

**OXFORD COMMUNITY SCHOOLS**  
10 North Washington Street, Oxford, Michigan 48371

**ACCEPTABLE USE POLICY**

***1. Purpose***

Oxford Community Schools (the “District”) recognizes that advancements in technology affect the manner in which information may be accessed, communicated and transferred by members of society and provides a vast and diverse array of educational resources. Therefore, the District is providing Technology Resources to its students and employees, including access to the Internet, for the limited purpose of enhancing the education of its students.

Use of the District’s Technology Resources, including access to the Internet, is a privilege, not a right. This policy shall apply to all students, teachers, administrators, guests and users of the Technology Resources who have access privileges through association with the District. Use of the Technology Resources entails responsibility and termination of this privilege, as well as other disciplinary or legal action, may result if this policy is violated or if other improper use is discovered.

It is the sole intent of the District that the Technology Resources will be used in compliance with the District’s curriculum, the students’ career development and appropriate self-discovery. The District has not established Technology Resources as a public forum, either full or limited. All use of District Technology Resources shall be for District-related educational purposes only.

***2. Definitions***

Technology Resources - Includes, but is not limited to, the Internet, electronic mail (“e-mail”), Computer Systems (as defined below), cameras, televisions, projectors, video recorders, security cameras, radios, distance learning systems, telephones and all voice, video and data systems.

Computer System - Includes, but is not limited to, computer hardware, disk drives, printers, scanners, cables, software applications, web-based or cloud applications, and the network.

***3. System Security***

System security shall be protected through the use of passwords. Each user is responsible for maintaining the privacy of his or her password to avoid unauthorized access and/or inappropriate use. To protect the integrity of the system, the following guidelines shall be followed:

1. Users shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another user’s name.
3. Users shall immediately notify the District if a security problem is suspected or identified.

#### ***4. Appropriate Use of Technology Resources***

The District's Technology Resources shall only be used to access information related to the District's curriculum. The District's curriculum shall include, by way of demonstration and not limitation, a student's course work, a teacher's instructional program, and an administrator's duties.

#### ***5. Prohibited Activities and Inappropriate Use of Technology Resources***

Students, employees, administrators and all other users of the District's Technology Resources are required to use the Technology Resources in an ethical and responsible manner.

Students are prohibited from engaging in the following activities:

1. Revealing personal information, such as name, address, telephone number, social security number, picture, driver's license number, credit card numbers, etc. over the Internet or e-mail.
2. Agreeing to meet with someone that he/she has met on the Internet or through e-mail without his/her parent's prior written approval and participation.

All individuals using the District's Technology Resources are prohibited from engaging in the following activities:

1. Retrieving, viewing, obtaining, copying, or sending obscene, pornographic, abusive, threatening, criminal, or otherwise harmful materials. This shall include disturbing, threatening or harassing other users and persons on other computer systems by sending unwanted e-mail.
2. Retrieving, viewing, obtaining, or sending discriminatory or harassing materials. This does not apply to materials gathered which relate to the District's curriculum.
3. Playing games, visiting chat rooms or otherwise using Technology Resources for non-academic activities.
4. Wasting or taking of supplies such as paper, printer ribbons, toner, and flash drives that are provided by the District.
5. Use of Technology Resources for fraudulent or unauthorized copying, communication or modifications of materials in violation of copyright laws.
6. Invading the privacy of another user, including attempts to gain unauthorized access by using the password or account of another individual, forging e-mail messages or otherwise impersonating another user. This shall also include copying, changing, reading, or using files in another user's area without that user's permission.

7. Giving, lending, copying or selling copies of software on the District's computer system unless authorized by the District.
8. Attempting to gain or actually gaining unauthorized access to the District's computer programs, system or equipment.
9. Downloading or uploading information onto the hard drive of a District computer. This shall also include installation of software not approved by the District.
10. Using the Technology Resources for commercial or for-profit purposes.
11. Using the Technology Resources for personal or private business, product advertisement, fundraising, campaigning, or political lobbying.
12. Removal, destruction, deletion, modification, alteration, abuse or damage to/of the District's Computer System's hardware or software, regardless of whether the District owns or leases the hardware or software. Tampering with the District's computer system and/or software applications will be considered vandalism, destruction, and defacement of school property whether the District owns or leases the property. Tampering with includes removing, damaging, deleting, modifying or altering computer hardware or software applications.
13. Infiltration, or "hacking," into any computer system or file, including the District's Computer System.
14. Attempting to access or actually accessing materials or files that are dangerous to the integrity of the District's Technology Resources and/or Computer System.
15. Sending obscene, profane, lewd, vulgar, or inflammatory language or messages, including all forms of cyber bullying.
16. Uploading, downloading, creating or intentionally spreading computer viruses.

