

NORTH MIAMI COMMUNITY SCHOOLS

RESPONSIBLE USE POLICY

Please read this document carefully before signing.

Responsible Use Policy

All use of the Internet and network shall be consistent with North Miami Community School's goal of preparing all students for success by facilitating resource sharing, innovation, and communication. The policy does not attempt to state all required and/or unacceptable behaviors by users. The failure of any user to follow the terms of the Responsible Use Policy will result in the loss of privileges, including possible termination of employment/educational expulsion and/or appropriate legal action. The user's signature on this form indicates the person who signed it has read these terms and conditions carefully and understands their significance.

Terms and Conditions

1. Acceptable Use – The use of technology resources must be for education or research purposes and consistent with the educational objectives of North Miami Community Schools; namely increased engagement, guided inquiry, and creative/innovative problem solving. Network resources should primarily be accessed with school owned computers, laptops and similar devices. Staff owned computers, laptops, tablets, and other internet devices may be used wirelessly to enhance instruction, but are not the responsibility of North Miami Community Schools for upkeep and repair. If the use of a personal device causes an infection, etc., the owner may be subject to the cost of repairing/removing the virus from the school's system. Ongoing configuration settings, updates, and repairs are the sole responsibility of the owner. Your Internet searches and online activity are monitored based upon appropriate use standards.

2. Privileges – The use of the North Miami Community School's technology resources is a privilege, not a right. Inappropriate use will result in the cancellation of those privileges. The technology director and the superintendent, in their sole discretion, determine what is inappropriate use and their decision is final. The administration and technology staff of North Miami Community Schools may request the technology director and/or the system administrator to deny, revoke, or suspend specific user accounts. As a user you will fully understand the Responsible Use Policy and instruct others whenever applicable. Modeling and teaching digital citizenship is part of being a member of the North Miami Community Schools community.

3. Social Media – A staff/student's personal or private use of social media, such as Facebook, Twitter, Instagram, Snapchat, blogs, etc., may have unintended consequences. While the Board respects a staff/student's First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the North Miami Community School's mission, undermine relationships, or cause a substantial disruption to the school environment. This prohibition against inflammatory, disruptive digital comments includes a staff/student's online conduct that occurs off school property and from the staff/student's private device. Postings and relationships on social media should be conducted in a manner appropriate to the standards of North Miami Community Schools.

4. Unacceptable Use – You are responsible for your actions and activities involving the network. Some examples of unacceptable use include but are not limited to:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state regulation.

- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused.
- Downloading copyrighted material for other than personal use.
- Using the network, including email, for private or commercial gain.
- Gaining unauthorized access to resources or entities.
- Invading the privacy of individuals.
- Posting material authored or created by another without his/her consent.
- Posting anonymous messages.
- Using the network for commercial or private advertising.
- Accessing, submitting, posting/publishing or displaying defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material, or any other material deemed educationally inappropriate.
- Using the network while access privileges are suspended or revoked.

5. Exclusive Use of Access – Users are solely responsible for the use of their login, passwords, and access privilege. Any problems that arise from the use of a staff/student’s login is that person’s responsibility. The use of a registered login by someone other than the staff/student is prohibited and is grounds for denial or limitation of network access privileges.

6. Network Etiquette – Staff/students are expected to abide by the accepted rules of network and safety etiquette. These include but are not limited to the following:

- Be polite.
- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- Do not reveal the addresses or telephone numbers of students or colleagues.
- Do not post chain letters or engage in spamming.
- Do not use the network to disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be property of North Miami Community Schools.

7. Personal Safety – A staff/student should observe the following precautions:

- Do not post personal contact information about yourself or other people. This information includes, but is not limited to, your address, telephone number, work address, etc.
- Do not agree to meet alone with someone you have met online.
- Report immediately to building administrator or the technology director any message you receive that is inappropriate or makes you feel uncomfortable.
- Do not “friend” or follow staff/student on personal social networking sites such as Facebook, Twitter, Instagram, or Snapchat in a social manner that could lead to an inappropriate relationship.

8. Evasive Procedures – Perform the following when an inappropriate Internet site is accessed:

- Immediately click on the STOP button.
- Immediately click on the BACK button.
- Immediately notify the technology director of the computer/device that was used and the action that led to the inappropriate site being accessed.

9. Search and Seizure/Due Process – A staff/student’s network accounts are not private. A staff/student should have no expectation of privacy to those accounts. Routine maintenance and monitoring of the email, computers or servers may lead to discovery that the staff/student has violated this policy, or the law. The technology director and/or systems administrator will conduct searches if there is reasonable suspicion that the staff/student has violated this policy or the law, or if requested by local, state or federal law enforcement officials. North Miami Community Schools will cooperate

fully with local, state, or federal officials in any investigation related to illegal activities conducted using network resources owned by North Miami Community Schools.

10. Security – Security on any computer system is of the highest priority, especially when the system involves many users. If a staff/student identifies a security problem on technology resources, the staff/student must immediately notify the technology director. The staff/student should not demonstrate the problem to other users. No user should use another individual's logins. Attempts to log in to the network with a stolen identity or as a system administrator will result in cancellation of the staff/student's privileges and possible employment termination or educational expulsion. If a staff/student is identified as a security risk or has a history of problems with other computer systems, North Miami Community Schools may deny access to technology resources.

11. Vandalism/Bullying – Vandalism and/or bullying will result in cancellation of privileges and disciplinary action, including the possible termination of employment or expulsion of a student. Vandalism is defined as any malicious and/or intentional attempt to harm, steal or destroy data of another user, school networks, or technology hardware. This includes but is not limited to the uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent network security. Online communications transmitted with the intent to harass, ridicule, humiliate, intimidate another student, employee or other person are prohibited. Interference with another's work is similarly prohibited, and may represent destruction or theft of an intellectual property.

12. Public Access to Documents – North Miami Community School's technology policies are available for review by all parents, guardians, employees, and community members online.

13. Amendment. North Miami Community Schools reserves the right to amend this policy at any time.

TECHNOLOGY USER

I have read, understand, and agree to abide by this Technology Responsible Use Policy. I further understand that any violation of that policy may constitute a criminal offense and result in my access privileges being revoked or limited and school disciplinary action taken against me, up to and including termination/expulsion.

North Miami Community Schools, Denver, Indiana

Adopted May 25, 2016

User's name: (please print) _____

Signature: _____ Date: _____

Year of Graduation for students: _____