

Computer & Network Acceptable Use Policy for Students and Staff

I. Computer and Software:

School District computers will be installed and maintained ONLY by technology department staff. Only technology staff will be allowed to authorize installation or maintenance of either hardware or software on School District computers.

- A. The District has an obligation to ensure that software on its computers is being used legally according to that software's license and to ensure that any software installed do not create difficulties on the individual computer or on the District network. Staff members who wish to be authorized to install a particular piece of software on their computers or who wish to have such software installed must certify that they are using the software according to license and must register the license information with the technology office. The director of technology will authorize all installations.
 - 1. Multiple installations of the same license number will be assumed to violate copyright unless a multiple license provision can be demonstrated.
 - 2. Software not related to the mission of the Perry School District will not be installed on School District equipment.
 - 3. 'Migrating' to an upgraded computer does not carry with it the right to 'migrate' software to that computer unless that software is wiped clean from the original computer.
- C. Modification of screensavers, backgrounds, or any other system modifications are considered a violation of acceptable use.
- D. No images, sounds, or media of any sort may be added to School District equipment or to materials produced through Perry School District Equipment that violate copyright.

II. Local Area, District, and Internet

Electronic information services (Local, District-wide, and Internet) are available to students and staff in Perry School District. The School District strongly believes in the educational value of such electronic services and recognizes their potential to support curriculum and to allow staff to efficiently provide educational services. The District goal in providing this service is to promote educational excellence by facilitating research, innovation, communication, and business efficiency. Student and staff Internet access will be granted through local area networks and District Internet connections. A set of expectations and understandings apply to all using Perry School District network services as representatives of Perry School District on the District network and on the Internet through the School District Internet gateway. These include:

Computer & Network Acceptable Use Policy for Students and Staff

- A. Students and staff must use assigned accounts in support of the educational goals and objectives of the District. Students and staff will not allow the use of assigned accounts by others. Staff must
 - 1. not use the network, e-mail system or Internet connection for personal financial gain including commercial advertising.
 - 2. not use the network, e-mail system, or Internet connection for political or religious advocacy or on behalf of charitable organizations.
 - 3. not send any message through the network, e-mail system or Internet connection under someone else's name.
 - 4. not transmit, request, or receive materials inconsistent with the mission and values of the Perry School District.
 - 5. not attempt to breach network security or transmit viruses.
 - 6. not use the network, e-mail system, or Internet connection for sexual or other forms of harassment
- B. Students and staff must use language appropriate for a public system in all communications
- C. Students and staff must respect the copyright and/or software licensing of material received through the School District network, e-mail system, or Internet connection.
- D. Students and staff must understand that there is no presumption of privacy for communications stored, sent, received, or accessed through School District computers, networks, e-mail system, and Internet connection and that any such material may be monitored or spot-checked to ensure compliance with District policies.
- E. Students and staff must understand that as a matter of law any document pertaining to the public business on a publicly funded system is a public record.

Sanctions

Individuals who violate the terms of the *Computer and Network Acceptable Use Policy for Students and Staff* will be subject to a series of sanctions through the technology department including the installation of restrictive lock-down security on their classroom workstation and restriction or revocation of District network, Internet, and/or e-mail privileges.

Approved _____

Reviewed 8/14/2017

Revised 1/12/09