



Lake Orion Community Schools
PROCEDURES FOR THE ACCEPTABLE USE OF TECHNOLOGY RESOURCES
AND PERSONAL TECHNOLOGY DEVICES

Purpose:

Lake Orion Community Schools (the "School District") provides students, teachers, employees and administrators with access to the School District's Technology Resources, which includes access to the Internet. The School District's Technology Resources are appropriate and adequate to support instructional purposes. The School District uses Technology Resources as one way of enhancing the mission to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity and critical thinking in a variety of ways throughout the school day.

In an effort to increase access to 21st century skills, the School District allows approved personal technology devices ("PTD") (as defined below) on our LOCS guest network and school grounds, in accordance with these procedures. The use of PTD is optional. Users who do not elect to use PTD will not be penalized and alternate modes of participation will be available.

Students shall receive education about safety and security while using e-mail, social media, and other forms of electronic communications, the dangers inherent with the online disclosure of personally identifiable information, and the consequences of unauthorized access, cyberbullying and other unlawful or inappropriate activities. The School District will review cyber-safety rules with students throughout the course of the school year, and will offer reminders and reinforcement about safe and appropriate online behaviors.

Users shall adhere to the policies, procedures, rules and regulations of the School District, including but not limited to: the Student Code of Conduct, Board of Education policies, and the Procedures for the Acceptable Use of Technology Resources and Personal Technology Devices. Users shall sign the Acceptable Use Agreement as a prerequisite to the use of School District Technology Resources and PTD.

Definitions:

Personal Technology Devices, or "PTD": PTD is defined as an electronic device owned by the student, staff, or volunteer user, including, but not limited to, a user's own laptop, smartphone, eReader, iPad, etc., that is used on school property, and is approved for such use. Not all devices are approved for use on school property. Devices that are dangerous or potentially dangerous are not approved for use at any time. The School District reserves the right to limit the types of devices that are approved for use on school property.

Technology Resources: Includes, but is not limited to, the LOCS guest network, Internet, electronic mail ("e-mail"), Computer Systems (as defined below), cameras, televisions, video cassette recorders, DVDs, telephones, and LOCS-issued cellular/smartphones and all voice, video and data systems.

Computer System and/or System: Includes, but is not limited to, computer hardware, disk drives, printers, scanners, software (operation and application), the network and any and all other associated equipment.

School property: Includes on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

Procedures and Rules for the Use of Technology Resources and PTD:

1. All individual users of Technology Resources and PTD shall accept responsibility for the acceptable use thereof.
2. The use of all Technology Resources and of PTD on school property is a privilege, not a right, and the School District has the right to limit, restrict, or prohibit the use of Technology Resources, and/or limit, restrict, or prohibit the use of PTD on school property.
3. Failure to follow the policies, procedures, rules and regulations of the School District may result in termination of the user's privilege to use Technology Resources and/or PTD on school property. In addition, the user may be subject to other disciplinary action or legal action. Reports will be made to law enforcement of suspected violations of State and/or Federal Law.
4. Users have no right or expectation of privacy when using Technology Resources, including, but not limited to, network communications, e-mail, data on a workstation or server, Internet use, telephone, voice mail, and video recording.
5. The School District is the owner of the Technology Resources and therefore all users understand that their use of the Technology Resources can and may be strictly monitored electronically by School District personnel at any time.
6. The School District may collect and examine a student's PTD when there is a reasonable suspicion that, through the use of PTD, a student is violating or has violated the law, and/or the policies, procedures, rules and regulations of the School District.
7. The School District may collect and examine a non-student user's PTD if there is cause to believe the PTD was used in the commission of a crime and/or the commission of a violation of the policies, procedures, rules and regulations of LOCS.
8. The School District's Technology Resources have not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that the School District's Technology Resources are in accord with its limited educational purpose.
9. Users shall not knowingly or intentionally disclose, transmit, disseminate or otherwise distribute with PTD or Technology Resources, copyrighted, private, confidential or privileged information.
10. Users shall not make copies of software from the School District's Computer Systems. Use of Technology Resources for fraudulent or illegal copying, communication, taking or modification of material in violation of law is prohibited and will be referred to federal authorities. The illegal use of copyrighted software is prohibited. The School District upholds the copyright laws of the United States, as it applies to computer programs or licenses owned or licensed by the School District.
11. Users shall not install any software on the School District computers, servers or any Technology Resources without the express prior written permission of the building principal, who shall obtain the approval of the Director of Technology and Media Services prior to providing written permission.
12. Users shall not modify any of the Technology Resources without written permission from the building principal, who shall obtain the approval of the Director of Technology and Media Services prior to providing written permission.

