

Allendale County Schools

Acceptable Use Policy

Purpose

The purpose of the document is to establish the school district's vision for the use of technology and related technical resources in Allendale County Schools.

Introduction

Technology has become a vital part in the process of educating the students of Allendale County. In an effort to give the best possible education to our youth, the Allendale County School District provides students, teachers and staff with various technological equipment and services. The district's goal in providing technological equipment and services is to promote the educational use of technology. By providing the opportunity for students, teachers, and staff to utilize technology in education, the district is completing part of its mission to prepare each student for success in a global society ... a society that has become heavily dependent upon the use and application of technology.

The information age has allowed students, teachers, and staff to access resources from all over the world and bring them into Allendale County Schools. Although many of these resources promote the district's mission, some present no educational value. In some cases, these resources can be a detriment to the educational process in Allendale County Schools.

With the global nature of the age of information technology, it is impossible for Allendale County Schools to censor and control all material with no educational value. The potential issue of accessing and using detrimental materials exists, but Allendale County Schools has chosen to offer these services to the students and employees of the district. The benefits of utilizing information technology in education far outweigh the chances for misuse of these resources. The school district believes that access to information technology and related resources is an indispensable part of educational process in Allendale County.

With the inclusion of the use of information technology in Allendale County Schools comes responsibility. Each student, teacher, and staff member must be responsible in his or her utilization of the district's technological resources. To facilitate the responsible use of information technology and related resources in Allendale County Schools, the district has established guidelines for the acceptable use of information technology, the Internet, electronic mail, and related technical resources. By establishing these guidelines, the district will fulfill its instructional, personnel, and legal obligations to the students, teachers, staff, and community of Allendale County.

Acceptable Use Policy

All use of information technology, albeit by student, teacher or staff member, should be gear towards one goal. That goal is to promote the educational pursuits of Allendale County Schools. Access to information technology is NOT A RIGHT, it is a privilege that has considerable responsibilities. All students, teachers, and staff must exhibit responsible behavior when using information technology and other related resources.

All users (students, teachers, staff, and administrator) of information technology and related technology equipment will be governed by the Allendale County Schools

Acceptable Use Policy for Information Technology. This policy has two parts:

- I. The guidelines outlined within this document
- II. Any applicable local, state, federal law and/or regulation pertaining to the purchase, use, and/or distribution of information technology and related resources.

These guidelines and laws are not for restrictive purposes. They are designed to make the user aware of the users and Allendale County Schools responsibility when utilizing technology in an educational setting. **Any violation of these guidelines will subject the offending user-s to appropriate disciplinary action and the possible revocation of access to information technology resources in the district** When applicable, violations of federal, state, and local laws will be reported to the appropriate authorities.

Acceptable Use of Technology in Allendale County School District

I. Computers Technology and Equipment

Allendale County Schools will provide students, teachers, staff, and guests with access to computer technology and equipment. Users of these resources should at no time damage, deface, or destroy any computer technology and equipment owned and/or controlled by Allendale County School District. The following is a discussion of the school district's acceptable use policy of computer technology and equipment.

A. Hardware

The term "*hardware*" refers to the physical components of a computer. For district policy purposes, these items include (but are not limited to) monitors, computer cables, computer casing, servers, and any component found within the computer. All students, teachers, staff, and district guests using computer hardware will adhere to the following guidelines:

- Computer hardware is to be used only for instructional and other educational purposes.
- Vandalizing and/or defacing computer hardware in any way will not be tolerated .
- No hardware will be added to or removed from a computer without consent of appropriate district officials.
- The introduction of any computer code that will disrupt the performance of computer hardware (e.g. viruses, Trojans, macros) is strictly prohibited.
- The use of computer hardware for any purpose that will be in conflict or violation of state, and/or federal laws is prohibited.

B. Software

For district policy purposes, the term "*software*" refers to any programs, applications, and files that are located on the computer resources of Allendale County Schools. This policy covers all software that resides on the hard drive of computers, servers, or data storage devices. Users (students, teachers, staff, and district guests) of computer software will adhere to the following guidelines:

- Loading software and/or files onto a school computer or server without the permission of the school district's Director of Technology and other applicable administrators is prohibited.
- Accessing and/or modifying information to which the computer or server user has not been given appropriate authorization is prohibited.
- Erasing, renaming, or vandalize any software on a computer or server is prohibited. This includes software owned by the district and software installed with district approval.
- Making or attempting to make illegal copies of software is prohibited.
- The transferal of files and/or software from one location to another without the consent of appropriate school and/or district official(s) is prohibited.

