

Bay City Public Schools



Technology Handbook

Policies and Procedures
For All Users of Technology
In the Bay City Public Schools

Revision 10.0

Bay City Public Schools Technology Vision/Goals

The vision of technology in the Bay City Public School District is (1) To enhance and enrich curriculum, (2) To improve communications, and (3) To improve productivity. Bay City Public Schools will provide an environment where students will use technology as a tool to enhance success in the following ways:

- Integrate technology into school curriculum.
- Provide connectivity between classrooms, buildings, home and the community.
- Provide student, parent, staff, teacher and community access to the Internet within district facilities.
- Provide continuous and comprehensive professional development training for district staff and parents.
- Collaborate with building administration and teaching staff on integrating technology as part of our school district improvement plans.

Bay City Public Schools Technology Handbook

Web Site: www.bcschools.net

E-mail contact: technology@bcschools.net

This policy was developed by the District Technology Team; a committee consisting of over 50 people including instructional staff, community members, board members, administrators, support staff and technicians.

For questions or comments, contact:

David Quesada
Director of Technology
McKinley Building
(989) 667-0831

It is intended that this policy handbook will be reviewed regularly and updated, as needed.

Use of District Computers Policy

Users authorized to operate a computer on either a building level or district-wide computer network and related terminals shall be assigned a user code/password by a Technology Department staff member. Each user's password shall be changed periodically by the user for security reasons. (Each building in Bay City Public Schools will have a building representative or a District technician with password rights.)

No person (employee, student, or visitor) is to use any computer and/or related equipment without proper authorization.

In order to become authorized to use the District's building level or district-wide computer network, a person must qualify in at least one (1) of the following categories:

- be an employee of the District with an assigned user code/password;
- be a student in the District with an assigned user code/password;
- be a maintenance person from the computer manufacturer providing the District with a maintenance contract;
- be a temporary user approved by the Superintendent or designee.

The purpose for technology in the Bay City Public Schools is to *enhance learning, to improve communications, and to improve productivity.* Any other use of Bay City Public Schools computers is not authorized.

Where investigation confirms unauthorized use, prompt corrective action shall be taken according to employee management through the Human Resources Department or student code of conduct as appropriate.

Network Policy

Members of the Bay City Public Schools network community have certain network privileges. Infringement of, or disrespect for, the rights of others may result in the loss of network privileges. These privileges include:

- **Confidentiality.** All e-mail, documents, files and management software will be treated as confidential. However, if a user is believed to be in violation of the policies stated in this handbook, system administrators or teachers may need to gain access to files, e-mail, and/or Internet usage records per the request of building or district administrators. System administrators may need to access files as part of regular maintenance. The Bay City Public Schools, as the owner of the network, including the hardware and software purchased by the district, reserves the right to inspect or review all information on the network. This includes e-mails, Internet traffic, and files stored on the network or other storage devices provided by the district. The BCPS trusts its employees to understand and comply with rules and guidelines and will not routinely infringe on individuals' confidentiality or use unless there is reason known to investigate problems/complaints. For the safety of yourself, the district, and fellow employees/users it is important that you restrict use of electronic resources to the purposes they are provided. In

the event of a F.O.I.A. request, all communications could become public. Keep e-mail content appropriate to the business workplace. Personal communications are allowed within appropriate guidelines.

- **Access.** It is the intent of Bay City Public Schools to provide comparable access to as many network services as the technology allows. Exploration of the Internet is encouraged relative to the purposes of the Network; however, no single user should monopolize a computer or the network they use. Users may be required to remove files if total system storage space becomes low.
- **Safety.** To the greatest extent possible, network users will be protected from unwanted or unsolicited contact. Any community member who receives threatening or inappropriate communications should bring them to the attention of a system administrator or teacher immediately. Users must be aware that there are many services available on the network or Internet that are offensive and/or inappropriate to certain groups of users. Users are expected to use common sense and caution. The BCPS does employ the use of electronic firewalls in an attempt to limit unwanted or inappropriate content. Users should understand these firewalls are not guaranteed to restrict all inappropriate content.
- **Intellectual Freedom.** The District encourages intellectual freedom within the network in compliance with District policies.
- **Guest Access.** Anyone may request a special account on the Network (school server). These requests will be reviewed on an individual basis, depending on need and resource availability. Approval or denial of request will be determined by the Superintendent or designee.