13. Users shall not download or install any programs, files, technology, games or other electronic media without written permission from the building principal, who shall obtain the approval of the Director of Technology and Media Services prior to providing written permission.
14. Users shall report any problems or malfunctions with Technology Resources of Computer Systems to the building principal, who shall obtain the approval of the Director of Technology and Media Services prior to providing written permission.
15. Users shall not create or use web technology services for School District-related business that cannot be monitored or controlled by the School District.
16. Users shall not give computer software to others unless it is clearly identified as in the public domain as freeware, or if they have written permission from the copyright owner.
17. Users shall not knowingly or intentionally introduce a virus, worm, Trojan horse, rootkit, or engage in any other malicious action that affects Technology Resources. The School District may collect and examine any Technology Resource or PTD that is suspected of causing technology problems or was the source of an attack, rootkit, worm, Trojan horse, or virus infection.
18. Users shall not bypass the network filters and security policies, or process or access information related to the network filters and security policies. The School District may collect and examine any Technology Resource or PTD that is suspected of bypassing the network filters and security, or processing or accessing information related to the network filters and security policies.
19. Users shall not infiltrate, "hack into", attempt to access or actually access Technology Resources, data, materials, or files that they are not authorized to access or the individual knows or reasonably believes may negatively affect the integrity of Technology Resources.
20. Users shall not knowingly or intentionally allow others to use their PTD to access Technology Resources. Users shall immediately notify administrators or teachers if a security problem is suspected or identified.
21. Users shall not attempt to obtain any other user's password(s) and shall not read, copy or alter other user's data without their permission, unless it is required to perform the user's job function. Users shall not intentionally seek information, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the Internet.
22. Users shall not knowingly or intentionally damage or alter any aspect of the Technology Resources or alter or modify the Technology Resources.
23. Users shall not use Technology Resources for purposes other than for School District-related business. The Internet and Technology Resources shall not be used for illegal activity, for-profit purposes, lobbying, campaigning, advertising, fundraising, transmitting offensive materials, hate mail, mass e-mailing, discriminating remarks, or obtaining, possessing, or sending sexually explicit, obscene, or pornographic material.
24. Users shall not use Technology Resources to harass or intimidate.
25. Messages sent by users via Technology Resources shall not contain profanity, obscene comments, sexually explicit material, expressions of bigotry, racism or hate, nor shall they contain personal

information the user would not want made available to strangers such as the users name, address, telephone number, social security number, pictures or other personally identifiable information.

