1.   Purpose

Kalamazoo Public Schools (the "District") recognizes that advancements in technology affect the manner in which information may be accessed, communicated and transferred by members of society and provides a vast and diverse array of educational resources. Therefore, the District is providing Technology Resources to its students and employees, including access to the Internet, for the limited purpose of enhancing the education of its students.

Use of the District's Technology Resources, including access to the Internet, is a privilege, not a right. This policy shall apply to all students, teachers, administrators and users of the Technology Resources who have access privileges through association with the District. Use of the Technology Resources requires responsibility. Termination of this privilege, as well as other disciplinary or legal action, may result if this policy is violated or if other improper use is discovered.

It is the sole intent of the District that the Technology Resources will be used in compliance with the District's curriculum, the students' career development and appropriate self-discovery. The District has not established Technology Resources as a public forum, either full or limited.

2.   Definitions

Technology Resources. Includes, but is not limited to, the Internet, electronic mail ("e-mail"), Computer Systems (as defined below), cameras, televisions, video cassette recorders, laserdiscs, laptops, iPads, telephones and all voice, video and data systems.

Computer System and/or System. Includes, but is not limited to, computer hardware, disk drives, flash/thumb drives, printers, scanners, software applications, the network and any and all other associated equipment.

3.   System Security

System security may be protected through the use of passwords. Each user is responsible for maintaining the privacy of his/her password to avoid unauthorized access and/or inappropriate use. To protect the integrity of the System, the following guidelines shall be followed:

   a.   Users shall not reveal their passwords to another individual.
   b.   Users are not to use a computer that has been logged in under another user's name.
   c.   Users shall immediately notify the District if a security problem is suspected or identified.

4.   Appropriate Use of Technology Resources

The District's Technology Resources shall only be used to access information related to the District's curriculum. The District's curriculum shall include, by way of demonstration and not limitation, a student's course work, a teacher's instructional program, and an administrator's duties.

5.   Prohibited Activity and Inappropriate Use of Technology Resources

Students and all other users of the District's Technology Resources are required to use the Technology Resources in an ethical and responsible manner.

Students are prohibited from engaging in the following activities:

a. Revealing personal information, such as name, address, telephone number, social security number, driver's license number, credit card numbers, pictures, etc. over the Internet or e-mail.
b. Agreeing to meet with someone that he/she has met on the Internet or through e-mail without his/her parent's prior written approval and participation.

All individuals using the District's Technology Resources are prohibited from engaging in the following activities:

1. Retrieving, viewing, obtaining, copying, or sending obscene, pornographic, abusive, threatening, criminal, or otherwise harmful materials. This shall include disturbing, threatening, bullying, or harassing other users and persons on other computer systems by sending unwanted e-mail or by other means.
2. Retrieving, viewing, obtaining, or sending discriminatory or harassing materials. This does not apply to materials gathered which relate to the District's curriculum.
3. Playing games, visiting chat rooms or otherwise using the Technology Resources for non-academic activities.
4. Taking of supplies such as paper, printer ribbons, toner, and writeable media that are provided by the District.
5. Use of the Technology Resources for fraudulent or unauthorized copying, communication or modifications of materials in violation of copyright laws.
6. Invading the privacy of another user, including attempts to gain unauthorized access by using the password or account of another individual, forging e-mail messages or otherwise impersonating another user. This shall also include copying, changing, reading, or using files in another user's area without that user's permission.
7. Giving, lending, copying or selling copies of software on the District's Computer System unless authorized by the District.
8. Attempting to gain or actually gaining unauthorized access to the District's Computer System, programs or equipment.
9. Downloading or uploading without written permission information onto the hard drive of a District computer. This shall also include installation of software not approved by the District.
10. Using the Technology Resources for commercial or for-profit purposes.
11. Using the Technology Resources for personal or private business, product advertisement, fundraising, campaigning, or political lobbying.
12. Removal, destruction, deletion, modification, alteration, abuse or damage to/of the District's Computer System, its hardware or software, regardless of whether the District owns or leases the hardware or software. Tampering with the District's Computer System and/or software applications will be considered vandalism, destruction, and defacement of school property whether the District owns or leases the property. Tampering with includes removing, damaging, deleting, modifying or altering computer hardware or software applications.
13. Infiltration, or "hacking," into any computer system or file, including the District's Computer System.
14. Attempting to access or actually accessing materials or files that the individual know or reasonably believes may negatively affect the integrity of the District's Technology Resources and/or Computer System.
15. Sending obscene, profane, lewd, vulgar, or inflammatory language or messages.
16. Uploading, downloading, creating, or intentionally spreading computer viruses.

Students will take care of District devices entrusted to them for their education:

- No food or uncovered drinks should be next to Chromebooks.
- Cords, cables, headphones, etc. should be carefully inserted and removed from the appropriate port on the Chromebook.
- Chromebooks should not be used or stored near pets.
- Heavy objects should never be placed on top of Chromebooks.
- Extreme temperatures can severely damage your Chromebook.
- When not in use, the Chromebook should be stored in a designated space like a shelf, table, or other protected area.
- Storing the charger with the Chromebook will help you to know where it is at all times.

Carrying Your Chromebook:
- Chromebooks should never be lifted by the screen.
- Chromebooks should be carried with the lid closed.
- If you are carrying the Chromebook in a backpack, avoid sharp objects, avoid throwing your backpack, or leaving it in a location where it might get kicked.

Screen Care:
- Putting pressure on the top of a Chromebook when it is closed can damage the screen.
- Close your Chromebook when not in use.
- Make sure there is nothing on the keyboard before closing the lid (i.e., pens, pencils, etc.).
- Gently clean the screen with non-abrasive cleaning wipes.

6. Consequences for Illegal and/or Inappropriate Use

The use of the District's Technology Resources for illegal or inappropriate purpose or in support of such activity is strictly prohibited. Illegal activity is defined as any activity that violates federal, state, or local law and regulations. Inappropriate activity is defined as any activity that violates this policy or the intended use of the Technology Resources. Violation of this policy by any individual may result in temporary or permanent suspension of Internet and/or e-mail privileges, as well as further disciplinary measures, as provided for by the Student Code of Conduct or legal action.

All individuals using the Technology Resources of the District shall be responsible for damages to the Computer System, equipment and software resulting from deliberate or willful acts. Illegal use of the network, intentional deletion or damage of files or data belonging to others, copyright violations, or theft of services will be reported to the appropriate legal authorities for possible prosecution.

7. Rights and Responsibilities of the District

The District reserves the right to monitor any and all activity involving the Technology Resources including, but not limited to, searching data or e-mail stored on all District-owned Technology Resources at any time and for any reason. As such, users of the Technology Resources have no right of privacy in such data. The District reserves the right to terminate or modify, in full or in part, the Technology Resources offered by the District. The District further reserves the right to terminate the privilege of any user to access the Computer System on its own authority, so long as such decision is not in conflict with any master agreement.

8. Disclaimer

The District makes no warranties of any kind, whether expressed or implied, for the Technology Resources it is providing. The District shall not be responsible for any damages incurred by a user of the Technology Resources, including loss of data resulting from delays, non-deliveries, mis- deliveries, or service interruptions. The District does not endorse or guarantee the accuracy or quality of information obtained via the Internet or electronic mail.

In no event shall the District be liable for any damages (whether direct, indirect, special or consequential) arising out of the use of the Internet, accuracy or correctness of databases or information contained herein, or related directly or indirectly to any failure or delay of access to the Internet or other network application.

_____   _____   _____
Student Signature   **Student ID #**   **Date**

_____   _____   _____
Parent/Guardian Signature   **Printed Name**   **Date**