

COMPUTER RESOURCES

Acceptable Practice Agreement

I. GENERAL INFORMATION

Purpose

The purpose of the Chelsea School District computer network is to help students and staff use technology in the school to facilitate learning to enhance educational information exchange.

The Acceptable Practice Agreement is designed to provide guidelines for using computer hardware and software on individual computers, on local area networks, the wide area network and on the Internet. The guidelines establish rights and responsibilities for students and staff. All users are expected to follow the guidelines or risk loss of network privileges.

The signatures on the Letter of Agreement (located at the end of this document) are binding and indicate that the parties who signed have read the terms and conditions and understand their meaning.

Services Available on the Network

When the school district is fully networked, computer users will have access to media center information, data base items, the Internet, as well as computer software tools. Access to the system may be determined by the Board of Education, the Superintendent of Schools, building administrators, system administrators, supervisors, teachers, or other district persons responsible for system users. Those responsible for access are to determine what access is appropriate, based on curricular need, educational enhancement, the ability level of the user, and the user's previous demonstration of responsibility.

World-Wide Network Community

Because the Internet is a complex series of systems with access to other computer systems around the world, users must be aware that the school district does not have control of the content of information residing on these other systems. Users are advised that while a rich store of valuable information awaits them, some systems found on the Internet may contain defamatory, inaccurate, abusive, obscene, profane or illegal material. The school district does not condone the use of such materials and does not permit their use in the school environment. Users will be advised to adhere to specific guidelines and will be made aware of their responsibilities in using the technology available to them. Users who knowingly access prohibited information or who disregard guidelines will be subject to disciplinary action.

II. RESPONSIBILITIES OF USERS

You are responsible for your own actions on the computer and for following the specific rules established for the use of hardware, software, labs, and networks throughout the district.

If you fail to adhere to the requirements you may lose network privileges and will be subject to other disciplinary action.

Member Accounts

Never share your password or account with anyone. You have full responsibility for the use of your account.

Do not use another's account or represent yourself as someone else.

User Conduct

Do not engage in illegal activities on the computer (e.g., plagiarism. Tampering with hardware, software or documents; vandalism; unauthorized entry or destruction of files; or deliberate introduction of computer viruses).

Obey procedural safeguards to maintain the performance of the workstation and network.

Do not participate in electronic chain letters.

Do not use the computer resources for commercial or political activities.

Use appropriate language.

Respect the rights of others and avoid offensive or inflammatory material.

Bring incidents of offensive or inflammatory material directed to you or others to the attention of the teacher or system administrator.

Access only those Internet resources that are appropriate for school.

Access only District network resources for which you have specific authorization.

Copyrighted and Licensed Material

Obey copyright laws and license agreements. Text material, music, software and other media are protected by law.

Do not quote personal communications in a public forum (e.g. email, chat rooms [IRC], etc) without the original author's permission.

Do not install software on the computer or network without written permission of the system administrators.

PRIVILEGES AND RIGHTS OF USERS

Access to Network Resources

Access to network resources which facilitate learning and enhance educational information exchange is available to all authorized students and staff. The extent of the access varies according to the level of responsibility of the individual.

Privacy

Electronic communications are not private. System administrators may access an individual's files as part of regular system maintenance. Teachers may monitor students' files as part of routine class activities. Administrators may access an individual's files for other reasons.

Safety

Illegal harassment or unwanted contact is not permitted. Users who receive threatening or unwelcome communications must report them to a system administrator or teacher. Disciplinary action may be taken, or reports to legal authorities may be placed if appropriate.

Intellectual Freedom

The school network is designed to facilitate learning and enhance information exchange. The views expressed on the network are understood to be representative of the author's individual point of view and not that of the school district. Freedom of expression is encouraged, but all viewpoints expressed are subject to district policies and guidelines governing communication media. Personal attacks are not acceptable at any time.

CONSEQUENCES OF INAPPROPRIATE BEHAVIOR

Users violating any of these policies face disciplinary action in accordance with the disciplinary policies at each level and enforced in conjunction with district policy.

Users violating network agreements may be given a verbal or written warning, given limited or restricted use, banned from using district hardware and software or given other disciplinary action.

Users will be required to make financial restitution for any unauthorized expenses incurred or damages caused.

Users who misuse the district computer resources may be required to attend additional training prior to reinstatement of network privileges.

**COMPUTER RESOURCES
ACCEPTABLE PRACTICES AGREEMENT**

-Letter of Agreement-

Dear Staff:

The Chelsea School District Computer Resources Network Acceptable Practices Agreement is designed to provide guidelines for using the computer, the district computer network (when it is available), and Internet access through your district account.

In exchange for access to the district computer and the Internet, you accept the responsibility of using them in an appropriate manner. Your signature below indicates that you have read, understand and agree to the terms outlined in the Acceptable Practices Agreement.

Staff Member's Name (please print)

Signature

Today's Date

**Return to Human Resources
Chelsea School District**