- The use computer software for any non-instructional purposes (e.g. games or personal profit) is prohibited.
- Any use of computer software that will be in conflict or violation of state, and/or federal laws is prohibited.

C. Computer Peripherals

"Peripherals" refers to any device connected to and /or is used by a computer. These items include, but are not limited to: printers, scanners, digital cameras, modems (external), cables, and copiers. Users (students, teachers, staff, and district guests) of computer peripherals will adhere to the following guidelines:

- No computer peripherals will be moved without authorization from appropriate school and/or district officials.
- The deliberate misuse and/or destruction of computer peripherals are prohibited.
- Any use of computer peripheral that will be in conflict or violation of state, and/or federal laws is prohibited.

D. Internet and Intranet Network Services

Technology is a vital part of education in Allendale County School District. In an effort to promote learning and expand educational resources for its students, teachers, and staff, Allendale County Schools offers various Internet and intranet (district) resources to students and employees of the district. These resources include Internet access, email, and file storage space on district network resources.

Allendale County School District's goal in providing these services is to educate students in order to become productive members of a global society. Facilitating resource sharing, global communication and educational collaboration are only a few of the many benefits that come with access to the Internet and other network resources provided by Allendale County Schools.

1. Electronic Mail (E-Mail)

All teachers and staff (and when applicable, students) will have an e-mail account provided by Allendale County Schools. This e-mail account should be used for all e-mail transmissions made by district employees on behalf of Allendale County schools. The E-mail account provided by the district is the property of Allendale County Schools, and is subject to being monitored for inappropriate use. When using the district issued email account, users must adhere to the following guidelines:

- Profanity, vulgarities or other inappropriate language is prohibited.
- Illegal activities are strictly forbidden.
- Sharing confidential information on students or staff (without appropriate approval) is prohibited.
- Never allow inappropriate or restricted information, such as pornography or other obscene material, to be sent to you by others. If you receive such materials, it must be deleted immediately.
- Messages relating or in support of illegal or inappropriate activities will be reported to the appropriate authorities.
- Any use of e-mail that will be in conflict or violation of state, and/or federal laws is prohibited.

2. The Internet

The Internet provides a wealth of educational resources to the students, teachers, and staff of Allendale County Schools. These resources can be accessed 24 hours a day, seven days a week from any workstation that is properly connected to the school district's computer network.

Unfortunately, access to the Internet has some potential dangers. When used inappropriately, Internet access presents potential problems and dangers to its users. To that end, it is necessary for Allendale County Schools to produce following guidelines to govern Internet and Intranet access. All users (students teachers, staff, and guests) staff must read and understand these guidelines before they will be allowed to access the Internet using technology owned and or controlled by Allendale County Schools. **All users of Allendale School District Internet and Intranet resources must sign the district-'s Internet Acceptable Use Policy Form attached to the end of this document.** Inappropriate access and use of any person using school district Internet and Intranet resources will not be tolerated.

The following the guidelines must be met in order to access the Internet in the Allendale County School district:

- All access to the Internet by students must have the approval of supervising authority (teacher, principal, or other appropriate officials).
- Accessing obscene, vulgar, and/or pornographic materials is prohibited strictly prohibited.
- Downloading of software, shareware, and/or freeware (unless authorized by the district's Director of Technology) is strictly prohibited.
- All information downloaded from the Internet must be saved to a storage device (floppy disk, zip drive, compact disc, etc.). No information will be saved to the hard drive of the computer.
- Access to the Internet is provided for educational purposes. However, students (with appropriate approval) may access the Internet at any time when it does not interfere with the educational goals of the district. District employees may use the Internet only when it does not interfere with his/her professional obligations to Allendale County Schools.
- Giving out personal information of district employees and students over the Internet is strictly prohibited.

* Questions and comments concerning any information within this document should be directed to the Director of Technology of Allendale County Schools (803)584-4603 ext. 123