

Book	AAPS Administrative Regulations
Section	6000: Instruction
Title	Acceptable Use of Technology
Number	6150.R.02
Status	Active
Legal	
Adopted	June 30, 2011

1 Purpose

- 1.1 To provide guidelines for approved use of district technology

2 Organizational Units Affected

- 2.1 All staff
- 2.2 All students

3 Definitions

- 3.1 AAPS: Ann Arbor Public Schools
- 3.2 Digital content: images, text, pictures, photos, presentations, music, videos, emails and other materials stored in a computer, on the Internet, or on removable electronic media
- 3.3 Employee: an employee of the Ann Arbor Public Schools
- 3.4 ITD: Information Technology Department
- 3.5 Technology: hardware, software, Internet or intranet access and data storage provided by AAPS

4 Background Information

4.1 The purpose of district-provided technology is to facilitate communications in support of research and education. To remain eligible as users, employees' and students' use must be in support of and consistent with the educational objectives of the AAPS. Access is a privilege, not a right, and entails responsible use.

4.2 The AAPS district makes no warranties of any kind, neither expressed nor implied, for the technology it is providing. The district will not be responsible for any damages users suffer, including-but not limited to-loss of data resulting from delays or interruptions in service. The district will not be responsible for the accuracy, nature or quality of information stored on district diskettes, hard drives, or servers, nor for the accuracy, nature, or quality of information gathered through district-provided technology. The district will not be responsible for personal property used to access district computers or networks or for district-provided technology. The district will not be responsible for unauthorized financial obligations resulting from district-provided access to the Internet.

4.3 This policy and all its provisions are subordinate to local, State, and federal statutes.

4.4 Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.

5 Procedures

5.1 Students utilizing district-provided technology must first have the permission of and must be supervised by AAPS professional staff. Students utilizing school-provided technology are responsible for good behavior online just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply to AAPS employees.

5.2 The following policies relating to AAPS district-provided technology shall apply in all cases.

5.3 Access, upload, download, and/or distribution of inappropriate material - Users will not use the district system to access material that is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). For students, a special exception may be made if the purpose is to conduct research and access is approved by both the teacher and the parent. District employees may access the above material only in the context of legitimate research.

5.3.1 If a user inadvertently accesses such information, he or she should immediately disclose the inadvertent access to a faculty member or a supervisor. This will protect users against an allegation that they have intentionally violated the Acceptable Use Policy.

5.4 Personal Security - Students will not post personal contact information about themselves or other people. Personal contact information includes last name, address, telephone number(s), school address, work address, etc.

5.4.1 Student users will not agree to meet with someone they have met online without their parent's approval and participation.

5.4.2 Student users will promptly disclose to their teacher or other school employee any message or email they receive that is inappropriate or makes them feel uncomfortable.

5.5 Illegal Activities - Users will not attempt to gain unauthorized access to the district system or to any other computer system through the district system, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files, materials, and/or information for any reason without permission, even if only for the purposes of "browsing."

5.5.1 Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means.

5.5.2 Users will not use the district system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

5.5.3 Users will not use the district system to knowingly violate any local, State or federal statute.

5.6 Inappropriate Language and Behavior - Restrictions against inappropriate language and behavior apply to public messages, private messages, digital content and material posted on Web pages.

5.6.1 Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, abusive, sexually explicit or disrespectful language, music lyrics, images or photographs.

5.6.2 Users will not post information that, if acted upon, could cause damage or a danger of disruption.

5.6.3 Users will not engage in personal attacks, including prejudicial or discriminatory remarks and/or attacks.

5.6.4 Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by an individual to stop sending him or her messages, the user must immediately stop such behavior.

5.6.5 Users will not knowingly or recklessly post false or defamatory information about a person or organization.

5.6.6 Users will not vandalize, damage or disable the information or property of another individual or organization.

5.6.7 Users will not repost a message that was sent to them privately without permission of the person who sent them the message.

5.6.8 Users will not post private information about another person. Personal contact information includes last name, address, telephone number(s), school address, work address, etc.

5.6.9 Users will not post chain letters or engage in "spamming." Spamming is sending an annoying, unsolicited or unnecessary message to a large number of people.

5.7 System Security - Users are responsible for the use of their individual account and shall take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.

5.7.1 Users will immediately notify the system administrator if they have identified a possible security problem. Users shall not go looking for security problems because this may be construed as an illegal attempt to gain access.

5.7.2 Users should avoid the inadvertent spread of computer viruses by following ITD virus protection procedures for downloading material.

5.8 Plagiarism and Copyright Infringement - Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

5.8.1 Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether a work can be used, he or she should request permission from the copyright owner.

5.8.2 Users will respect the rights of copyright holders for music, photographs and other digital content.

5.8.2.1 Specifically, copyrighted music shall not be downloaded and shared.

5.9 Respecting Resource Limits - Users will use the system only for educational and professional or career development activities and limited, high-quality, personal research.

5.9.1 Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer or diskette.

5.9.2 Users will check their email frequently and delete unwanted messages promptly.

5.10 Any violation of district policy and rules may result in loss of district-provided technology. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

5.11 The ITD, as mandated by AAPS policy and the 2000 Children's Internet Protection Act, shall, to the best of its technical capabilities, block and/or filter access to sites and/or material that is deemed obscene, pornographic or harmful to minors.

5.12 The ITD shall maintain a record of all sites and/or material deemed inappropriate for access from school-supplied computers.

6 Work Instructions, Templates, & Samples

6.1 AAPS Acceptable Use Forms

7 Training & Feedback

8 Implementation, Compliance & Assessment

8.1 Parents of students in the AAPS district shall be provided with the following information:

8.1.1 The AAPS district is pleased to offer its students access to the Internet. This computer technology allows students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world to significantly expand their available information base.

8.1.2 Families should be aware that some material accessible via the Internet may contain language and/or items that are illegal, defamatory, inaccurate, and/or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

8.1.3 While the district's intent is to make technology available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the district institute technical methods or systems to regulate students' technology, those methods could not guarantee compliance with the district's acceptable use policy. That notwithstanding, the district believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the AAPS district makes the district's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community, and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.