#### ***6. Consequences for Illegal and/or Inappropriate Use***

The use of the District's Technology Resources for illegal or inappropriate use or in support of such activity is strictly prohibited. Illegal activity is defined as any activity that violates federal, state, or local law and regulations. Inappropriate activity is defined as any activity that violates this policy or the intended use of the Technology Resources. Violation of this policy by any individual may result in temporary or permanent suspension of Internet and/or network privileges, as well as further disciplinary or legal action.

All individuals using the Technology Resources of the District shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts. Illegal use of the network, intentional deletion or damage of files or data belonging to others, copyright violations, or theft of services will be reported to the appropriate legal authorities for possible prosecution.

## ***7. Rights and Responsibilities of the District***

The District reserves the right to monitor any and all activity involving the Technology Resources. Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

The District reserves the right to terminate or modify, in full or in part, the Technology Resources offered by the District. The District further reserves the right to cancel the privilege of any user to access the Computer System at its sole discretion. Finally, the District reserves the right to filter any and all Internet activity on the network. The Children's Internet Protection Act (CIPA) requires all public school districts and libraries that receive E-Rate funding for Internet access to filter all computer workstations that access the Internet. Oxford Community Schools participates in the E-Rate program, and therefore, filters all connections.

Pursuant to Federal law, students shall receive education about the following: safety and security while using email, chat rooms, social media, and other forms of direct electronic communications; the dangers inherent with the online disclosure of personally identifiable information; the consequences of unauthorized access (e.g. hacking), cyberbullying and other unlawful or inappropriate activities by students online; unauthorized disclosure, use, and dissemination of personal information regarding minors. Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

## ***8. Procedures***

All users of the District's Technology Resources shall follow the "Procedures for Electronic Information Access and Use" attached hereto as Appendix A and incorporated herein by reference.

## ***9. Wireless Guest Network Access and Internet Use***

- A. Guest access to the District's open wireless network ("OCS – Guest") is provided as a service to the community and is subject to all policies and guidelines covered in Sections 1 through 10 of this policy, plus any state and federal laws related to Internet Use, including copyright laws.
- B. Guest access provides filtered content and limited bandwidth. In addition, limited technical support is provided for guest access.

## ***10. Disclaimer***

The District makes no warranties of any kind, whether expressed or implied, for the Technology Resources it is providing. The District shall 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 District does not endorse or guaranty the accuracy or quality of information obtained via the Internet or electronic mail.

In no event shall the 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 herein, or related directly or indirectly to any failure or delay of access to the Internet or other network application.

## ***11. Use Agreements***

All users of the District's Technology Resources are required to execute the appropriate Use Agreement. The following agreements are attached hereto:

**Appendix A**                      Procedures for Electronic Information Access and Use

**Appendix B**                      Technology Resources Use Agreement

### Section

- A. Student Authorization Form (Students 18 years of age or older).
- B. Parent/Guardian Authorization Form (Students under the age of 18).
- C. School Personnel/Representatives Authorization Form (includes teachers, administrators, and any other user of the Technology Resources).

## Appendix A

### **PROCEDURES FOR ELECTRONIC INFORMATION ACCESS AND USE**

The following procedures govern the use of Technology Resources, including but not limited to the Internet and electronic mail (“e-mail”) in Oxford Community Schools (the “District”).

1. All use of the Internet and Technology Resources must be in support of education and research and consistent with the purposes of the District.
2. The Internet will be used to support the District’s curriculum, the educational community, projects between schools, communication and research for District students, teachers, administrators and residents.
3. The Internet and computer technology will not be used for illegal activity, for profit purposes, lobbying, advertising, transmitting offensive materials, hate mail, discriminating remarks, cyber bullying, using, obtaining, or transmitting obscene or pornographic material.
4. 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 network.
5. Use of school technology or Internet for fraudulent or illegal copying, communication, taking or modification of material in violation of law is prohibited and will be referred to federal authorities.
6. Uploading or use of unauthorized games, programs, files or other electronic media is prohibited.
7. The illegal use of copyrighted software is prohibited.
8. The network shall not be used to disrupt the work of others; hardware or software shall not be destroyed, modified or abused in any way.
9. The user shall be responsible for damages to the provider’s equipment, systems and software resulting from deliberate or willful acts.
10. Intentionally altering the files and/or the hardware on District computers will be viewed as vandalism.
11. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.

