SPRINGER MUNICIPAL SCHOOL
TECHNOLOGY ACCEPTABLE USE POLICY

2010-2011

PURPOSE

The purpose of this policy is to provide the procedures, rules, guidelines and code of conduct for the use of technology and the information network in the Springer Municipal Schools District. Use of such technology is a necessary element of the School District’s educational mission, but is furnished to staff and students as a privilege, not a right. The School District seeks to protect legitimate users of technology by establishing limits on such use and sanctions for those who abuse the privilege. Eliminating computer abuse provides more computing resources for users with legitimate needs.

To obtain access to technology equipment; internet services and exchange services, all students must obtain parental consent.

The signatures at the end of this document is (are) legally binding and indicate (s) the party (parties) who signed has (have) read the terms and conditions carefully and understand (s) their significance.

SUMMARY

Public technologies such as computer laboratories, desktop computers, servers, electronic mail, Internet access, and any other form of electronic communication are provided as a service by Springer Municipal Schools (hereinafter referred to as “SMS”) and to students at their respective schools. Use is a privilege, not a right. Students should be good citizens; they must refrain from activities that annoy others or disrupt the educational experiences of their peers. The student is ultimately responsible for his/her actions in accessing the above listed services. Failure to comply with the regulations below and in the SMS Handbook may/will result in loss of access privileges and/or appropriate disciplinary action. Severe violations may result in civil or criminal action under the New Mexico Revised Statutes or Federal Law.

OWNERSHIP

All hardware, software, voice-mail, electronic mail, and any other stored documents or data on a retrievable medium including, but not limited to, floppy disks, hard-drives, cd-roms/DVDs, zip drives, flash drives, etc. that are resident on district equipment, are, and shall remain, the property of SMS. This excludes homework assignments, book reports, and material of a similar nature that the student needs to complete his/her work.
COMPUTER USE

Inappropriate use of any computer or computer workstation can be a severe offense. Please note that it is a violation of SMS policy to:

1. Copy software; Duplicate copyrighted software. It is a criminal offense to copy ANY software that is protected by copyright, unless such copying is expressly provided for within the copyright;

2. Use licensed software in a way in which it was not intended; Use licensed software in a manner inconsistent with the licensing agreement.

3. Copy, rename, alter, examine, install or delete the files or programs of another person or SMS; or to collect, read, or destroy output other than your own without permission of the owner or an SMS official;

4. Use a computer to annoy others, including, but not limited to, sending offensive messages, threatening another person, or intentionally cause a computer system or network to crash;

5. Use a computer for non-school-related activities, including but not limited to, personal or private business, non-SMS sanctioned clubs, organizations, and/or activities; without the express permission of the Network Administrator;

6. Create, disseminate, or run a self-replication program (virus, worm, or any other program that inhibits operation of a computer or network (whether destructive or not), distributing large quantities of information that overwhelm the network including, but not limited to, chain letters, network games, mass copying of files for no specific reason, etc.;

7. Use software not expressly provided by SMS for use on District computing equipment. Students are not to download executable software off of the Internet for any reason. This does not restrict a student from downloading and/or printing a document in conjunction with homework or other teacher assigned activities;

8. Access or attempt to access a desktop, network, or host computer without having obtained the appropriate access log-in ID and password legitimately, and/or through use of log-in information belonging to another person. This is considered “hacking” and/or “trespass” and will be dealt with appropriately; and

9. Tamper with switch settings, move, reconfigure, or do anything that could damage terminals, computers, printers, or other equipment. Individuals responsible for damaging these or any hardware, software, computer system, or computer lab in any manner will be financially responsible for all repairs and/or replacements. This includes, but is not limited to, unplugging cables, plugging cables into inappropriate locations, or other related activities that may cause the network or connection to the network to fail or to function improperly.
INTERNET USE

The Internet is an electronic network connecting millions of computers and individual subscribers worldwide. The purpose of the Internet is to support world-wide access to business and educational information by individuals. The use of your account must be in support of educational research and consistent with the educational objectives of SMS.

