The Graham Family of Schools
Information and Communication Technologies
Acceptable Use Policy and Guidelines

To help ensure our students become proficient in the information and communication technologies (ICT) competencies essential for success in a 21st century learning environment and beyond, The Graham Family of Schools provides a variety of resources in support of our instructional and administrative programs. Students and staff may also, at times, use personal information and communication technologies for educational purposes. It is therefore incumbent upon all members of the school community to use technology responsibly, ethically, and with respect for the work of others.

Access to schools' ICT resources is a privilege and not a right. To ensure these resources remain available and in working order, the Graham Family of Schools has established this **Acceptable Use Policy (AUP)** and which define the procedures and parameters under which these resources may be used by staff, students, and volunteers. To accommodate future needs and circumstances, the policy and guidelines related to ICT resources will be reviewed and updated on a regular basis.

So that all users remain informed of our expectations for appropriate usage of ICT resources, TGFS will: 1) ensure all new students and staff receive access credentials to age-appropriate ICT resources during the enrollment or hiring process, as well as on-going training in their safe, responsible, and effective use; and 2) provide orientation annually for students and staff on ICT resources and the district AUP.

In order to initiate and maintain access to ICT resources, all users must submit annually a signed *Acceptable Use Agreement* (detailed below), non-adherence of which may result in loss of non-course related access and/or appropriate disciplinary and/or legal action. Violations of the AUP are deemed violations of school behavioral expectations and codes.

Internet Use and ICT Access

Internet access is available at The Graham Family of Schools for the purposes of educational communication and research and for administrative purposes. The following represent acceptable uses of technology at The Graham Family of Schools:
- Classroom assignments and projects, homework assignments
- independent learning projects and school activities such as yearbook or newspaper
- Research and curriculum development
- School or district administration

Communications via ICT resources are often public in nature and general school rules for behavior and communications apply. It is expected that users will at all times comply with district standards and will act in a responsible and legal manner, in accordance with said standards, as well as with state and federal laws. Professional development opportunities to enhance the technology skills of district personnel will be provided and rules related to the Internet will be included in each school's student and faculty handbooks. The Graham Family of Schools promotes a learning environment that protects the rights to respect, dignity, safety, and a sense of wellbeing for all members of the community. The expectation of compliance with these principles by community members includes digital communications, such as email, chat sessions, publication of websites and other electronic documents as follows:
- Use appropriate language in expressing thoughts and perspectives, and refrain from use of language that is obscene, hurtful, threatening, or offensive
- No posting of information that could disrupt community activities or wellbeing
- No harassment of others with annoying or hurtful expressions, particularly those discriminating based on characteristics including but not limited to race, gender, religion, or sexual orientation

- No sending of chain letters or SPAM messages as these are unsolicited, disruptive, and frequently if inadvertently contain viruses or other malware

The Administration will take measures to assure the safety and security of students when using email, chat services, and other forms of direct electronic communications; prohibit unauthorized access, including "hacking" and other unlawful activities by minors online; prohibit unauthorized disclosure, use, and dissemination of personally identifiable information of students; and to restrict students' access to online materials deemed harmful to minors.

Users are prohibited from attaching personal devices to TGFS hardware (excluding portable memory media such as USB drives) or installing software on any district hardware without prior permission of the IT Department. Users will refrain from downloading large files (constituting files over 4 MB in size) without authorization from a teacher or administrator, and will request the assistance of the helpdesk when authorized.

Monitoring and Privacy

To provide ready access for all users, age-appropriate material, an Internet environment that is safe and appropriate for the maturity level and need of student users, and to proactively secure and maintain increasingly complex ICT systems the district, **as the owner of those resources, reserves the right to monitor and review the use of these ICT resources** and will do so as needed to ensure the systems are being used for district-related educational purposes and to maximize utilization of the systems for such.

Therefore, all users and parents must be aware that *users are waiving and should not have any expectation of personal privacy in the use of these ICT resources for their communications or transmission and storage of data. Personal information, however, is not publicly accessible outside of the school network.* Password and encryption systems implemented by the district are designed solely to provide system security from unauthorized users, not to provide privacy to the individual user. This provision applies to all users of the district's ICT resources, including any incidental personal use permitted in accordance with these regulations. Consequently, all files residing on a Graham Family of Schools network, including personal files, are the property of the district's governing Board and are subject to random search at any time without the need for reasonable suspicion or evidence of a violation of criminal statutes or school rules.

Limitation of Liability

The Graham Family of Schools makes no guarantee that the function of, or services provided through, its network of ICT resources will be error-free or without defect. The district is not responsible for the accuracy or quality of the information obtained through the system from sources outside the schools. Neither the district, its operators, nor its administrators are responsible for financial obligations or damages arising through the use, authorized or unauthorized, of its ICT network.

