

## **Bridgman Public Schools Acceptable Use Policy - Staff**

Bridgman Public Schools provides access to technology to staff and students for the purpose of promoting the use of technology as a tool to enhance classroom teaching and learning. All use of District technology must be consistent with this purpose and be in accordance with this policy and/or any other policies established by the Board of Education. Technology as defined in this policy includes but is not limited to the use of District computers and networks, the Internet, video equipment, and the District's telephone system. In addition, all users must be aware that by traversing another network via the Internet that they may be subject to the guidelines and policies of that network. Personal devices, such as, but not limited to, smart phones, laptops, PDA's, or media players, may be subject to approval for use by the technology department and usage of such devices, if approved, must follow this AUP.

The purpose of this policy is to ensure that those using technology will do so with respect for the public trust and in accordance with the mission and educational goals of the Bridgman Public School District, and the policies and regulations as established from time to time by the District and/or local, state, and federal agencies.

The Internet links computer networks around the world and provides access to a wide variety of computer and information resources. However, it is important for the users to recognize that the Internet also contains sites that have materials that are objectionable, adult-oriented or otherwise inappropriate. Filtering software intended to block minors' access to materials that are obscene, child pornography, harmful to minors, or that the District determines to be inappropriate for minors is being implemented. However, the District does not guarantee that school officials will control users' access to such materials, or that users will not have access to such materials while using the District's information technologies. By participating in the use of the Internet, users may gain access to information and communications, which they may find inappropriate, offensive, or controversial. Users assume this risk by participating in the use of the Internet. The user is responsible for his/her own actions while accessing material on the Internet, and may not access, download, or print from inappropriate sites.

Access to technology at Bridgman Public Schools is a privilege, not a right, which requires that each user adhere to the responsibility of acceptable use. It is also understood that since the District provides access to the Internet the district has the right to filter access to websites such as, but not limited to, chat rooms, streaming media sites, sites that promote hate, drug use, violence, pornographic, proxy sites, or any other website, file download, or media content at the district's discretion.

Violation of these policies, abuse of District equipment, and/or illegal conduct such as, but not limited to, any form of vandalism to equipment or information including the uploading or creation of computer viruses or using proxy websites to circumvent the content filter, will result in users being subject to discipline according to Board of Ed. Policy including possible revocation of access privileges, and/or appropriate legal action.

Transmission of material in violation of local, state, or federal regulation is prohibited. This prohibition extends to, but is not limited to: copyrighted material; threatening, obscene, or any unlawful material; and material protected by trade secret. Use of District technology for commercial activities, product advertisement, or political lobbying is prohibited. Use of District technology for any illegal activities is prohibited.

## **Guidelines for Acceptable Use:**

- Do not use offensive or inappropriate language, or language that would promote violence or hatred, and do not respond to such.
- Do not reveal your or any other personal address, phone number, or credit card information.
- Do not use District technology in such a way as to disrupt use of technology by others.
- Do not harass anyone by sending uninvited communication.
- Do not access unauthorized or inappropriate areas on the network or Internet, and do not change or interfere with information found on the network or Internet.
- Do not make unauthorized copies of software or information.
- Do not install software on District computers without authorization.
- Do not access any technology at Bridgman Public Schools without a signed Bridgman Public Schools Technology Use Agreement

Bridgman Public Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Bridgman Public Schools reserves the right to modify the Acceptable Use Policy at any time. It is the responsibility of the user to check for policy changes. An online version of this policy will be made available to all users via the Bridgman Public Schools website. Teachers and/or administrators will determine what inappropriate use is.

## **Bridgman Public Schools Technology Use Agreement - Staff**

The undersigned acknowledges that he/she has read the Acceptable Use Policy of the Bridgman Public School District before signing this Technology Use Agreement. The signature(s) at the end of this document is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions of said policy carefully, understand(s) their significance and agree(s) to abide by all provisions of said policy.

As a user, I understand and will abide by the Acceptable Use Policy of the Bridgman Public School District relating to the use of technology and will abide by the Technology Use Agreement. Bridgman Public Schools is not liable for lost, damaged or unavailable information due to technical or other difficulties; and is not responsible for what users do or the information they access. I acknowledge that the majority of such information is generated outside of Bridgman Public Schools. I further understand that any violation of the Acceptable Use Policy and/or this Technology Use Agreement may jeopardize my access privileges and certain such violations may constitute criminal offenses and appropriate legal action may be taken against me.

\_\_\_\_\_  
(User's Name---Please Print)

\_\_\_\_\_  
(User's Signature) (Date)