1. Internet Access. Internet access may be provided to students for research activities relating to their classes. Students may also have access to:
   
   A. Electronic mail communication with people all over the world
   B. Information and news from hundreds of research institutions
   C. Various discussion groups which include chat rooms
   D. Many library catalogs
   E. The graphics based World Wide Web via a web browser
   F. Electronic bulletin boards

2. Network Etiquette. You are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:
   
   A. Be polite. Do not be abusive in your messages to others.
   B. Use appropriate language. Do not swear, use vulgarities or any other inappropriate or suggestive language. Illegal activities are strictly forbidden. Do not insult or demean another person or group.
   C. Do not use the electronic system as a means to harass, intimidate, or bully students, staff or community.
   D. Do not reveal your personal address or phone number or that of other students or staff members, except when authorized by a parent and where instructed to do so by a teacher or SMS staff member.
   E. Note that e-mail is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
   F. Do not disrupt the use of the network by other users.

3. Inappropriate use of an account. The use of the Internet is a privilege, not a right. Inappropriate use will result in cancellation of privileges. The following are examples of inappropriate use.
   
   A. Use or attempt to use another person’s log-in and/or password.
   B. Copying, transferring, or duplicating software owned by or registered to SMS.
I understand and will abide by the SMS Technology Acceptable Use Policy. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

As the parent or guardian of this student, I have read and understand the Technology Acceptable Use Policy. I have reviewed and discussed this policy with my child. I understand that this access is designed for educational purposes. I also recognize it is impossible for the Springer Municipal Schools System to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision, if and when my student's use is not in a school setting. I hereby give permission to issue an account for my student, or to otherwise allow him/her access to SMS District computing equipment and the Internet.

Parent's Full Name ___________________________ Date _______________
(Please Print)

Parent's Signature ______________________________________________

Student's Full Name ___________________________ Date _______________
(Please Print)

Student's Signature _____________________________________________
Student signature required for 3rd through 12th grades only.
SPRINGE R MUNICIPAL SCHOOL  
Technology Acceptable Use Contract for E-mail accounts

As a user of the Springer Municipal Schools e-mail exchange server, 

I, __________________________, recognize and understand that the district's e-mail systems are to be used for conducting the educational business only. I understand that use of this equipment for private purposes is strictly prohibited. Further, I agree not to access a file or retrieve any stored communication or data other than where authorized unless there has been prior clearance by an authorized SMS representative.

I am aware SMS reserves the right to review, audit, intercept, access, and disclose all matters on the district's e-mail systems and servers at any time, with or without employee notice or consent. I am aware that E-mail is considered district property and public record. Citizens, constituents, staff are legally allowed to request specific users email records under the NM Public Records Law, so that all communication on said system should be edited for content, relevancy, and appropriateness to school functions. I am aware that use of an SMS provided password or code does not restrict the district's right to access electronic communications. I am aware that violations of this policy may subject me to disciplinary action.

I acknowledge that I have read and that I understand the SMS Technology Acceptable Use Policy regarding e-mail, computer hardware usage, computer software usage, and Internet access. I acknowledge that I have read and that I understand this notice and that a copy of the entire policy has been provided to me.

_________________________________  ________________________
Student Signature  Date

Student signature required for 3rd through 12th grades only.

I hereby give permission to issue an email account for my student, or to otherwise allow him/her access to SMS District exchange services provided for email usage.

_________________________________  ________________________
Parent Signature  Date
Internet/Photo/Video Release Form
(Photography and Student Names Internet Release Form)

www.springerschools.org

The Springer Website is primarily used to publish school related information for students, parents and the general public. As such, student photographs and work may be included to highlight school & class projects, activities and accomplishments. Student pictured will not have any personal information associated with the highlight, along with identification used will be by first names only.

Springer Municipal schools would like to ensure that certain publishing guidelines are being followed in the development of the school web site. For this reason, we will require parental or guardian consent for the release of student photographs to be published.

☐ YES, my child(ren)'s photographs may be posted.

☐ NO, any photograph depicting my child(ren) may not be posted.

Name of Student (please print) ____________________________

_________________________  _______________________
Signature of Parent/Guardian               Date