AKRON CENTRAL SCHOOLS
ACCEPTABLE USE POLICY (AUP) FOR TECHNOLOGY

Akron Central School District will make available a variety of technological resources to support learning and enhance instruction. Our goal is to provide access to diverse, state of the art technology tools to facilitate resource sharing innovation and communication. The users (defined as any student, teacher, administrator, staff member, or community member utilizing a District computer) of these tools take on certain responsibilities, including the use of technology in an ethical manner.

Ethical Guidelines for Acceptable Use of Computer Networks in Schools

We encourage the use of computers and technology available at the District; however, with this privilege comes responsibility. Violations of the following guidelines will result in a loss of access as well as other disciplinary or legal action. Users will be expected to:

Respect the privacy of others:
- Users will keep their passwords confidential
- Users will not try to learn passwords of other users or network administrators
- Users will not attempt to gain unauthorized access to networked or stand alone systems
- Users will not modify or read files of other individuals; however, it should be noted that system administrators have access to all files. Privacy shall not be assumed in this case.
- **Student data is confidential information.** Employees who access student records from within or outside the district may not use, release, or share these records except as authorized by Federal and/or State law.
- Users have no expectation of privacy in files, disks, or documents that have been created, entered, stored, or downloaded from district data sources; or used on district equipment. These documents, including email, may be subject to legal access requests.

Respect the legal protection provided by copyright and license to programs and data:
- Users will not make copies of licensed programs, in violation of Copyright Laws
- Users will not install software on district computers without authorization.
- Software licenses must be strictly respected.
- The rights of copyright owners are to be respected. Copyright laws are to be fully enforced and followed.
- Works may not be plagiarized.

Respect the integrity of the District networks and other networks to which we are connected:
- Users will not intentionally develop or use programs to harass others or infiltrate a computing system or damage or alter software components
- Users will not intentionally send inappropriate, obscene or hateful messages/mail to others
- Users will not copy or modify server or network system files
- Users will not abuse computer or network hardware (i.e. mice, keyboards, etc.)
- Users will not use encryption programs on district computers without authorization.

Respect the materials and resources of the District:
- Users will not play "games" on district computers that are not educationally related.
- Access to computer resources should be primarily for educational and professional development activities.
- Users will properly utilize computer time and will not waste limited resources and/or supplies that are provided by the District
- Users will work in ways that will not disturb others.

Respect the materials and resources of network accounts:
- Users will not send offensive material over the Internet
- Users will not use obscene, offensive, harassing, insulting, or otherwise abusive language over the Internet or on e-mail
- Users will not access another's folders, work or files without permission.
- Access to computers should be primarily for educational and professional development activities.
- Users will not employ the network for commercial purposes.

Consequences of Violations

Suspected violations of acceptable use will be communicated to appropriate school personnel. Persons found to be in violation of acceptable use may be denied technology access on appropriate District equipment. Any determination of non-acceptable usage serious enough to require disconnection shall be promptly communicated to appropriate supervisory staff for further action.

Actions may include the following:
- Users could be banned from access to specific technological equipment or facilities for a period of time
- Users could be required to make full financial restitution
- Users could be banned from using computer facilities
- Users could lose INTERNET account privileges
- Suspension, detention or even expulsion are possible outcomes of severe violations
- Users could face prosecution if criminal activity is involved.

Liability

Use of the District computer equipment, Internet accounts, as well as networks and information contained on them is required to support the instructional program. While every reasonable effort will be made by District personnel to provide Internet filters to questionable materials, the student and the parent/guardian also must accept responsibility of ethical usage of District facilities.

The District respects the right of each parent/guardian to be fully informed of all requirements of this policy and any procedures adopted to insure acceptable use of the District's computer system. Student access to the District's computer system will automatically be provided unless the parent has submitted written notification to the District that such access not be permitted.

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Accepted Use Policy for the Internet, Local Area Network, Computer, and Related Technology

USER

I have received a copy of the AKRON CENTRAL SCHOOLS ACCEPTABLE USE POLICY (AUP) FOR TECHNOLOGY. I understand and will abide by the above Acceptable Use Policy for Technology. I further understand that any violations of the regulations above are unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be instituted.

User (please print): _____

User Signature: _____   Date: ___/___/___

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Note: *Full-time faculty and staff will be required to digitally acknowledge they have read and understand the Acceptable Use Policy on a yearly basis.*