



Lake Fenton Community Schools

Learning For Continuous Success

Technology Acceptable Use Policy

District Vision

Lake Fenton Community Schools will educate all students to achieve their highest potential in a positive and safe environment. We commit to using a shared leadership approach to provide a student-centered focus throughout the district.

District Mission

Learning For Continuous Success (L.F.C.S.)

Definitions

- **“The District”** or **“School District”** refers to Lake Fenton Community Schools
- **“District Technology”** may include (but is not limited to): desktop and laptop computers, chromebooks, portable computing devices, networks, printers, e-mail, and the Internet
- **“User”** refers to any employee, student, or guest accessing District Technology
- **“Parent”** refers to the parent or legal guardian of a User who is a student in the District

District Technology Rules and Guidelines

Lake Fenton Community Schools is pleased to offer Users access to District Technology. This access may include resources inside and outside of the School District control including the Internet. With this access comes the availability of material that may not be considered to be of educational value in the context of the school setting. The District has taken precautions to restrict access to controversial materials. However, it is impossible to control all materials and an industrious User may discover controversial information. The District believes that the valuable information and interaction available on the Internet far outweighs the possibility that Users may procure material that is not consistent with the District’s educational goals.

Access to District Technology entails responsibility on the part of the User. The guidelines below are provided so that you (Parents and Users) are aware of the responsibilities of District Technology Users. In general this requires efficient, ethical, and legal utilization of District Technology. If a User violates any of these provisions, his or her account could be suspended and future access could be denied. All Users will be granted access only after they (and their Parent where applicable) have signed a District Acceptable Use Policy acknowledging that they have read and understand the policy. Furthermore, all Parents should be aware that student assignments may require the use of District Technology.

All Users:

All Users shall:

- Understand that access to District Technology is a privilege and not a right.
- Maintain this privilege so long as the User follows the district rules and maintains his or her existing relationship with the School District (i.e. remains a student, employee, or guest).
- Use District Technology for educational purposes and School District business. The District recognizes that occasional incidental personal use of District Technology may occur. Such incidental personal use is acceptable so long as it:
 - Does not interfere with the employee’s job performance, the performance of any other employee, student learning, or the educational process in general, and only occurs during duty-free time.
 - Does not damage any District Technology, does not adversely burden District Technology resources, and does not significantly degrade the quality of service to other users.
 - Imposes no tangible cost to the District.
 - Is in accordance with all other clauses set forth in this Acceptable Use Policy.
- Use only district provided accounts for school related work. For example, staff and students should not use a personal E-mail account for school related work.
- Understand that they are responsible for all activities performed with their assigned accounts.
- Understand that Internet content is filtered to adhere to CIPA guidelines but that filters are not perfect, and it is possible for objectionable content to get through.
- Exhibit good online citizenship.

No Users Shall:

- Use District Technology for any illegal purpose including but not limited to the violation of local, state, and federal statutes.
- Send or display offensive messages or pictures, use obscene language or harass, insult or attack others.



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- Access, upload, download, print, distribute, or transmit inappropriate materials.
- Damage, destroy, disable, or harm in any way, the equipment or data of another User, the School District, any District Technology, or that of another individual or organization.
- Install non-educational or non-work-related software on any school computer without express permission of the Superintendent or the Superintendent's Designee.
- Violate any applicable laws or regulations including copyright laws, trademarks, trade secrets, or licensing agreements.
- Use District Technology for any commercial activity, financial gain, or political lobbying.
- Share passwords or access codes with others.
- Use or attempt to use another User's credentials.
- Access another User's materials, information, files, or folders without appropriate permission.
- Display other forms of inappropriate behavior not identified in this document.

All Users will recognize:

- That the District's Technology may be monitored and no stated or implied guarantee is made regarding the privacy of files, data, electronic messages, etc. or any other aspect of the District Technology.
- The District reserves the right to monitor information, activity, and storage consumed by the user without permission or knowledge of the user, and to set limits if necessary.
- The District maintains ownership of all content or files created on District technology or using District assigned accounts and reserves the right to remove or alter the content or files at any time.
- The District does not warrant that District Technology will meet any specific requirements a User may have, or that it will be error free or uninterrupted.
- The District shall not be liable for any direct, indirect, incidental, or consequential damages (including, but not limited to, lost data, information, or time, or any harm caused by exposure to offensive material) sustained or incurred in connection with the use and operation of District Technology or the inability to use District Technology.
- That in consideration for the privilege of access to District Technology, the User will release the District and its employees, agents, and operators from any and all claims of any nature arising from the Users use of, misuse of, or inability to use District Technology.

Student Users:

Student Users must:

- Receive parental permission in order to receive access to District Technology.
- Review and understand the Lake Fenton Community School 1:1 Guidelines.
- Report any inappropriate use and/or access of District Technology.
- Understand that the district uses tools to allow teachers to monitor student activity on district chromebooks.

Student Users may not:

- Share personal information with others (such as name, username, password, address, phone number, social security number, credit card number, bank account numbers, etc.).
- Download games or multimedia files from the Internet which are not related to curriculum.
- Use Artificial Intelligence (AI) or Natural Language Processing (NLP) tools without explicit approval from their teacher. Unapproved use will be considered cheating and punished as such.

All Users:

Violations of this policy may result in disciplinary actions which include but are not limited to:

- Loss of access to the network, Internet and/or E-mail privileges.
- Loss of use of District Technology.
- Financial restitution, if necessary.
- Suspension.
- Legal action and prosecution by appropriate authorities.
- Other actions in accordance with the student and/or employee handbook.



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STUDENT CONSENT

I understand and will abide by the Lake Fenton Community Schools Technology Acceptable Use Policy. Failure to sign this consent form will result in termination of technology resource privileges.

Student Name (please print): _____

Student Grade: _____

Student Signature: _____ Date: _____

PARENT OR GUARDIAN CONSENT

As the parent or legal guardian of this student, I have read and understand the Lake Fenton Community Schools Technology Acceptable Use Policy. I understand that this access is designed for educational purposes. I also recognize it is impossible for Lake Fenton Community Schools to restrict access to all controversial materials and I will not hold them responsible for materials accessed. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): _____

Signature: _____ Date: _____



STAFF CONSENT

I understand and will abide by Lake Fenton Community Schools Technology Acceptable Use Policy.

Staff Name (please print): _____

Signature: _____ Date: _____