Publishing Guidelines

The premise that all individuals are authors and distributors of content is an underlying basis of 21st century learning. District and school use of ICT resources to distribute intellectual property, images, videos, and information shall be related to school curriculum and instruction, school-authorized activities, and other information relating to school and district goals. It is our intent that such broadcasts and publications be educationally relevant to the goals of the school district while providing for the safety and security of all students and staff.
- All distributed content shall follow the standards for ethical behavior in regard to information and communication technologies by showing respect for the principles of

intellectual freedom, intellectual property rights, and the responsible use of the information and communication technologies.

- While certain educational circumstances may allow for the use of copyrighted materials through Fair Use policies, no copyrighted material shall be *distributed* without the express written permission of the copyright owner. In particular, the un-purchased download and sharing of copyrighted music and video files are considered infringement of copyright. Any and all use of copyrighted materials must be properly credited, and plagiarism, as outlined in the Parent/Student Handbook, is prohibited.
- It is understood that all distributed content may be accessible beyond The Graham Family of Schools community and viewed by a global audience. No content shall reveal students identifying information. Content may include names of individuals; however further identifying information, such as names of family members, email addresses, home addresses and phone numbers will remain private.
- Content shall not contain objectionable material or point to objectionable material. The determination of what constitutes objectionable material shall be made on a case-by-case basis, as determined by school administrators. The distribution of content shall follow Copyright Law and Fair Use Guidelines.
- All content representing the school district shall follow district policies and state/federal laws pertaining to content standards, students records, copyright, and technical standards.

Anyone who is aware of problems with, or misuse of ICT resources, or has a question regarding the proper use of resources, should see a teacher or administrator immediately. Most importantly, the Board and the Administration urge any person who receives any harassing, threatening, intimidating, or other improper message through ICT resources to report it immediately.

For more information about the use of technology in The Graham Family of Schools, contact the Director of Information Technology at 614-262-1111.

TGFS Information and Communication Technologies
Acceptable Use Agreement

Students and staff are permitted to use the district's ICT resources for legitimate educational purposes. Personal use of district ICT resources during classes and beyond appropriate Internet access is prohibited. In addition, if any particular behavior or activity is generally prohibited by law or by district/school rules and regulations, use of ICT resources for the purpose of engaging in such behavior or activity is prohibited.

By signing below, ICT users (and, for students, their parent/guardian) agree to adhere to the following standards and expectations for conduct:

1. **Behave ethically and responsibly when using ICT resources**
   a. Refrain from utilizing VPN, proxy gateways, or similar technologies, to bypass ICT monitoring and filtering
   b. Handle with care all ICT resources and equipment, which are the property of the schools. Refrain from deleting, destroying, modifying, abusing, or moving resources without permission or accessing unauthorized ICT resources
   c. Accept responsibility for damage incurred by school ICT resources while checked out to, or in use by you, which may include some or all of the cost to repair/replace the damaged item
   d. Do not breach, disable, or compromise network stability or security in any way, nor download or modify software in violation of the district's licensure agreement(s) and/or without authorization from the IT Department
2. **Use ICT resources, transmit communications, or access information only for legitimate, educationally relevant purposes and to access educationally appropriate content.**
   a. Refrain from sending any form of communication that breaches the district's confidentiality requirements, or the confidentiality of students
   b. Refrain from communication that harasses, threatens, or is discriminatory
   c. Refrain from accessing any material that is obscene, harmful to minors, or prohibited by law
3. **Respect the privacy of others and treat information created by others as the private property of the creator.**
   a. Maintain confidentiality of your username and password by not sharing it with others and not using another person's username and password
   b. Maintain the integrity of files and data by not trespassing, modifying, copying or deleting files of other users without their consent
   c. Protect the confidentiality and safety of others when sharing work and images
   d. Share, post, and publish only within the context of the district *Publishing Guidelines* (see attached)
   e. Respect copyright and fair use laws; these policies and procedures apply in digital contexts, as well. Plagiarism is prohibited.

I have read, understand, and agree to abide by the terms of the Acceptable Use Policy, and release the district, its operators, and administration from any and all claims arising from my use or inability to use district ICT resources. Should I commit any violation or in any way misuse my access to the school district's information and communication technologies resources, I understand that my access privilege may be revoked and disciplinary action may be taken.

User's Name (print) _____   Date: _____

User's Signature _____   Circle   Staff   Student

School/Location _____   School Year _____

For students: Parent/Guardian Signature _____