



Acceptable Use Policy for Technology and Internet Access

Purpose: Internet access is available to students, teachers, administrators, instructional assistants, secretaries and designated custodial and maintenance employees in the Clinton Public Schools. The purpose of providing this service to staff and students is to promote educational excellence in the Clinton Public Schools by making available a wide variety of instructional resources.

System Responsibilities: Along with the advantages of access to the Internet come responsibilities. Therefore, all users must agree to adhere to the terms of use established by the Clinton Public School system, including the system's right to monitor the usage of this network and student files.

Terms and Conditions: These terms and conditions are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal use of the network resources. **If a user violates Board Policy on Internet or e-mail use or any of these terms and conditions, his or her account may be terminated, future access may be denied and the user may be subject to discipline and legal action may result.** A party who signs the attached contract indicates that he/she has read the terms and conditions carefully and understand the significance.

- 1. Acceptable Use:** The use of a computer and your account must be in support of education and research and consistent with the policies and administrative regulations of the Clinton Public Schools. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state law is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret. A user may not attempt to enter or use a site that is secure, confidential or otherwise not intended for that person's use. Use for commercial activities is not acceptable without permission of the appropriate school personnel. Use for product advertisement or political lobbying is also prohibited.
- 2. Privileges:** The use of your account is a privilege, not a right, and inappropriate use will result in a cancellation of these privileges or other action deemed appropriate by the administration. The administration's decision is final.
- 3. Netiquette:** You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
 - Be polite. Do not write or send abusive messages to others. Keep in mind that what you write may not be interpreted in the way in which you meant it to be interpreted.
 - Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
 - Do not reveal your personal address or phone number or those of students or colleagues.
 - Remember that electronic mail (e-mail) is not guaranteed to be private. The system administrators have access to all mail and the administration reserves the right to monitor all e-mail.
 - E-Mail or Internet use relating to or in support of illegal activities may be reported to the authorities.
 - Do not use the network in such a way that you would disrupt the use of the network by other users (e.g. downloading huge files during prime time, sending mass e-mail messages, annoying other users using the talk or write functions).
 - All communications and information accessible via the network should be assumed to be the intellectual property of others and should be treated as such.

4. **Reliability:** Clinton Public Schools makes no warranties of any kind, whether expressed or implied, for the services it is providing. Clinton Public Schools is not responsible for loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions, no matter what the cause. Use of any information obtained via your account is at your own risk. Clinton Public Schools is not responsible for the accuracy or quality of information obtained by e-mail or Internet access through its network.
5. **Security:** If you feel you may identify a security problem, you must notify a system administrator. Do not demonstrate the problem to others. Do not use another individual's account. Do not give your passwords to any other individual. Do not attempt to log in to the system as any other user or to log in as a system administrator. Any user with a history of security issues or problems with other computer systems may be denied access.
6. **Vandalism:** Vandalism is prohibited. Vandalism, in addition to the traditional definition, includes any action that harms or destroys data of another user, such as, but not limited to, the introduction (down/uploading) or creation of computer viruses.
7. **Software:** Users may not load software that is not owned by and/or licensed to the district on to district equipment
8. **Updating your User Information:** Clinton Public Schools may occasionally require new registration and account information for you to continue the service. You must notify Clinton Public Schools of any changes in your account information (i.e. address, etc.) Currently there are no user fees for this service.
9. **Questions:** If you have ANY questions as to the acceptability of an action, it is YOUR responsibility to obtain permission. When in doubt, ASK!
10. **Process:** Any Clinton Public Schools student or staff member may apply for an Internet account. To do so, a person must complete the attached contract/application. Students should return the contract to the person from whom they received the document. Staff should submit the contract to the school administrator or designee. You should retain a copy of the Terms and Conditions for your files.
11. **Amendments:** Clinton Public Schools reserves the right to modify the policy and any related regulations concerning Internet and e-mail use, as well as these Terms and Conditions, at any time.