

# **MMLA Policies Related to Technology**

## *Appendix A: MMLA Acceptable Use Policy*

Use of communication software and on-line services is an important skill for today's technologically literate students. **MMLA** wants to open this important avenue of telecommunication and research to our students while ensuring their safety. Please review these policies with your son/daughter with particular attention to #8. Students need to be reminded that the traditional parent warnings against "talking to strangers" apply in this case for the same safety reasons.

1. All use of on-line services (i.e. Internet) must be in support of education and research, and must be consistent with the purposes of **MMLA**.
2. Any use of the network for commercial or for profit purposes is prohibited. Students are not to make purchases on-line from school.
3. Network and E-mail accounts are to be used only by those authorized to use the account for school related purposes.
4. Communications via the network or E-mail should not be assumed to be private or privileged information.
5. Malicious use of the network or E-mail to develop programs that harass other users, infiltrate a computer network system, and/or damage the software components of a computer or computing system is prohibited.
6. Use of the network or E-mail to transmit material likely to be offensive or objectionable to recipients is prohibited. (i.e. hate mail, harassment, discriminatory remarks, flaming, slamming and other antisocial behaviors)
7. The illegal installation of copyrighted software for use on our computers is prohibited.
8. When using the Internet, students should not use their full names or give out their home telephone number, home address, or school name. We also recommend that you not give out your social security number, bank account numbers, or credit card numbers.
9. I will treat all computer equipment with care and will leave it in good working condition when I am finished. I will BE SAFE, RESPONSIBLE, and KIND to the computers when I am using them.
10. I understand that the school software cannot be copied by me to use on any other computer because this would violate copyright law.
11. I will not bring in any of my own software to use on the school computers because this would violate copyright law.

\* Note: Please understand that the Internet is a non-censored media and the possibility exists for inappropriate material to be displayed. The utmost care will be taken in the classroom to avoid this situation. **MMLA** will not be held liable for any indiscretions involving Common/Internet use. Students should never respond to any messages that are suggestive, obscene or threatening. Show such messages to an adult/teacher so they can forward a copy to the service provider for investigation.

**MMLA** reserves the rights to log Common/Internet use; to monitor file server space utilization by users; and remove a user from the network in case of unauthorized activity. **MMLA** has adopted a policy for Internet safety that blocks or filters access to web sites which may be considered obscene, are found to contain pornography, are harmful to students, or are inappropriate for student use as determined by the Superintendent or their designee. **MMLA** also reserves the right to block students' access to chat rooms or other forms of electronic communication (e.g., instant messaging) that may pose a threat to student safety.

Abuse is considered serious misconduct and will be dealt with by loss of computer privileges. I understand that if I violate any of the above rules, I could lose my computer privileges, both at home and at school.

Student Signature \_\_\_\_\_ Date / / \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date / / \_\_\_\_\_

## **Appendix B: MMLA Technology Use Policy**

### **Mid-Michigan Leadership Academy**

#### **Computer Technology and Networks**

The Board of Directors is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of school operations. It also recognizes that safeguards have to be established to ensure that the School's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects.

The Superintendent has directed to establish administrative guidelines not only for proper acquisition of technology but also to ensure that staff and students are making appropriate and ethical use of the computers and other equipment as well as any networks that may be established.

The Superintendent has also directed that both staff and students are adequately informed about disciplinary actions that will be taken if school technology and/or networks are abused in any way or used in an illegal or unethical manner.

The Board of Directors has demonstrated through the promulgation of several technology-related policies that it is committed to protecting children from harm via the Internet. More specifically, Policy #7541 entitled "Acceptable Use" states, "MMLA will implement filtering software intended to block minors' access to materials that are obscene, child pornography, harmful to minors, or that the Academy determines to be inappropriate for minors." Currently, MMLA uses a proxy server with DansGuardian for internet content filtering.

#### **Technology Privacy**

The Board of Directors recognizes its staff members' right to privacy in their personal lives. The School has established this policy to inform staff members of the School's position with respect to staff-member privacy in the workplace and to protect the School's interests.

All computers, telephone systems, electronic mail systems, and voicemail systems are the schools property and are to be used primarily for School-related, business purposes. The School retains the right to access and review all electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the School's computer system, telephone system, electronic mail system and voicemail system. Staff members should have no expectation that any information contained on such systems is confidential or private.

A review of such information may be accomplished by the School with or without the staff member's knowledge. The use of passwords does not guarantee confidentiality, and the School retains the right to access information in spite of any passwords. All passwords or security codes must be registered with the school. A staff member's refusal to permit such access may be grounds for discipline up to and including discharge.

Computers, electronic mail, and voice mail systems are to be used primarily for School related business purposes. Personal messages via School-owned technology should be limited in accordance with the Principal's guidelines. Staff members are prohibited from sending offensive, discriminatory or harassing computer, electronic or voice mail messages.

This policy is necessary to ensure that School resources are used properly. A review of computer files, electronic mail, and voice mail will only be done in the ordinary course of business and will be motivated by a legitimate business reason. If a staff member's personal information is discovered, the contents of such discovery will not be reviewed by the School, except to the extent necessary to determine if the School's interests have been compromised. Any information discovered will be limited to those who have a specific need to know that information.

The administrators and supervisory staff members authorized by the Superintendent have the authority to search and access information electronically.

All computers and any information or software contained therein are property of the School. Staff members shall not remove or communicate any such information in any form for their personal use or for the use of others. In addition, staff members may not copy software on any school computer and may not bring software from outside sources for use on school equipment without the proper approval of the Superintendent or a staff member authorized by the Superintendent. Such pre-approval will include a review of any copyright infringements or virus problems associated with outside software.

