

Bedford Public Schools Technology Acceptable Use Policy

Bedford Public Schools (the District) offers access to Information Technologies for educational purposes only. These technologies include, but are not limited to, computers, network, phones, Internet access, audio-visual equipment and information storage devices, regardless of physical location onsite or offsite, and refers to all information resources, whether individually controlled, shared, stand alone or networked. Use of District technology may only be used for educational purposes and only in a considerate, appropriate, and responsible manner which complies with District standards and Board Policies. Users are prohibited from accessing or attempting to access materials or participate in activities that would otherwise be impermissible on school grounds or would violate any policy of Bedford Public Schools. This includes access to any and all social media websites deemed not to be used for educational purposes.

In order to help ensure that technology is used appropriately, the District provides an Internet filtering system as required by the Children's Internet Protection Act (CIPA) with the understanding that filtering is not infallible.

Currently, the District Internet filter is a Lightspeed Systems filter configured to block pornography, obscene material, and objectionable sites. The District does not have control over the information on remote networks nor are barriers available that guarantee inappropriate information cannot be accessed. Teachers and staff members who are responsible for the class(es) in which technology is used will monitor the use of the technology and resources and guide the students toward educationally sound materials. The District provides for educating minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chatrooms and cyberbullying awareness and response. A teacher or staff member should be consulted if a student questions whether a contemplated activity or material is appropriate. The supervising staff member and/or building administrator will deem what is inappropriate use and his/her decision is final. In addition, any threatening or unwelcome communication should be reported to an administrator. Because filtering measures are not infallible, the District encourages parents and/or guardians to monitor student usage of technology when off campus. Any student who attempts to disable the technology protection measures will be subject to discipline.

The District makes no warranties of any kind, whether expressed or implied, for the use of District technology and will not be held responsible nor held liable for any damages suffered as a result of the use of District technology.

This includes, but is not limited to, loss of data, delays, non-delivery, or any service interruption. Any and all information created with or placed into District Information Technology systems is considered a school-sponsored publication under the Student Expressive Activities policy and is subject to District policy and procedures.

No user of the District's Information Technology shall have any expectation of privacy in the content of their personal files, e-mails, and/or records of online activity. The District reserves the right to monitor,

log, review, and inspect any directories, files, information, and/or messages residing on or sent using the District's computers and/or network at any time, with or without notice. Any information relating to or in support of illegal activities will be reported to the appropriate authorities. The District reserves the right to inspect any student's technology, data, media and/or other property brought onto school property, into school facilities, or used to access school technology upon reasonable suspicion that the student may have engaged in conduct that is illegal or that violates the student handbook and/or board policy.

In addition to the general guidelines listed in the Student Handbook, the actions listed below are also considered violations of the Acceptable Use Policy. Discipline for misuse of Information Technologies will be determined by administration in accordance with District rules, regulations, and Board policy and may also include immediate termination of access, referral to law enforcement agencies and/or initiation of legal proceedings where appropriate. The District does not take responsibility for users who access inappropriate resources, or for users who attempt to disseminate materials or information that would otherwise be impermissible or disallowed on school grounds or would violate any policy of Bedford Public Schools.

1. It is unethical and unlawful to copy, install, take, or use software, music, media, data, or other intellectual property unless written permission has been obtained from its creator or publisher. Users will abide by all state and federal copyright laws.
2. Technology may only be used for educational purposes. All use of technology will be related to education as directed by teachers or staff. School technology and resources may not be used for private gain or any other commercial or political purposes. Software that interferes with standard District software or is in violation of copyright laws will be removed from District owned equipment.
3. No student will knowingly or negligently damage, vandalize, hack, alter, reconfigure, modify, or destroy school technology, while on or off campus. Activities that are considered vandalism include, but are not limited to: printing excessive copies; attempting to interrupt normal usage of the computers or networks; the creation, intentional use, or installation of unauthorized devices, objects, or programs; the alteration or reconfiguring of technology; the use of chain letters or excessive communication; or devices and objects that restrict legitimate use.
4. The use of any technology to access, publish, send, or display inappropriate, demeaning, obscene, intimidating, or harassing messages or material anywhere or to anyone is prohibited.
5. No personal information or passwords should be shared or revealed. Personal communications should not be re-posted or shared without the original author's prior consent.
6. Access or attempting to access information or materials belonging to someone other than the student is prohibited without express and specific permission by the owner. Any violation of this should be reported immediately.
7. For further examples of acceptable and unacceptable uses of technology, please see the F.A.Q. at <http://www.bedford.k12.mi.us/technology.html>

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