

STUDENT ACCEPTABLE USE POLICY FOR TECHNOLOGY RESOURCES

Brunswick technology resources include, but are not limited to: computers, file servers, laptops, software, e-mail, video equipment, AV equipment, digital cameras, scanners, local network, wide area network and ancillary equipment. These resources are BCSD property purchased with public funds or grant money and are intended to enhance the delivery of instruction and to conduct necessary school business.

This policy defines acceptable use of technology resources, electronic mail & communication, and internet use (including Web 2.0 tools).

Before a student uses BCSD technology resources he/she must sign a form to acknowledge he/she has read, understands and agrees to comply with the BCSD Acceptable Use Policy. Parents/Guardian of students under the age of 18 must also authorize the District to allow Internet access for their children and acknowledge they understand the BCSD Acceptable Use Policy.

Any student who violates this policy, or allows others to do so, may have his/her user access privileges revoked and shall be subject to disciplinary action, up to and including expulsion. The Brunswick Board of Education reserves the right to pursue criminal prosecution or civil action for any unauthorized use of BCSD technology resources or any violation of the BCSD Acceptable Use Policy when appropriate.

Software and Hardware:

- Students may not install, delete or copy software on district computers or servers. This includes but is not limited to shareware, freeware, public domain or demonstration copies of software.
- Memory based devices/media used for the transportation of information (jump drives or similar storage devices) or enhancement devices (cameras, speakers) are permitted. If these devices pose virus threats, malware, spam ware or spyware threats or are not compatible with district equipment they will be removed without notice. Installation of hardware, including but not limited to, CPU's, motherboards, hard-drives, zip drives, video cards, memory, CD-ROM's, DVD-ROM's, modems/routers (wireless access points) is prohibited. Unauthorized hardware will be confiscated. Hardware is not to be removed from BCSD property without prior written permission from the Director of Technology. Property removed without prior written permission will be considered theft and a police report will be filed.

Access and Use

- The Director of Technology may establish and enforce maximum available space for student data/media storage on the BCSD network. Students are expected to remain within the allotted storage allocation and will be asked to remove materials which take up excessive storage space. All stored information will be deleted each year in July and it is the responsibility of the student to secure a backup of his/her data.
- Only passwords issued by the Department of Technology will be used. Students are prohibited from divulging their passwords to other individuals. Habitual loss or unauthorized disclosure of any password shall be subject to disciplinary action. Students are prohibited from allowing any

unauthorized person to use or operate any technology resource by intentional conduct such as disclosing passwords, or by unintentional conduct such as failing to log off the computer.

- It is unacceptable to create or distribute communications, materials, information, data or images reasonably regarded as threatening, abusive, harassing, discriminatory, obscene, or in violation or inconsistent with any other Board Policy. Also, infringing on the rights or liberties of others; using profanity or harassing language as a method to offend or insult others will not be tolerated and will result in disciplinary action.
- Attempting to gain access to restricted information; purposefully infecting the network with viruses, worms etc.; and/or destroying data is prohibited. Also, interfering with other users' ability to use district computers, networks, and on-line services; attempting to read, delete, copy, modify or forge information contained in the file of other users is prohibited.
- Students must be in compliance with all Copyright laws. Any copyrighted material placed on any system connected to the BCSD network will be removed immediately without the author's permission.
- Technology resources are not to be used for commercial activity, financial gain or for any illegal activity.

Electronic Mail and Communications:

- The use of e-mail communication for school related business (student-student or teacher-student) must be conducted using '@*bluedevilmail.org*' account. All '*bluedevilmail*' is filtered. Any questionable mail (based on filter parameters) is sent to the Director of Technology (or designee) for approval/disproval before it is delivered to the recipient. In the event of inappropriate content, the email will be sent to the administration and could result in disciplinary action.
- If students are required to register for Web 2.0 tools (i.e. Google Docs, Moodle, blogs etc.) for class projects/assignments they must use their '@*bluedevilmail.org*' account. Students are required to protect themselves and others by not issuing or releasing any personal or confidential information via technology resources. If a home/personal account is used the profile and its contents will be deleted without notice.

Internet Use:

- The district has implemented technology protection measures to block or filter materials which are obscene or harmful to minors. The district will restrict, to the extent practicable and technically possible, access to offensive information and materials. Because Internet access provides connections to systems worldwide, the district cannot, however, control the content of ALL information and material available on the internet through the district network. If questionable content is accessed, it is the responsibility of the student to report the site to his/her teacher immediately. The district administration and the Director of Technology will determine whether any use of the network is inappropriate or unauthorized, or whether any internet information and materials are objectionable.
- Internet access through the district network is available to support learning and to enhance instruction. Internet access is to be used in a responsible, ethical and legal manner. All students are responsible for their actions and communication on the internet. Students are to protect themselves by not issuing or releasing any personal or confidential information via the internet.

Disclaimer

- Any student utilizing any BCSD technology resources understands and agrees that he/she is specifically waiving any expectations of privacy in communications, data and other information stored, displayed, accessed communicated or transmitted. The district may remove any materials from technology resources which are determined to be objectionable. If criminal activity is discovered, the information or communications may be used to document such conduct and the district administration will contact the appropriate authorities.
- The district denies any responsibility for the accuracy, quality or completeness of any information available over the internet. The district assumes NO responsibility for any cost, liabilities or damages incurred through the use of technology resources.
- Students are responsible for archiving and backing-up all electronic information and communications which need to be retained. The district does not guarantee that the functions or services provided by or through the district network will be error free or without defect. The district is not responsible for damages incurred due to loss of data or delays and/or interruption of services.
- Additional guidelines will be developed from time to time as conditions warrant. Users will be expected to comply with any new guidelines.
- The Director of Technology may investigate any unusual activity involving technology resources and may periodically report to the Superintendent on the manner in which technology resources are being used.