

Network and Internet Acceptable Use Policy

Krambrooke Children's Center

Internet and Network Use

Krambrooke is providing students, teachers/staff and administrators with access to the Network, which includes access to the internet. This Policy shall apply to all users, students, teachers, staff, administrators and any outside entity, who utilize the Network via equipment and access lines located within the School. Krambrooke reserves the right to amend and/or revise this policy at any time as the need arises. Any improper use as determined by administration will result in termination of use and other possible disciplinary actions at the discretion of Krambrooke's director.

Definition and Educational Purpose

Throughout this policy, Krambrooke's network and access to the Internet will be referred to as the "Network". This Network has been established for the purposes of expanding the education of our students. The term "educational purpose" includes classroom activities, tech time, and limited high-quality self-discovery activities. The School's Network has not been established for public access service or as a public forum, either full or limited. Krambrooke has the right to place restrictions on the material accessed or posted through the School's Network. Users are also expected to follow the rules set forth in this Acceptable Use Policy and any state or federal laws related to use of a Computer Network in public education.

Network Access

Each student or staff member will be held responsible at all times for the proper use of the school's technology resources, and Krambrooke may suspend or revoke your access if an individual violates the rules. All students, teachers/staff and administration will have access to the Network through various classrooms, computer labs or work sites. Access to the Network will be assigned only after the "Students, Teachers, and Staff's Acceptable Use Policy Documentation has been submitted to the Office Manager. Each user is expected to maintain the privacy of his/her account name and password if applicable. Guests/contractors are not automatically eligible for an account or network access.

Lending, sharing or informing another person of the user's account name and password is prohibited. If a user learns that his/her account name and password has been inappropriately discovered, the user shall inform the director to obtain a new account password.

Limitation on Liability

Krambrooke makes no guarantee that the functions or the services provided by or through the School's Network will be error free or without defect. Krambrooke will not be responsible for any damage a user may suffer, including but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information obtained through or stored on the Network. Krambrooke will not be responsible for any financial obligations of any user. Krambrooke's goal in providing access to the Internet is to promote educational excellence in schools by facilitating resource sharing, innovation and communication. However, with access to computers, and people all over the world, also comes the availability of material, which is illegal, not appropriate for minors, or not considered to be of an educational value in the context of a school setting.

The Director or designee will oversee the District's electronic communication system(s). Krambrooke cannot warrant or guarantee that inappropriate material cannot or will not appear on its Network or be viewed by a user. While it is impossible for the School to control all materials published and disseminated through its Network, Krambrooke will use filtering software to attempt to limit inappropriate material, which is illegal or does not serve educational purposes. Krambrooke's intent is not to prohibit the dissemination of material appropriate to the educational, instructional and employment environments, but rather to limit the opportunity to access inappropriate materials. Krambrooke shall not be responsible for any damages incurred by downloading viruses and/or similar invasive technologies from the Internet. Finally, the School shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Only Appropriate Information May be Accessed

Krambrooke's Network should be used for the viewing, retrieval and copying of material related to the School's curriculum, meaning a student's tech time and course work, a teacher's instructional program, and an administrator's duties. It is not to be utilized to retrieve, disseminate, view or copy obscene, pornographic, abusive, threatening, criminal, or otherwise harmful materials. Krambrooke attempts to maintain the confidentiality of its users. All users must comply with *Federal Educational Rights and Privacy Act (FERPA)*.

Any student who wrongfully accesses this material on the School's Network will be subject to discipline, up to and including expulsion. Any employee or administrator of the School who accesses this material will be subject to discipline, up to and including termination. Any other person who accesses this material will be banned from the School's premises and subject to criminal prosecution. Any student who mistakenly accesses inappropriate information should immediately inform his/her teacher or director. This may protect the student against a claim that the student has intentionally violated this Policy. Parents (or legal guardians) may instruct their son/daughter if there is additional material that the parent thinks is inappropriate for their son/daughter to access. Krambrooke fully expects the student to follow his/her parents' instructions in this matter.

Personal Safety

1. A user should not reveal personal contact information about oneself or other people such as his/her name, address, telephone number, school address, work address, photographs, social security number, driver's license number, credit card numbers, etc.
2. Student's are prohibited from agreeing to meet with someone he/she has met online without his/her parent's written approval and participation.

B. Illegal Activities

1. A user will not gain or attempt to gain unauthorized access to the School's Network or to any other Network or go beyond his/her authorized access. This includes attempting log in through another person's account accessing another person's files. The actions are illegal, even if only for the purpose of "browsing." The use of "Proxies" is strictly forbidden.
2. A user will not make deliberate attempts disrupt the Network or destroy data by spreading computer viruses or by any other means. These actions are illegal.
3. A user will not use the District's Network to engage in any other illegal activity, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety person, etc.

