Manchester Local Schools

Acceptable Use Guidelines (AUG) for Technology Resources

Information for Students and Parents

In accordance to Board Policy 7540.03, The Manchester Local School District (MLSD) provides technology resources to facilitate growth in productivity, communication, media literacy and collaboration. Use of technology, whether district owned or personal property, must support education, academic research, and be consistent with the educational objectives of the MLSD. Any other use is unacceptable.

The MLSD buildings offer access to the Internet via both wired and wireless network connections. This agreement and associated rules and regulations refer to all electronic computing, communications, recording and/or imaging devices – including but not limited to computers, tablets, cell phones, mobile devices, portable memory storage devices, digital cameras and all other technology infrastructure and software:

- *Owned by, leased by or on loan to the District or any third party engaged in providing services for the District.*
- *Any computing or telecommunications devices owned by, in the possession of or being used by district staff that are operated on the grounds of any district facility or connected to any equipment at any district facility by means of direct connection, telephone line or other common carrier type of connection including hardwired, fiber and/or wireless.*

This agreement is in effect for any school-sponsored activity at any time or any place.

The goals of these Acceptable Use Guidelines are to maximize the benefits of these technological resources for our school district, to encourage responsible behavior, and to protect students, staff and the community from potential harm.

Acceptable uses of technology devices or the Internet at MLSD

1. Do no harm.

2. Use technology…
   - To complete educational tasks and seek academic excellence.
   - To support academic research, class lessons and objectives.
   - In a manner consistent with the educational goals of the district.
   - According to the rules and guidelines in student handbooks and Board Policy

3. Respect and Protect…
   - Privacy of self and others.
   - Hardware, software and network resources.
   - Intellectual property rights.

Unacceptable uses of technology devices or the Internet at MLSD

1. Using technology in a manner inconsistent with the educational objectives of the district.
   Examples may include, but are not limited to:
   - Using the network or Internet for personal commercial purposes or non-educational game playing.
   - Using cell phones in a manner that disrupt the educational process, or using the applications on a cell phone to promote cheating, voyeurism, inappropriate texting, cyber-bullying or any other harmful intent.
   - Using proxies, mobile 'hot spots' or otherwise bypassing Internet filtering on school devices, or modifying network settings without permission to do so.
   - Using impolite, profane, or abusive language; threatening or harassing others, or making damaging or false statements about others; accessing, transmitting, or downloading offensive or harassing materials.
   - Violating any state or federal law or municipal ordinance.
   - Accessing or transmitting pornography of any kind, including obscene images or harmful materials.

2. Causing harm to others or damage to their property.
   Examples may include, but are not limited to:
   - Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance.

3. Using technology to violate privacy and property rights of others.
   Examples may include, but are not limited to:
   - Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email.
   - Using any District computer to pursue "hacking," internal or external to the District, or attempting to access information protected by privacy or copyright laws.
   - Using copyrighted materials without giving credit to sources.
   - Downloading copyright protected materials for personal use.
   - Sharing passwords or access to school data not related to one's records.

Tell an adult if you see something online that makes you feel uncomfortable or afraid. Don't give personal information when you're online.   Use good judgment when publishing anything online. Be respectful of yourself and others.

Systems Monitoring
In accordance with the federal Childhood Internet Protection Act (CIPA), Internet access at MLSD is filtered. The use of technology resources may be monitored by authorized employees to protect the integrity of district technological resources as well as individual compliance with this policy. Administrators may examine and use data in disciplinary actions; evidence of crime will be provided to law enforcement officials.

Penalties for Improper Use
The use of a MLSD related account and district technology is a privilege, not a right, and misuse will result in disciplinary action appropriate to the seriousness of the offense and according to district disciplinary policy.

I have read, understand and agree to abide by the provisions of the Acceptable Use Guidelines of the Manchester Local School District

Date:_____

Student Name:_____   **Signature:**_____

Building: MHS   MMS   Nolley   **Parent Signature:**_____

Disclaimer
MLSD makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts.
AUG form is required for all students that will be using district technology equipment or the network and will be kept on file.
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