26. Disclosure, use and/or dissemination of personally identifiable information of students is prohibited, except as expressly authorized by the minor student's parent or guardian or by the eligible student on the Authorization Form, or as permitted by law.
27. The content, use and maintenance of a user's electronic (e-mail) mailbox is the user's responsibility. Accordingly, users shall:
 - a) Check e-mail regularly and remain within their limited disk quota;
 - b) Delete unwanted messages immediately since they take up disk storage;
 - c) Keep messages remaining in their electronic mailbox to a minimum;
 - d) Save e-mail messages in accordance with the School District's Record Retention Policy;
 - e) Never assume that their e-mail cannot be read or accessed by others; and
 - f) Not open attachments from unsecured sources.
28. The School District in its sole discretion reserves the right to terminate the availability of Technology Resources and/or PTD, including Internet access, at any time.
29. Users shall not use PTD on school property for purposes other than for educational purposes.
30. The School District reserves the right to:
 - a) Make determinations as to whether specific uses of its Technology Resources and/or PTD are inconsistent with the goals, educational mission, policies and/or procedures of the School District.
 - b) Monitor and keep records of Internet use and to monitor files server space utilization by users.
 - c) Terminate a user's privilege to access Technology Resources and/or the use of PTD to prevent further unauthorized activity.
 - d) Subject a user to disciplinary action for conduct that causes a substantial disruption to the educational environment, in accordance with the policies, procedures, rules and regulations of the School District and applicable law.
31. Users shall not play video games, visit chat rooms or otherwise use PTD on school property for non-academic purposes.
32. It is the responsibility of teachers and staff to monitor all use of PTD on school property by students that they are supervising.
33. Administration has the discretion to prohibit, allow, and otherwise regulate the use of PTD during the school day.
34. Each teacher has the discretion to allow and regulate the use by students of PTD in the classroom and on specific projects.
35. In the classroom, students may use PTD only for the purpose of accessing materials that are relevant to the classroom curriculum.
36. The school's network filters will be applied to a PTD's connection to the Internet and other Technology Resources.
37. Users are expected to charge PTD prior to school and run PTD on battery power while at school.

38. The School District will not service any PTD, which includes troubleshooting, software or hardware issues.
39. Users are responsible for making sure that they have up-to-date anti-virus software installed on PTD, if applicable.
40. Each user is responsible for his/her own PTD, and should treat it and use it responsibly and appropriately. The School District takes no responsibility for stolen, lost, or damaged PTD, including lost or corrupted data on PTD. Please check with your homeowner's policy regarding coverage of PTD, as many insurance policies can cover loss or damage.
41. Each user shall be responsible for any and all damages to the PTD resulting from their deliberate or willful acts.
42. Users shall maintain PTD in silent mode at all times when on school property, unless otherwise permitted by school staff.
43. Users shall not record, transmit or post images or video of a person or persons on campus during school activities and/or hours, unless provided with written authorization by a teacher or administrator in compliance with the School District's "Authorization Form."
44. Use of PTD is prohibited in the following areas/situations:
 - a) Locker rooms
 - b) Bathrooms
 - c) Any private areas used for the purpose of changing clothes
 - d) Any other areas as designated by administration
45. Students shall not use PTD to cheat on assignments or tests.
46. Users shall not print from PTD to School District printers.
47. Failure to follow the policies, procedures, rules and regulations of the School District may result in termination of the user's privilege to access the Technology Resources and/or to use PTD. In addition, the user may be subject to other disciplinary or legal action.
48. Parents or legal guardians of users under the age of eighteen have the right to revoke their student's user account.
49. Any and all web technology services or web pages used for or representing the School District or School District-related business shall be used, designed and published in accordance with the District Web Page Policy.

Network Considerations:

Users should strive to maintain appropriate bandwidth for school-related work and communications when using the LOCS Guest network. The School District does not guarantee connectivity or quality of connection with PTD, but will provide documentation on how to connect with a variety of operating systems and devices.

Disclaimer:

The School District will make every effort to provide appropriate Technology Resources and services, however, the School District makes no warranties of any kind, whether expressed or implied, for the Technology Resources it is providing. The School District will not be responsible for any damages incurred by a user of the Technology Resources, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The School District does not endorse or guarantee the accuracy or quality of information obtained via the Internet or electronic mail. The School District shall not be held responsible for any possible charges to an account that might be incurred during approved school-related use of PTD.

In no event shall the School District be liable for any damages (whether direct, indirect, special or consequential) arising out of the use of the Internet, accuracy or correctness of databases or information contained therein, or related directly or indirectly to any failure or delay of access to the Internet or other network application.