accordance with applicable copyright laws, district policy and administrative procedures.
20. Students completing required course work will have first priority for after hours use of equipment.
21. Principals or their designee shall be responsible for establishing disk usage limitations, if needed.
22. Principals or their designee shall be authorized to monitor or examine all systems activities, including electronic mail transmissions to ensure proper use of electronic resources.
23. Principals or their designee will be responsible disseminating and enforcing policies and procedure in the building(s) under their control.
24. Principals or their designees will ensure that all users complete and sign an agreement to abide by policies and procedures regarding use of the system/network.
25. The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's system/network.
26. Non-authorized use of search engines, purposefully circumventing the filter system, posting inappropriate information or bullying or harassing others via the electronic equipment is not permitted at any time.

### **MONITORED USE**

Electronic mail transmissions and other use of electronic resources by students and employees shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes. There will be no expectation of privacy regarding any use of district electronic resources, internet access or servers.

### **LIABILITY**

The *Clarkston School District* shall not be liable for user's inappropriate use of electronic resources, violations of copyright restrictions, user mistakes or negligence, or costs incurred by users. User's shall be responsible for their own internet/email activities and shall hold the district harmless and indemnify the district for liabilities or claims of any kind arising from such activities. The Clarkston School District shall not be responsible for ensuring the accuracy or usability of any information found on external networks.

**CLARKSTON SCHOOL DISTRICT STAFF ACCEPTABLE USE POLICY FOR  
TECHNOLOGY**

(This user agreement is valid from the date of signature until no longer affiliated with Clarkston School District.)

**Please print legibly in ink.**

Last Name: First Name: \_\_\_\_\_

Staff Location: DO EOC MAINT CHS LMS HEI HIG PAR GRA

I have read the district's *Acceptable Use Policy for Technology* and agree to abide by its expectations. I understand that violation of these expectations may result in disciplinary action including but not limited to suspension or revocation of privileges, suspension or expulsion from school, termination of employment and criminal prosecution (See Clarkston School District Policy/Procedure 3245 available at [www.csd12.org](http://www.csd12.org))

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CLARKSTON SCHOOL DISTRICT STUDENT ACCEPTABLE USE POLICY FOR  
TECHNOLOGY**

Grade (circle one): K 1 2 3 4 5 6 7 8 9 10 11 12

Student Name: \_\_\_\_\_

Building: \_\_\_\_\_

Parent/Guardian Sponsor

I have read the Acceptable Use. In consideration for the privilege of using the Clarkston School District's system/network and in consideration for having access to the public networks, I hereby release the Clarkston School District, its operators and institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system/network, including without limitation, the type of damage identified in the Clarkston School District's *Acceptable Use Policy for Technology*.

I DO I DO NOT

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|-------|-------|---|
| _____ | _____ | Give permission for my child to participate in the Clarkston School District's system/network.      |
| _____ | _____ | Give permission for my child's name to appear on his/her student web page should one be developed.  |
| _____ | _____ | Give permission for my child's photo to appear on his/her student web page should one be developed. |

Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_