

## ETHICAL USE OF TECHNOLOGY

1. The Board of Education of Mainland Regional High School District believes that ethical use of technology enhances the curriculum in all programs. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination and the use of global communication resources. Access to district technology is a privilege, not a right.
2. The Board recognizes that misuse of technology may cause costly and irreparable damage to equipment and/or software and therefore the end user must adhere to strict guidelines and agree to abide by the rules established under this policy.
3. Therefore, the Superintendent, in consultation with the Principal and appropriate staff, will develop and review annually, procedures to insure the correct, proper **and ethical** use of all district technology. The district may modify these rules at any time by publishing the modified rules.

## REGULATION

5131.8

## ETHICAL USE OF TECHNOLOGY

1. Students and staff are encouraged to use Mainland Regional's school computers and network systems which contain instructional programs, application programs, databases, student work, and provides access to the Internet.
2. The "system administrators" referred to herein are employees of Mainland Regional High School Board of Education and as the administrators of the computer system reserve the right to monitor all activity on district network facilities. This includes devices that attach to the Mainland Regional High School network from various outside/external locations through the Internet.
3. The system administrators reserve the right to set quotas for disk storage on the system in order to insure efficient operation of network file services. A user who exceeds his/her quota may have files deleted in order to return to compliance. A user who remains in non-compliance of disk space quotas after several notifications may have their file privileges revoked by the system administrators.
4. Electronic mail (e-mail) is an electronic message that is sent by or to a user through correspondence with another person having e-mail access. The system administrators may inspect e-mail messages for content and users should not consider them as private. This inspection by the system administrators may be done without the consent of the sender or identified recipient in order to comply with the law and/or policies of the district or to investigate complaints regarding mail which is alleged to contain inappropriate or illegal material. E-Mail messages will be retained for at least seven years per the Federal Rules of Civil Procedure. The system administrators will cooperate fully with local, state, or federal officials in any investigation concerning any e-mail transmitted on the district network.

5. Copyrighted material must not be placed on any system connected to the network without the author's permission. Users may review copyrighted materials for their own use. All software copyright and licensing laws will be followed.
6. Misuse or damaging of any computer, computer system, computer network, or similar school property is prohibited.
7. Users and/or their parents or guardians may be held financially responsible for losses, costs or damages to any school computer or system.
8. Security on any computer system is a high priority. If a user feels that he/she can identify a security problem, the user must notify the system administrator. The user should not demonstrate the problem to anyone except a system administrator or a district administrator.
9. No user may install, upload, or download software without the consent of the system administrators. Any software having the purpose of damaging other member accounts or the network is prohibited. The system administrators reserve the right to terminate the account of any user who misuses the software libraries.
10. Any attempt to log in using another users account or as a system administrator is prohibited.
11. Users must not let others know their password. Users should notify a system administrator if a password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account.
12. Any Internet posting to a web site operated from the district will be for educational, non-commercial use and all postings must have prior and final written approval from system administrators, faculty and/or district administration.
13. Game playing is permitted on the district system only when terminals are not needed for educational purposes and the game conforms to curricular goals and/or **district** guidelines.
14. The district provides all users access to other computer systems around the world through the use of the Internet. All users and parents and/or guardians understand that the district and system administrators have no control over content. The district makes use of an Internet Filter which will block most inappropriate material but potential dangers and abuses do remain.  
  
Users and parents are advised that some systems may contain inappropriate and/or illegal material. The usage of such material in the school environment is not permitted, whether on a district or personal device.
15. Any violation of the conditions of this policy may cause loss of privilege for use of computers, the network and its resources and/or the Internet. In addition, further penalties and/or legal action may be necessary based upon the severity of the offense.

16. Personal devices may be brought in and attached to the network. Any outside devices must be approved by district personnel before their use, including the completion of the Guest Access form. Any violation of the ethical use policy may result in the revocation of this privilege.

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