12. Malicious use of any technology to develop programs that harass other users or infiltrate a computer or network and/or damage the software components of a computer or network is prohibited.
13. Messages sent over e-mail must be written appropriately. The people receiving the messages can forward the messages to others or post them on electronic bulletin board systems for anyone to read. Therefore, the messages should not contain profanity, obscene comments, sexually explicit material, expressions of bigotry, racism or hate. They also should not contain personal information you would not want made available to strangers such as your name, address or phone number.
14. The content and maintenance of a user's electronic mailbox is the user's responsibility.
  - a. Assume that your e-mail can and will be read by others.
  - b. Keep in mind anything that you write, send, or store has the potential to be viewed by others (e.g. in the newspaper, blogs, websites, social network sites, etc.).
15. The content and maintenance of a user's disk storage area is also the user's responsibility.
  - a. Keep files to a minimum.
  - b. Your files may be accessible by persons with system privileges, so do not maintain anything private in your disk storage area.
16. The District reserves the right, in its sole discretion, to make determinations as to whether specific uses of its Technology Resources are consistent with the District's Acceptable Use Policy.
17. The District reserves the right to filter Internet access, monitor and keep records of Internet use, and to monitor space utilization by users.
18. The District reserves the right to remove a user account on the network to prevent further unauthorized activity as specified in this document.
19. The user shall bring incidents of offensive or inflammatory material directed to them or others, to the attention of the teacher, principal, or system administrator.
20. Failure to follow the procedures listed above may result in termination of the user's privilege to access the Technology Resources of the District. In addition, the user may be subject to other disciplinary or legal action.

**OXFORD COMMUNITY SCHOOLS  
TECHNOLOGY RESOURCES USE AGREEMENT  
(Please complete either Section A, B or C as applicable)**

**SECTION A. Student Authorization Form (Students 18 years of age or older)**

*The following must be completed and signed by all students who are 18 years of age or older:*

**1. Introduction**

Oxford Community Schools (the “District”) believes that the Internet offers unique resources for students, administrators teachers, and guests. The District’s goal in providing Internet access as well as other Technology Resources to students and staff is to promote educational excellence by facilitating resource sharing, innovation, and communication. All District Technology Resource users are required to sign this Technology Resources Use Agreement (“Agreement”) and to abide by the terms and conditions of the District’s Acceptable Use Policy ([Policy #7540.03](#)). The District does not authorize any use of the Technology Resources which are not conducted strictly in compliance with this Agreement and the District’s Acceptable Use Policy. Your signature below indicates that you have read the terms and conditions of this Agreement carefully and understand their significance.

**2. Student Access to Inappropriate Online Material**

While access to the Internet by way of the District’s Computer System shall be administered by a teacher or by other school personnel, the District may not be able to technologically limit access to those online services that have been authorized for study and research.

Thus, students may be able to access information and communicate with people on the Internet that the District has not authorized for educational purposes. Also, by participating in the use of the Internet, students may intentionally or unintentionally gain access to information and communications that they find inappropriate, offensive, controversial, or otherwise objectionable. By executing this Agreement you assume these risks.

**3. Discipline**

Students who violate the District’s Acceptable Use Policy and/or this Technology Resources Use Agreement may have their use privileges suspended or revoked, or may be subject to other disciplinary measures or legal action.

**4. Student Acknowledgement and Release**

I have read the Acceptable Use Policy and this Technology Resources Use Agreement and I understand my responsibilities. I also consent to and understand that school staff may monitor my electronic communications, including logs showing my Internet access, e-mail, and downloaded files.

If I commit any violation, my privileges to use the District computers for Internet use may be terminated, and other disciplinary action may be taken. I hereby release the District as well as all school teachers, administrators, and adult volunteers from any claims arising from my violation of, or conduct inconsistent with, the Acceptable Use Policy, including, but not limited to, materials I may download or relationships I may establish with people online.

I also hereby agree to indemnify the District as well as all school teachers, administrators, and adult volunteers from any claims arising from my violation of, or conduct inconsistent with, the Acceptable Use Policy, made by third parties and whether such claims arise from Internet use performed on school computers through school accounts or personal computers through personal accounts.

Finally, I agree to report any misuse of school resources, including the Internet, by other students to a teacher, principal, or system administrator.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name of student: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Student ID Number: \_\_\_\_\_



**SECTION B. Parent/Guardian Authorization Form (Student Under Age 18)**

*The following must be completed and signed by all students who are under the age of 18 and requires the signature of their parents or legal guardians:*

Student's name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

School: \_\_\_\_\_ Grade Level: \_\_\_\_\_

**1. Introduction**

Oxford Community Schools (the "District") believes that the Internet offers unique resources for students, administrators and teachers. The District's goal in providing Internet access as well as other Technology Resources to students and staff is to promote educational excellence by facilitating resource sharing, innovation, and communication. All District Technology Resource users are required to sign this Technology Resources Use Agreement ("Agreement") and to abide by the terms and conditions of the District's Acceptable Use Policy ([Policy #7540.03](#)). The District does not authorize any use of Technology Resources which are not conducted strictly in compliance with this Agreement and the District's Acceptable Use Policy. Your signature below indicates that you have read the terms and conditions of this Agreement carefully and understand their significance.