C. Inappropriate Language

A user will not use obscene, lewd, vulgar rude, inflammatory, threatening, disrespectful language.

D. Plagiarism and Copyright Infringement

- A. A user will not plagiarize works that he/she finds on the Internet.
- B. Users will respect the rights of copyright owners. If a work contains language that specifies appropriate use of that work, the user must follow the expressed requirements. If the user is unsure whether or not the user can use a work, the user should request permission from the owner

Prohibited Uses:

- A.** Retrieving, viewing, obtaining, copying, or sending, obscene, pornographic, abusive, threatening, criminal, or otherwise harmful materials.
- B.** Retrieving, viewing, obtaining, or sending discriminatory or harassing materials. This does not apply to materials gathered relating to the School's curriculum.

- C.** Unauthorized use of Computer System or the network for non-academic or non-work related activities without proper consent.
- D.** Unauthorized copying or downloading of software found on the School's Network or on the Internet.
- E.** Vandalizing equipment, software or hardware.
- F.** Using technology in a way that interferes with the work obligations.
- G.** Users are not to use a computer that has been logged in under a teacher's name without the teacher's specific permission.
- H.** Giving, lending, or selling copies of software on the School's Computer System unless the user has written permission of the copyright owner, or the original software is designated as shareware, or the software is in the public domain.
- I.** Copying, changing, reading, or using files in another user's area without that user's permission.
- J.** Any form of bullying including but not limited to, disturbing, threatening or harassing other users and persons on other computer systems by sending unwanted electronic mail or by other means including the posting of chain letters or engaging in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
- K.** Using the School's Computer System for commercial or for-profit purposes.
- L.** Improper use of the School's technology resources, including creating and distributing chain letters, sending spam, or providing products or services for pay, i.e., outside employment.
- M.** Using the School's Computer System for personal or private business, product advertisement, fundraising, campaigning, or political lobbying.
- N.** Removal, destruction, deletion, modification, alteration, abuse or damage to/of the School's Computer System, its hardware or software, regardless of whether the School owns or leases the hardware or software.
- O.** Infiltration, or "hacking," into any computer system or files, including the School's Computer System.
- P.** Disseminating, publishing, retrieving, drafting, or copying hate mail, discriminatory materials or remarks, or threats.
- Q.** Installation of software not approved by Krambrooke Children's Center.
- R.** The use of ANY "Proxy" or other web resource for the purpose of by-passing school filtering.

System Security/Monitoring/Right to Review E-Mail

- A.** Krambrooke reserves the right to log on and monitor the Computer System, hard drive, and all files on its Computer System. It further reserves the right to monitor any and all users of the Computer System. This would include student(s) staff work, email, or other files on the Computer System.
- B.** A user may not expect privacy in the contents of his/her personal files on the School's Computer System.
- C.** Krambrooke does routine maintenance and monitoring of the School's Computer System.
- D.** Students will immediately notify a teacher or the director if he/she has identified a possible security problem.
- E.** Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network and the use of technology at school.
- F.** All users must report to the director all violations of this policy. Failure to report unauthorized use may result in terminating the user's privilege to access the Computer System and other disciplinary actions.

Penalties

Noncompliance with applicable regulations will result in a) suspension of access to Krambrooke's technology resources; b) revocation of account; c) disciplinary action consistent with the School's policies and regulations. Violations of Michigan or federal law may result in criminal prosecutions as well as disciplinary action by Krambrooke.

Krambrooke's Rights and Responsibilities

The privilege of using the School's Computer System may occasionally require new registration and account information from a user. All users must notify the appropriate personnel of any changes to a user's account information.

Krambrooke reserves the right to terminate the privilege of any user to access the Computer System for any reason. Krambrooke reserves the right to restrict or remove its Computer System from the Internet and World Wide Web. The School also reserves the rights to restrict or remove access to any resource without notification.

This complete document MUST be read signed and filed with Krambrooke before any Computer use, Network use or Account activation can be obtained, NO exceptions.

I have read Krambrooke's "Network and Internet Acceptable Use Agreement" the terms and conditions of which are incorporated herein by reference, and hereby agree to assume all responsibility for any liability associated with the use of systems covered by this agreement. I further understand that the school assumes no responsibility for any actions resulting from user violations associated with the use of equipment or services supplied under this agreement.

Student Signature:

Date:

Parent or Legal Guardian Signature: (Required for all students under the age of 18)

Date: