

Mexico Academy & Central School District

Technology - Acceptable Use Policy

This document is designed to outline the guidelines to be adhered to when utilizing technology systems owned and maintained by the Mexico Academy & Central School District (MACS). These guidelines are to be acknowledged by all users of the Mexico Academy & Central School District who utilize the technology environment.

It is the desire of the school district that the use of technology improves communication, provides efficiencies, and enhances learning. It is expected that this perspective is fostered and that users are good stewards of the information and resources provided by the use of technology.

Access to technical systems carries responsibility for their appropriate use. Access should be primarily for educational, professional, or career development activities. All hardware, including computers, printers, copiers, and other technology equipment, are the property of Mexico Academy & Central School District and will fall under the guidelines listed below. Expectations of users include, but are not limited to, the following:

Student Personal Safety

Users who supervise students with access to technical resources shall be familiar with the MACS Technology Acceptable Use Policy and enforce its provisions. Student personal safety is priority. All efforts should be made to assure that students are supervised when using technology and that student use is appropriate. While District policies and related statutes pertaining to “directory information” allow the release of some personal data about students, for Internet use we have chosen to establish more limiting regulations.

Illegal or Destructive Activities

- Users shall not, or attempt to, go beyond their authorized access to the district network, technology equipment, Internet, and may not access the files or accounts of others.
- The installation of software and/or hardware by unauthorized users is prohibited. Only members of the MACS technology department are authorized to install software and/or hardware.
- Users shall not, or attempt to, disrupt or damage any computer, system, or data.
- Users shall not use district equipment to engage in illegal acts.
- Users shall not, or attempt to, bypass, circumvent, or disable security systems or established restrictions.

System Security

- Users are responsible for the security of their technology equipment, files and/or passwords. No one shall allow others to use their personal login and password.
- Users shall promptly notify their building principal of security problems.
- Student data is confidential information. Users who are authorized by the district to access student records from within or outside the district may not use, release, or share these records except as authorized by Federal and State law.
- No one shall access, or attempt to access, computing resources under an account that has not been assigned to them.

Inappropriate Conduct

The following are prohibited when using any technical resource:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Potentially damaging, dangerous, or disruptive material.
- Personal or generalized harassment in violation of district policies.
- False or defamatory information.
- The intentional forwarding of spam, chain mail, etc.
- The intentional forwarding of private/confidential email without the consent of the original writer.
- Sending unsolicited (non-school related) email messages to distribution lists (DL), e.g., “For Sale” messages.
- The use of district hardware, email, or the Internet for personal purposes.

Plagiarism and Copyright Infringement

- Works may not be plagiarized.
- Software licenses must be strictly respected.
- The rights of copyright owners are to be respected. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. If unsure whether a work can be used, the copyright owner should be contacted for permission. See your building librarian for more information.

Inappropriate Access to Material

Technical resources shall not be used with material that is profane, obscene, pornographic, or which advocates illegal acts, violence, or illegal discrimination. MACS filters Internet information in compliance with Federal CIPA regulations. Users on school property who have access to wireless devices may not attempt to connect to wireless access points outside of the district. Intentional bypassing, or attempting to bypass, MACS filters is considered a violation of this agreement and subject to disciplinary action. All computer and network activities are logged to ensure compliance.

Expectation of Privacy

- Users have no expectation of privacy while using district computer resources.
- All data on MACS owned computing resources are the property of MACS.
- These documents, including email, may be subject to access as a result of formal Freedom of Information Law (FOIL) and the Family Educational Right to Privacy Act (FERPA) requests and other legally enforceable access requests.
- Electronic Mail is considered the property of MACS and may be subject to review.

Services and Assumption of Risks

Mexico Academy & Central School District makes no warranties of any kind, whether express or implied, for services provided and is not responsible for any damages suffered while on the system to include loss of data and inaccurate or poor-quality information obtained from the system. MACS does make all reasonable attempts to ensure that all data is backed up and all efforts are expended to ensure maximum network availability.

Disciplinary Actions

Violations of the MACS Technology Use Guidelines should be promptly reported to an administrator. The district reserves the right to limit or terminate network and/or Internet access privileges in the event there is reasonable suspicion that an individual has violated the district guidelines. Staff may be subject to disciplinary actions including, but not limited to, termination.