**2. Student Access to Inappropriate Online Material; Assumption of Risk by Parent**

While access to the Internet by way of the District's Computer System shall be administered by a teacher or by other school personnel, the District may not be able to technologically limit access to those online services that have been authorized for study and research.

Thus, students may be able to access information and communicate with people on the Internet that the District has not authorized for educational purposes. Also, by participating in the use of the Internet, students may intentionally or unintentionally gain access to information and communications that they or their parents or guardians find inappropriate, offensive, controversial, or otherwise objectionable. By consenting, with your signature below, to allow your child to use the Internet, you assume the risks spelled out in this paragraph.

**3. Discipline**

Students who violate the District's Acceptable Use Policy and/or this Agreement may have their use privileges suspended or revoked, or may be subject to other disciplinary measures or legal action.

**4. Student Acknowledgement and Release**

I have read the Acceptable Use Policy and this Technology Resources Use Agreement and I understand my responsibilities. I also consent to and understand that school staff may monitor my electronic communications, including logs showing my Internet access, e-mail, and downloaded files.

Finally, I agree to report any misuse of school resources, including the Internet, by other students to my teacher or system administrator.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**5. Parent/Guardian Acknowledgement and Release**

As the parent(s)/guardian(s) of the student named above, I/we have read this Technology Resources Use Agreement and discussed it with my/our child. I/We understand that access to the District's Technology Resources is a privilege designated for educational purposes. I/We hereby give permission to the District to open an Internet account for my/our child and certify that information contained in this Agreement is correct. I/We consent to and understand that school staff may monitor my/our child's electronic communications, including e-mail and files that he or she downloads. I/We hereby release, in both my/our personal capacity, and as guardian of my/our child, the school system and school as well as all school teachers, administrators, and adult volunteers, from any claims arising from my/our child's violation of, or conduct inconsistent with, the District's [Acceptable Use Policy](#), including, but not limited to, claims arising from materials my/our child may download or relationships he or she may establish with people online, whether such claims arise from Internet use performed on school computers through school accounts or personal computers through personal accounts.

I/We also hereby agree to indemnify the District as well as all school teachers, administrators, and adult volunteers from any claims arising from my/our child's violation of, or conduct inconsistent with, the Acceptable Use Policy, made by third parties and whether such claims arise from Internet use performed on school computers through school accounts or personal computers through personal accounts.

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name of parent/guardian: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name of parent/guardian: \_\_\_\_\_

**\*\*\*If you do NOT wish to consent to Acceptable Use Policy and/or this Agreement, please sign below\*\*\***

As the parent(s)/guardian(s) of this student, I/we have read the Acceptable Use Policy and this Technology Resources Use Agreement and hereby refuse access to the Technology Resources for the student named above.

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name of parent/guardian: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name of parent/guardian: \_\_\_\_\_

## **SECTION C. School Personnel/Representatives and Other Users Authorization Form**

*The following must be completed and signed by all employees, administrators, other staff and other users:*

Name: \_\_\_\_\_

School: \_\_\_\_\_

### **1. Introduction**

Oxford Community Schools (the “District”) believes that the Internet offers unique resources for students, administrators, teachers and others. The District’s goal in providing Internet access to students and staff is to promote educational excellence by facilitating resource sharing, innovation, and communication. All District Technology Resource users are required to sign this Technology Resources Use Agreement (“Agreement”) and to abide by the terms and conditions of the District’s Acceptable Use Policy ([Policy #7540.03](#)). The District does not authorize any use of the Technology Resources which is not conducted strictly in compliance with this Agreement and the District’s Acceptable Use Policy. Your signature below indicates that you have read the terms and conditions of this Agreement carefully and understand their significance.

### **2. Inappropriate Use/Discipline**

Teachers, administrators and other staff who violate the District’s Acceptable Use Policy and/or this Agreement may have their use privileges suspended or revoked, or may be subject to other disciplinary measures and/or legal action.

### **3. Staff Acknowledgement and Release**

I have read the District’s [Acceptable Use Policy](#) and this Technology Resources Use Agreement and I understand my responsibilities. I also consent to and understand that school staff may monitor my electronic communications, including logs showing my Internet access, e-mail, and downloaded files.

If I commit any violation, my privileges to use the District computers for Internet use may be terminated, and other disciplinary action may be taken. I hereby release the District, as well as its employees and agents, from any claims arising from my violation of, or conduct inconsistent with, the Acceptable Use Policy, including, but not limited to, materials I may download or relationships I may establish with people online.

I also hereby agree to indemnify the District, as well as its employees and agents, from any claims arising from my violation of, or conduct inconsistent with, the Acceptable Use Policy, made by third parties and whether such claims arise from Internet use performed on school computers through school accounts or personal computers through personal accounts.

Finally, I agree to report any misuse of school resources, including the Internet, to the system administrator.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name: \_\_\_\_\_