



Mannheim District 83's

Acceptable Use Policy

This Acceptable Use Policy applies to all users of Mannheim School District 83's technology tools and Internet/network system.

**Please sign and return the last page of this document to your school's office.*

Purpose

Mannheim School District 83 provides access to a wide range of technology tools that support learning and communication with others. Our district encourages the use of technology to assist staff and students with academic success, preparation for the workplace, and life long learning. Expanding technologies take students and staff beyond the confines of the classroom, and provide tremendous opportunities for enhancing, extending, and rethinking the learning process. The technology devices, digital resources, and network infrastructure are also utilized to provide relevant school information to a global community. These capabilities require guidance of students and staff.

Curriculum

The use of technology tools and the Internet/network shall be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students. The Board expects the staff to utilize technology tools and the Internet/network throughout the curriculum when appropriate. Students are encouraged to use technology tools and the Internet/network in acceptable ways as an essential element in the learning process.

Acceptable Use

All uses of the District's technology tools and Internet/network connection must be in support of education and/or research, and be in furtherance of the School Board's stated purpose. Use is a privilege, not a right. General rules of behavior and communications apply when using technology tools and the Internet/network. The District's Acceptable Use Policy contains the appropriate uses, ethics, and protocol for technology tools and the Internet/network. Users of the District's technology tools and Internet/network have no expectation of privacy. Technology tools, electronic communications, Internet use history, and downloaded material may be monitored or read by school officials, at any time and without notice.

Terms and Conditions

1. **Acceptable Use** – Access to the District's technology tools and Internet/network must be for the purpose of education or research, and be consistent with the educational objectives of the District.
2. **Privileges** – The use of the District's technology tools and Internet/network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. If this policy is violated, the District may deny, revoke, or suspend access at any time and/or other disciplinary action including suspension or expulsion (student), suspension without pay or termination (employees). Anyone who

uses the District's technology tools and Internet/network to violate state or federal law will be referred to the appropriate law official.

3. **Unacceptable Use** – You are responsible for your actions and activities involving technology tools and the Internet/network. Some examples of unacceptable uses are, but not limited to, the following:
 - a. Using the technology tools and Internet/network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law/regulation;
 - b. Unauthorized downloading of software/apps, regardless of whether it is copyrighted or clear of viruses;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using technology tools or the Internet/network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space, printing supplies, etc.;
 - f. Gaining unauthorized access to resources or entities;
 - g. Invading the privacy of individuals or intentionally releasing a student or teacher's contact or other confidential information without their consent;
 - h. Using another user's account or password;
 - i. Posting material authored or created by another without his/her consent;
 - j. Posting anonymous messages;
 - k. Using technology tools or the Internet/network for commercial or private advertising;
 - l. Cyber-bullying, accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
 - m. Using technology tools or the Internet/network while access privileges are suspended or revoked;
 - n. Forwarding chain e-mails, viruses or any other damaging messages or information;
 - o. Technology tools may be equipped with a camera and microphone, allowing video, image, and audio capture. At no time shall a student record anyone (student, teacher, parent, presenter, etc.) without permission from the parties involved. In addition, users must obtain permission from the parties involved before publishing content. Users need to exercise good judgment when using cameras and microphones on any device.

4. **Network Etiquette** – When using e-mail you are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not become abusive in your messages to others.
 - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
 - c. Do not reveal personal information such as addresses or telephone numbers of students or colleagues.
 - d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Emails and other electronic documents may be subject to public disclosure under the Freedom of Information Act.
 - f. Do not use the network in any way that would disrupt its use by other users.
 - g. All communications and information accessible via technology tools and the Internet/network should **not** be considered private property.

