

Telecommunications Acceptable Use Policy

The purpose of the Woodland telecommunication network is to facilitate information exchange in support of the Woodland mission. Internet and Network services are provided on school owned computing and networking systems to further the school's mission of research, instruction and public service. Employee and student uses of the network must be consistent with this mission and the specifics of this policy. The school reserves the right to monitor and log all network activity, including e-mail, without notice, and therefore employees and students should have no expectations of privacy in the use of these resources.

Use of the school telecommunications network is a revocable privilege, requiring compliance and conformity with this acceptable use policy. Administrators must enforce this policy and inform their employees, students, and contractors of this policy. Communications in this medium are protected by the same laws and policies and are subject to the same limitations as communications in other media. However, all users must exercise caution when committing confidential information to electronic media because the confidentiality of such material cannot be guaranteed. For example, e-mail messages can be saved indefinitely on the receiving computer and copies can easily be made and forwarded to others either electronically or on paper.

Additionally, under the Michigan Freedom of Information Act (Public Act 442 of 1976 as amended), electronic files are treated in the same manner as paper files. Any official school documents (as defined by law) in the files of employees of The Woodland School are considered to be public and may be subject to inspection through FOIA. In such cases, the Freedom of Information coordinator should inspect files to determine which portions may be exempt from disclosure. Any inspection of electronic files, and any action based upon such inspection, will be governed by all applicable U.S. and Michigan laws and by School policies.

Appropriate Uses of the Telecommunication Network

1. Communication and exchange directly relating to the mission, instructional purposes, and professional work activities of the Woodland School.
2. Announcements of school procedures, policies, services or activities, but not commercial advertising.
3. Use for advisory, standards, research, analysis and professional society activities related to the user's duties as a school employee.
4. Use in applying for or administering grants or contracts for school research or programs, but not for non-school related fund-raising or public relations activities.
5. Communication and exchange for professional development, to maintain currency or research issues related to the users assigned school activities.

Prohibited Uses of the Telecommunication Network

1. Use that is illegal.
2. Use that violates the security, privacy, and confidentiality of policies, practices of the school and applicable laws of the State of Michigan and release of material that is exempt from disclosure as listed in section 13 of the Freedom of Information Act
3. Use for access to, display of or distribution of (a) indecent or obscene material; (b) pornographic material; or (c) material in violation of the school policy prohibiting sexual or other forms of harassment.
4. Use for profit-making activities unless specific to the mission of the school.
5. Use for private and personal business transactions or for partisan or non-partisan political activities.
6. Use for playing games or non-business related computer activities that generate traffic.

Procedures for Enforcement

Administrators are responsible for staff compliance with provisions of this policy and for investigating suspected non-compliance. These responsibilities include:

1. Investigation of alleged or suspected non-compliance with the provisions of this policy. These are to be conducted with due regard for the privacy rights of all persons and users involved.
2. Suspension of service to users when deemed necessary for the operation and/or integrity of the network. Use privileges, and/or password access may be withdrawn without notice.

3. Progressive discipline, up to and including discharge or expulsion from school, may be appropriate in some cases of non-compliance with this policy. Criminal or civil action may be initiated in appropriate instances.

Staff Responsibilities for Supervising and Educating Students in the Use of Telecommunications

1. Telecommunications access sites will be identified and their utilization regularly monitored.
2. Telecommunications access sites are to be supervised by instructional staff at all times when students are scheduled to be present.
3. Security of telecommunications equipment will be a priority at all times to prevent unauthorized use.
4. Students will be allowed direct access to on-line resources at the discretion of appropriate school staff and the express written permission of a parent/guardian on the Policy for Acceptable Use of Online Resources document that is to be retained in the student's file. Parents will be informed of this policy in building handbooks as well as in newsletters at least once each year.
5. Use of telecommunications facilities or on-line resources, by staff or students that does not meet the district's Specific Use Guidelines will be considered a matter for disciplinary action, including suspension of access and other disciplinary measures as deemed necessary.
6. Students are to be informed of and reminded regularly regarding the Specific Use Guidelines. The technology curriculum shall include instructional objectives for students to learn the appropriate uses of computers and telecommunications.

Specific Use Guidelines

1. All use of telecommunications and on-line information resources must be in support of education and research and consistent with the purposes and activities of The Woodland School.
2. Any use of telecommunications in the district for commercial or for-profit purposes, for personal and private business, or for product advertisement or political lobbying is prohibited.
3. All communications and information accessible via telecommunications should be assumed to be private property and not legal to further copy or disseminate except as permitted by copyright law.
4. No use of telecommunications is to disrupt its use by others. Hardware and software shall not be destroyed, modified, or abused in any way.
5. Accessing multi-user talk sessions or games except as part of a teacher-directed classroom activity is not allowed.
6. Malicious use of telecommunications to develop files that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
7. The illegal installation or transfer of copyrighted software or files for use on school computers is prohibited. Users may not transfer files, shareware, or software from information services and electronic bulletin boards without the permission of the appropriate staff. The user will be liable to pay the cost of any file, shareware, or software transferred, whether intentional or accidental, without such permission.
8. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited. The user specifically agrees not to submit, publish, or display on the system any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, or illegal information, or software in violation of any local, state, or federal law. Such action is a breach of School Policies subjecting the user to disciplinary action, and the user may be responsible for any loss, costs, or damages, including reasonable attorney's fees incurred by the system, the district, and the system administrators relating to, or arising out of any breach of this section by the user.
9. Use of telecommunications to access or process pornographic material, inappropriate text or other files, or files dangerous to the integrity of the system or material not specifically made available by the district is prohibited.
10. Subscriptions to Listservs in schools are restricted to instructional staff. Mail from Listservs must be monitored regularly and deleted from the personal mail directory to avoid excessive use of file space.
11. Telecommunications accounts are to be used only by the authorized owner of the account for the authorized purpose. Users shall not intentionally seek information about, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the system.

Student/Parent Contract for Use of Telecommunications 2017 – 2018 Woodland School

Students may have access to information using telecommunications equipment. Since not all Internet materials are suitable for school-age children, the school will implement policies to assure that students have appropriate experiences with on-line resources:

- All telecommunications access sites in school buildings will be monitored, students will only work in those areas under adult supervision, and security in them will be maintained to assure that computers are not used without permission and only for approved purposes.
- On-line resources will not be available to students unless access is allowed by a written parent statement on the Policy for Acceptable Use of On-line Resources document. This Policy and the parent consents will be reviewed annually. Users will not be allowed to share user accounts. Furthermore, misuse of computer hardware or software of any type will be dealt with as a serious disciplinary offense. Agreement to abide by the stipulations of the Woodland's acceptable use policy will be required of users before access to the Internet is allowed.

TELECOMMUNICATIONS CONSENT

I have read, understand and give my permission for the below-named student/s to have access to on-line resources provided by Woodland School. I agree 1) that the student/s listed below will abide by the Policy for Acceptable Use of On-line Resources, 2) that Woodland School will not be held responsible for any effect of the student's use of the system, and that 3) I will accept responsibility for any effect of the student's use of the system.

Parent/Guardian Signature_____ Date_____

I have read, understand, and agree to abide by the Telecommunications Policy for Acceptable Use of On-line Resources at Woodland School, particularly the "Specific Use Guidelines."

Student Signature _____ Date_____

Adopted:5/30/2013