

SCHOOL DISTRICT OF MANAWA

362-Rule

COMPUTER ACCEPTABLE USE GUIDELINES/PARENT PERMISSION

The Board of Education of the Manawa School District, in cooperation with District Technology Committee, has set forth the following guidelines for proper use of computers and technology.

Hardware:

- Students will be given access to the District's hardware to use for educational purposes.
- Any abuse or misuse of hardware will not be tolerated.
- Students will be held responsible for any repairs that need to be made due to misuse, including parts and labor.
- Hardware access privileges may be revoked at the discretion of the District's staff or designated supervisor.

Software:

- Students may use the software provided by the District for educational uses only, as directed by instructional staff; it may not be altered, tampered with, or deleted.
- Students are not allowed to install any software without prior permission from the Network Administrator.
- Downloading of copyrighted software, media, and/or digital content is prohibited.
- Misuse of software may result in revocation of computer privileges.

Network:

- Each student shall be provided with a user account with their own unique user name and password. These are not to be shared. Students may not access the network using another user's account.
- Students are responsible for all network activity under their account.
- Students may not tamper or alter the administration of the network. The network should not be used to disrupt the use of network by others.
- The Network Administrator reserves the right to review the system at any time for abuses. Any material created, stored, or sent through the network, for whatever reason, is subject to review.
- Misuse of the network may result in revocation of computer privileges.

Web Access:

- Students may use the internet only after agreeing to the terms of the Acceptable Use Guidelines. Both the student and their parent/guardian must sign the Acceptable Use Guideline form.
- Students may not use the internet to access, publish, view, or display any materials that are defamatory, sexually oriented, threatening, obscene, racially offensive, abusive, harmful to minors, illegal or otherwise educationally inappropriate.
- Chat rooms, forums, message boards, blogs, wikis, instant messaging, e-mail, music videos, and streaming video are not allowed unless part of a class assignment under the supervision of a staff member.
- Students may not use any form of obscene, harassing, racist, sexist, or abusive language, on-line or in their network folder. Students may not engage in personal attacks or post private information about a person.
- Misuse of the internet may result in revocation of computer privileges.

Legal Issues:

- The District retains ownership and control of its technology systems at all times.
- The network may not be used for any activity, or transmit any material,

that violates United States or Wisconsin law. This includes, but not limited to, illegal activities such as threatening, intimidating, abusive or harassing messages sent to another person through electronic mail or other computerized communication systems.

- All user files and communications, including email are open to inspection by the Network Administrator.
- The systems operator or designee may temporarily close an account at any time.
- The administration may request the systems operator to deny, revoke, or suspend specific user accounts.

Access Issues:

- Access to the system is a privilege not a right. This privilege may be revoked at any time, when use of the system is not consistent with educational goals, system administrator rules, or Board Policies.

Appropriate Use:

- The system will only be used for educational purposes in accordance with District philosophy, policies, and administrative procedures.
- Users shall not interfere with the work of others users of the system. Examples of prohibited interference include tampering with files, data, or passwords of other users: destroying, modifying or abusing hardware or software.
- Users shall not misrepresent another system user.

APPROVED: March 23, 1998

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