ACCEPTABLE USE POLICY
Max Public Schools
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The Board of Education is committed to the goal of having technology, computers and network facilities used in a responsible, efficient, ethical, educational and legal manner in accordance with the mission of the Max Public School. Acceptable uses of the network are activities which support teaching and learning. Network users are encouraged to use technology for purposes which meet their individual educational needs.

Digital Citizenship

The appropriate use of technology and digital resources promotes positive and effective digital citizenship among students and staff. Digital citizenship represents more than technology literacy. Successful, technologically fluent digital citizens live safely and civilly in an increasingly digital world and use technology responsibly. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career.

Digital/Network Etiquette

Users are expected to abide by the generally accepted rules of digital/network etiquette. These include, but are not limited to, the following:
1. Be polite. Do not write or send abusive messages to others.
2. Use proper English and appropriate language; avoid "Netspeak." Do not swear; do not use vulgarities or other inappropriate language.
3. Use extreme caution when revealing personal information, including a home address and phone number, on web sites, blogs, podcasts, videos, wikis, e-mail or as any electronic content.
4. Do not reveal, on any electronic medium, personal information about another individual.
5. Do not use the Internet in a way that would disrupt the use of the Internet by others.
6. Keep educational files and e-mail messages stored on servers to a minimum.
7. Notify the appropriate school authority of any dangerous or   inappropriate information or messages encountered.

Digital Security

Users who identify a security problem on the system must notify a system administrator. Users must not use another individual's account or give their passwords to others. Unauthorized attempts to log into the system as a system administrator will result in revocation of user privileges based on state, county or school policies.

Accountability and Responsibility

The acceptable and appropriate use of telecommunications and/or access to the Internet and digital resources is an extension of the educator's responsibility in his/her classroom. Students will be provided equitable access to technology. Administrators and teachers will be provided professional development in the use and application of electronic resources, technologies and the Internet. Max School reserves the right to monitor, inspect, investigate, copy, review and store, without prior notice, information about the content and usage of any network and system files, user files, disk space utilization, applications, bandwidth utilization, document files, folders, electronic communications, e-mail, Internet access, and any and all information transmitted or received in connection with networks, e-mail use and web-based tools.

Max School reserves the right to disclose any electronic message, files, media, etc., to law enforcement officials or third parties as appropriate. Max School reserves the right to enter an employee's information system files whenever there is a business need to do so.

District/school equipment that is used off site is subject to the same rules as when used on site. Students and staff are expected to use state, district, and school-owned technology in a responsible, efficient, ethical, and legal manner in accordance with the educational mission of the state, district, and school. The use of such technologies may be restricted or revoked for inappropriate behavior or use.

Students and staff are encouraged to use district and school equipment whenever possible. Unauthorized or unacceptable use of personal technology devices by students may result in suspension or revocation of personal device privileges. These uses include, but are not limited to, the following:

- Using personal devices to gain or give an advantage in a testing situation.
- Using personal devices during class that are not approved by the school or the individual teacher (e.g. cell phones, smart phones, tablets, digital cameras, MP3 players, and laptops).
- Downloading and installing district licensed software on personal devices unless specifically allowed by the licensing agreement.
- Using personal devices to bypass filtering, circumvent network security, or in violation of the acceptable use standards which normally apply to district-owned technology.
- Using personal devices for violations related to cyber bullying and harassment.

School personnel will maintain a professional relationship with all school students, both inside and outside the classroom and while using any form of social media and other electronic communication. Unethical conduct includes but is not limited to committing any act of harassment as defined by Max School and/or district policy; committing or soliciting any sexual act from any minor or any student regardless of age; soliciting, encouraging, or consummating a romantic or inappropriate relationship with a student, regardless of the age of the student; using inappropriate language including, but not limited to, swearing and improper sexual comments; taking inappropriate pictures of students or exchanging any inappropriate pictures with students; or engaging in any other behavior that constitutes a violation of district policy or that is detrimental to the health and welfare of students

Use of Electronic Resources, Technology and the Internet

Acceptable network use by students and staff includes the following: Creation of files, projects, videos, web pages and podcasts using network resources in support of student personalized academic learning and educational administration.

Posting of Non-School advertising, fund raising, announcements:

All posting of advertising, announcements, or any other subject material must have permission from the administration or designee to be displayed on school property. Outside organization fundraising is not allowed on school property.

Unacceptable Use includes the following but is not limited to:

Use for commercial activities by "for profit" institutions is not acceptable or for personal financial gain.

Use for product advertisement or political lobbying is also prohibited.

Illegal activities and privacy and safety violations of COPPA, CIPA and FERPA are strictly prohibited.

Specific examples of unacceptable and/or unauthorized use include, but are not limited to:

- Viewing, creating, accessing, uploading, downloading, storing, sending, or distributing obscene, pornographic or sexually explicit material.
- Hacking, cracking, vandalizing or any other illegal activities.
- Plagiarism or reproducing/repurposing audio/video without permission/consent.

Filtering

Filtering software is not 100% effective. Filters make it more difficult to access objectionable material, filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites. Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively in filtering and acceptable use issues. Appropriate filtering must be maintained to meet E-rate guidelines.

Copyright

Copyright laws protect the rights of people who create intellectual property by providing the creator with exclusive rights to license, sell or use the works. A creator owns the rights of reproduction, adaptation, distribution, public performance, public display, digital transmission and moral rights.

Failure to follow the acceptable use policy will result in disciplinary actions not limited to denial of internet access and/or suspension.