Responsibility of Network Users

- **Be polite.** Do not be abusive in your communications.
- **Use suitable language.** Do not use profanity, vulgarities, sexually oriented or other inappropriate language.
- **Do not reveal any personal information** (personal address, phone number, etc.) **or that of others.**
- **Remember that electronic mail messages are not guaranteed to be private.** Those who operate the various on-line services have access to all messages and can report to the authorities messages which support illegal activities.
- **Do not knowingly or inadvertently degrade the performance of the network.** Use of the network other than for enhancing the curriculum, improving communications, or improving productivity can also be interpreted as degrading the performance of the network.
- **Honor all rules of copyright and personal property.** Ownership of text, music, software, and other media is protected to the full extent of the law and must be protected. Use of data/information from the Internet may be done only within the realm of copyright laws, policies and crediting sources.
- **Do not knowingly or inadvertently spread computer viruses.**
- **Never share your password or account with anyone.** Each user has the responsibility for the appropriate use of his/her account and will be held responsible for any policy violations that are traced to that account.
- **Use of network for any illegal activity is prohibited.**

For e-mail to groups larger than 10 (mass e-mail), please follow the guidelines below.

- 1) Please use mass e-mails only when completely necessary.
- 2) Content shall be of specific interest to staff members the message is sent to. Personal mailings or irrelevant subject matter is unacceptable. Use your common sense and follow the same district policies that would apply to use of inter-school mail. Remember that if your message is addressed to all address book members, this will include all staff members, including teachers, administration and board members, parent volunteers and some students.
- 3) If you have any questions about sending multi-building mass e-mails, please contact Technology and Information Services (667-0831) or your building administrator for issues concerning use in your building.

Examples:

Appropriate Use (to very targeted groups): Committee meeting date and time announcements, BCEA business, staff development, school fundraisers, "Acts of God," benefits/donations (health issues for employees or their families).

Non-Appropriate Use: Announcement of after-school staff parties, personal sales or classified-type ads, slanderous speech, personal fundraisers, etc.

Policy on District-Provided Access to Electronic Information, Services and Networks

Freedom of expression is an inalienable human right penned in the Constitution. It is the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the related right to receive information. Such rights influence the complete spectrum of its citizens. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, Bay City Public Schools considers its own stated educational mission, goals, and objectives. Electronic information research has become a fundamental skill for members of our society. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources around the world. The District expects that the faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access to Internet resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives. Students should not be instructed to 'surf the web' when finished with other assignments. Similarly, students should not be allowed to use instructional time for computer activities outside the realm of the class/course objectives, including games, unless it is in direct support of the curriculum.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other potentially offensive media.

Use of District-provided Internet access is to facilitate communication in support of research and education. To retain access, network use must be in support of and consistent with the educational objectives of Bay City Public Schools. Access to the Bay City Public Schools network is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will remain private. Electronic files stored on school-based computers will be treated as school property. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following uses of any network services are prohibited by the Bay City Public Schools. Moreover, this prohibited activity may be illegal and subject the offending users to criminal prosecution.

- A. Do not access, upload, download or distribute pornographic, obscene or sexually explicit materials.
- B. Do not transmit pornographic, obscene, abusive or sexually explicit materials, "stalk" or harass others.
- C. Do not use the network to violate local, state or federal statutes.
- D. Do not vandalize, damage, disable or "hack" the files of others. Creation of a "virus" is considered vandalism.
- E. Do not access the files, information, or software of others without prior authorization.
- F. Do not upload, download, or otherwise use copyrighted material or other intellectual property of others without prior authorization. Copyright violations can result in fines or imprisonment.
- G. Do not post student grades in any format that is viewable via the Internet.

Any violation of District policy and rules may result in the loss of District-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

All employees should be aware of Michigan Compiled Law Section 411s which states in part "... state law provides that use of the Internet, or other similar telecommunications devices, to wrongfully harass, annoy or threaten others, can be a felony punishable by up to two (2) years imprisonment or fines up to \$5,000 (or more if certain other conditions apply). Generally such conduct included posting of messages or communications, where the provisions of such information causes a victim to be harassed or threatened. Harassing or threatening actions includes attempting to communicate, transfer, send, post, publish, disseminate or otherwise communicate information, whether truthful or untruthful, without the person's consent, where such information is intended to cause conduct that will terrorize, frighten, intimidate, threaten, harass, annoy or molest the victim."

Bay City Public Schools makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The District will not be responsible for any damages users suffer, including---but not limited to---loss of data resulting from delays or interruptions in service. The District will not be responsible for the accuracy, nature, or quality of the information stored on District diskettes, hard drives, or servers; nor the accuracy, nature, or quality of information gathered through District-provided Internet access. The District will not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet.