5. **Web 2.0 Tools** – Use of new Web tools and online communication is critical to our students’ learning of 21st century skills. Tools such as G Suite for Education, blogging, audio and video conferencing, website creation, as well as photo and video productions, can all offer authentic, real-world vehicles for student expression. Expectations for classroom use must follow all established acceptable use guidelines.
6. **Publication of Student Work, Videos, and Photographs** – In furtherance of the School Board’s stated purpose, the Mannheim School District 83 website and social media sites provide information and increases communication between students, parents, teachers, and other entities. The District may wish to publish examples of student work, videos, and photographs accessible on the Internet. Due credit will be given to the author of published work(s). Parent(s)/guardian(s) will be asked whether or not permission is granted for publication of student work, videos, and photographs.
7. **No Warranties** – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
8. **Indemnification** – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this Acceptable Use Policy.
9. **Security** – Network security is a high priority. If you can identify a security problem on any technology tools or the Network/Internet, you must notify the technology director or network specialist. Do not demonstrate the problem to other users. Keep your accounts and passwords confidential. Attempts to log-on to technology tools or the Internet/network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
10. **Vandalism** – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, technology equipment, or any network. This includes, but is not limited to, the uploading or creation of computer viruses.
11. **Charges** – The District assumes no responsibility for any unauthorized charges or fees while using technology tools or the Internet/network. Such charges will be the responsibility of the user who occurred them.
12. **Loss/Damage-** Mannheim School District 83 reserves the right to charge the full cost for repair or replacement when loss or damage occurs due to gross negligence as determined by administration. Examples of gross negligence include, but are not limited to:
 - a. Leaving equipment unattended and unlocked. This includes damage or loss resulting from unattended and unlocked device while at school.
 - b. Lending equipment to others
 - c. Using equipment in an unsafe environment
 - d. Using the equipment in an unsafe manner

13. **Authorization** – All users of the Mannheim School District 83’s technology tools and Internet/network need to sign this *policy* annually while enrolled or employed by the School District.

Primary Student’s Alternate Acceptable Use Policy Wording

Mannheim’s School Board of Education realizes that the language in this policy may not be understandable and meaningful to younger students. It is with this in mind that they present this alternate Acceptable Use Statement. This statement in no way diminishes or eliminates any of the requirements for acceptable use as stated above. It is merely a way to make appropriate use more understandable for younger students.

Primary student’s wording Acceptable Use Policy:

I will listen to my teachers and follow their directions when I use the Internet/network and technology tools at school. I will only use the Internet/network and technology tools to do the school work my teacher has told me to do and for no other reason. I will ask my teacher for help when I do not understand something or if I see something that makes me scared or uncomfortable. I understand that if I break any of these rules, I will not be able to use technology tools or the Internet/network at school anymore.



Mannheim District 83's

Acceptable Use Policy **Student** Agreement Form

Please sign and return this form to your school's office.

Student's name _____

Grade _____ **School (circle)** E MECC MMS R S W

I have read and understand Mannheim District 83's **Acceptable Use Policy**. I will abide by the **Acceptable Use Policy** and further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's technology tools, Internet/network connection, and having access to public networks, I hereby release the Mannheim School District 83 and its Board members, employees, and agents from any claims and damages arising from my use or inability to use technology tools and the Internet/network.

I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials obtained via technology tools or the Internet/network.

(Parents/guardians) I have discussed the terms of the **Acceptable Use Policy** with my child. I hereby request my child be allowed access to the District's technology tools and the Internet/network.

Parent/guardian signature: _____

Parent/guardian name (Please print): _____

Student signature: _____

Student name (Please print) _____



Mannheim District 83's

Acceptable Use Policy **Employee** Agreement Form

Please sign and return this form to your school's office.

Employee's name _____

School (circle) AC E MECC MMS R S W

I have read and understand Mannheim District 83's **Acceptable Use Policy**. I will abide by the **Acceptable Use Policy** and further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's technology tools, Internet/network connection, and having access to public networks, I hereby release the Mannheim School District 83 and its Board members, employees, and agents from any claims and damages arising from my use or inability to use technology tools and the Internet/network.

I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials obtained via technology tools or the Internet/network.

Employee signature: _____

Employee name *(Please print)* _____

Date: _____