



Marion Central School District

Acceptable Use Policy

Internet access is available to students and teachers in the Marion Central School District. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network it is impossible to control all materials, and an industrious user may discover controversial information. We (Marion Central School District) firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that users are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a Marion Central School District user violates any of these provisions, his or her access will be terminated. All who use internet access need to read these terms and conditions carefully and understand their significance. Use of Marion technological resources acknowledges compliance with these acceptable use policies.

Computer and internet Terms and Conditions

This policy is intended to establish general guidelines for the acceptable student use of the District's computer system including software, hardware, computer networks, and electronic communications. The same standards of acceptable student conduct which apply to any school activity shall apply to use of the District's computer system. This policy does not attempt to articulate all required and/or acceptable uses of the District's computer systems; nor is it the intention of the policy to define all inappropriate usage. Administrative regulations will further define general guidelines and appropriate student conduct and use as well as proscribed behavior.

Acceptable Use – The use of technology in school must support student scholarship and be consistent with the educational objectives of Marion Central School District. Use of other organization's network or computing resources must also comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable unless explicit prior approval is granted for the purpose of an educational endeavor.

Network Etiquette – Users 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 get abusive in your messages to others.
- B. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- C. Hate mail, harassment, discriminatory remarks, and other unacceptable behaviors are prohibited on the network. Therefore, any messages should not contain profanity, obscene comments, sexually explicit material, and expressions of bigotry or hate.
- D. All communications and information accessible via the network should not be assumed to be private property.
- E. Subscriptions to Listservs or distribution lists must be reported to a system administrator. Prior approval for Listservs is required for students.

Inappropriate Access to Material

- A. Users will not utilize the Marion Central School District network to access material that is profane, obscene (pornography), sexually explicit, or that advocates illegal acts, violence or discrimination toward other people (hate literature).
- B. If a user mistakenly accesses inappropriate information, they should immediately tell a teacher or other district personnel. This will protect them against a claim of intentional violation of this policy.

Plagiarism and Intellectual Property Infringement

- A. Users will not plagiarize works that they find on the internet. Plagiarism is taking the ideas or writings of others and presenting them as one's own original work..
- B. Users will respect the rights of copyright and trademark owners. Copyright infringement occurs when one inappropriately reproduces a work that is protected by copyright. If users are unsure whether or not they can use the work, they should request permission from the copyright owner. Direct questions regarding copyright or trademark law to a teacher.

Security

- A. Security on any computer system is a high priority, especially when the system involves many users. Routine maintenance and monitoring of the district system may lead to the discovery that you have violated a policy, the school code, or the law. If a violation is suspected it will be investigated fully. While an investigation is underway the user may have their network privileges revoked until the issue is resolved.
- B. Users will immediately notify a teacher or the system administrator if they have identified a possible security problem. Do not look for security problems as this may be construed as an illegal attempt to gain access.
- C. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Parents have the right at any time to see the contents of their student's network folders or e-mail.
- D. The district maintains a networked data storage system that is available to all staff and students. These individuals will be allowed to access and use data storage for any items that pertain to their work or education. If the data storage is used for any other purpose, the privilege may be rescinded at any time deemed necessary.
- E. The district maintains a wireless network that is open for staff, students, and community members to use while on school grounds. Any and all data transferred over the wireless network constitutes that the user agrees to any and all applicable rules that govern the wired network and will be enforced as such.
- F. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to school computers or the network.

Illegal Activities

- A. Network vandalism, such as any malicious attempt to harm, modify, or destroy computer hardware, data of another user, internet bandwidth, or other nefarious intent will result in cancellation of privileges.
- B. Users will not attempt to gain unauthorized access to this or any other computer system or go beyond your authorized access by entering another person's account credentials or accessing another person's files. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.

Inappropriate Use – MCSD administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an e-mail or network account at any time. The administration, faculty, and staff of Marion Central School District may request the system administrator to deny, revoke, or suspend computer use for any reason.

- A. Use of any information obtained via the internet is at your own risk. Marion Central School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Appropriate Use of Electronic Devices

Personal technology includes all existing and emerging technology devices that can take photographs, record audio or video, input text, upload and download media, and transmit or receive messages or images. The District shall not be liable for the loss, damage, misuse or theft of any personal technology brought to school. District employees reserve the right to monitor, inspect, and/or confiscate personal technology when there is reasonable suspicion to believe that a violation of district policy or criminal law has occurred.

The use of personal technology in locker rooms, restrooms, Health Office, and any other areas where a person would reasonably expect some degree of personal privacy is prohibited. Students shall not distribute pictures, video, or audio clips of students or staff without their permission. The same standards of the Acceptable Use Policy apply to personal devices as they do district-owned resources.

For the specific district-provided hardware policy, please see the Marion Chromebook Handbook.

Google Apps for Education

Google Apps for Education (GAFE) is a suite of web-based programs that include a variety of collaboration tools. Student accounts may include tools such as email, shared documents, websites, and blogs. The features and options available will be based on grade level, student awareness and requirements for coursework. Google Apps for Education helps students aspire to their fullest potential and prepare them for tomorrow's opportunities.

Marion CSD will monitor student use of GAFE when students are at school. Parents are responsible for monitoring their child's use of GAFE when accessing programs from home. Students are responsible for their own digital behavior at all times.

Student Use of Email

Electronic mail is a valuable communication tool to increase communication and collaboration and students shall use this tool in a responsible, effective, and respectful manner. Student users may use the District's email system for limited use. Student email use is only for school projects and educational purposes. There is no expectation of privacy in e-mail use. All data files and other electronic storage areas shall be considered to be the property of Marion Central School District to control and inspect for compliance.

Marion Central School District Acceptable Use Policy

It should be understood that all will abide by the above Acceptable Use Policy. It should be further understood that any violation of the regulations above is unethical and may potentially constitute a criminal offense. Should anyone commit any violation, their access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may result.

Signature: _____

Date: _____