Policy on District-Provided Internet Access

Bay City Public Schools is pleased to offer access to the Internet. The Internet is an electronic highway connecting millions of computers and millions of individual users all over the world. Computer technology will help propel our District through the communication age, allowing one to access and use resources from distant computers; communicate and collaborate with other

individuals and groups around the world; and significantly expand their available information base. The Internet is a tool for lifelong learning.

Families should understand that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which the student's parent or guardian would be liable.

While the District's intent is to make Internet access available in order to fulfill its educational goals and objectives, users may find ways to access other material(s), as well. If the District decides to install technical methods or systems to regulate Internet access, those methods could not guarantee compliance with the District's acceptable use policy. The District believes the benefits of having access to the Internet exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, the Bay City Public Schools requires parents/guardians to review the Technology Handbook and return the signed receipt at the back of the book. Parents/guardians who wish to exclude their child from using the Internet may contact the teacher and/or school administrator to discuss alternatives for completing class requirements.

NOTICE: This policy and all its provisions are subordinate to local, state and federal statutes.

Internet Access Contract

Acceptable use of the Internet includes, but is not limited to, the following:

- a. to facilitate research;
- b. to facilitate distance learning activities;
- c. to develop District approved web pages;
- d. to develop skills pursuant to job orientation;
- e. to encourage and support connectivity with appropriate agencies;
- f. to improve communication in the school district;
- g. to improve communication within the community;
- h. to improve school/business partnerships within the community;
- i. to accommodate adult education;
- j. to gain access to technical support for hardware and software.

This is an access contract for anyone using Internet connections from the facilities of, or associated with Bay City Public Schools. This is a basic contract that simply states:

1. I have read and understand the Bay City Public Schools *Technology Handbook*.
2. Any modem or outside communication from this facility must be under the direction of a staff member of Bay City Public Schools.
3. Any Bulletin Board Space access must be under the direction of a staff member of Bay City Public Schools.
4. Any Internet connection must be under the direction of a staff member of Bay City Public Schools. Students may not use e-mail, instant messaging, or chat rooms with school computers (including web based mail such as Hotmail or AOL mail) unless that activity is part of a supervised class project. In the event of future e-mail access being granted for students, usage is to be restricted to school related activities/projects.
5. Bay City Public Schools does not authorize use of the modem or any communication device for any reasons other than educational purposes.
6. Bay City Public Schools releases itself from liability for any inappropriate and/or illegal action on the Network and any other communication devices used in the District.
7. TTI computers may only access the Internet at school facilities via the school network, not by dial-up. When used at home via phone dial-up, filtering/blocking must be in place and/or be used for bona-fide research by adults.

Due Process and Discipline in the Bay City Public Schools Technology Program

The entire foundation and success of public school education depends on the basic concept of self-discipline, which will allow all individuals to exist in a world of change and with the individual rights afforded them by our Federal and State Constitutions. Certain standards of conduct are necessary to assure that people seeking to express their own individual rights, do not at the same time infringe upon the rights of others.

Recognizing that some users may misuse or abuse the technology of the school district, school administration may find it necessary to remove a user from the district technology program. In this event, due process procedures according to the student code of conduct, technology handbook procedures, and Bay City Public Schools Human Resources department practices will be followed as appropriate.

General steps for student discipline in grades 6-12 are (1) access denied for 1 to 2 weeks, (2) suspension, (3) possible Project Success and/or removal from class.

Receipt of the Handbook (Revision 10.0)

Return this page to your associated school building
indicating that you have received this booklet.

Complete the following if the potential network user is a minor child.

I have received, read, and discussed with my minor child, the Bay City Public Schools Technology Handbook as assigned to:

Print Student's Name

Student Number

Minor Child's Signature

Date

Parent/Guardian Signature

Date

Print Parent/Guardian Name

Address/City/Zip

Phone Number

Teacher's Name

Student's Current Grade

Graduating Year

Complete the following if the potential network user is 18 years of age or older.

I have received and read the Bay City Public Schools Technology Handbook:

Signature

Date

Print Name

Student photos are often taken during school and classroom activities. Occasionally, student photos and names (*first names only*) appear on the Bay City Public Schools' website: www.bcschools.net, individual school web sites and other district communication.

I give my consent if my child's photo and name were to appear on the above websites, as well as other district communication.

Parent Signature

Date