

## **Electronic Information Access and Use Policy**

A major goal of the Bloomfield Hills School District is to prepare today's students and staff for life in the 21<sup>st</sup> century and to insure a technologically literate citizenry and a globally competitive work force.

The District encourages and strongly promotes the use of electronic information technologies in educational endeavors. The District provides access to information resources in a variety of electronic formats and for the development of information management skills, including the skill of discerning the validity and value of such information. Together, these allow learners to access current and relevant resources, provide the opportunity to communicate in a technologically rich environment, and assist them to become responsible, self-directed, life-long learners.

The District, however, expects the staff and students to conform to ethical and legal standards in the use of technology and to demonstrate knowledge and responsibility in the use of resources, processes and systems of technology. All users of Bloomfield Hills Schools technology will comply with the terms of Regulation 6710.1 which governs the use of such technology.

Approved 3/4/97

## **Electronic Information Access and Use Regulation**

All users of Bloomfield Hills Schools technology will comply with the terms of this regulation governing the use of such technology.

### **Users**

All account holders on the District network are users and will be granted access to all network services upon receipt by the system administrator of acknowledgment of the policies set forth in this Electronic Information Access and Use Policy in the attached form. The following people may hold accounts on the District network:

- a. *Students.* Students who are currently enrolled in the District may be assigned a network account upon agreement to the terms of this Electronic Information Access and Use Policy.
- b. *Faculty and Staff.* Current employees of the District may be assigned a network account upon agreement to the terms of the Electronic Information Access and Use Policy.
- c. *Others.* Anyone may request assignment of a special account on the District network. These requests will be considered on a case-by-case basis, which will take into account need and resource availability.

### **District Rights and Responsibilities**

The District is responsible for the management of the structure, hardware and software<sup>1</sup> used by the District to allow access to information technologies for educational purposes. These include:

- a. Assigning and removing user accounts.
- b. Maintaining and repairing District equipment.<sup>2</sup>
- c. Selecting software for the network.
- d. Establishing this Electronic Information Access and Use Policy.
- e. Providing resources to support the District's goals, and
- f. Providing training opportunities for use and application of information technologies, including training and information on new technologies, software and media as they are acquired and put into use in the District.

The District has the right to review and edit all publicly posted material and may remove any content that it finds to be objectionable or not in support of the District's goals. Nevertheless, because the District cannot comprehensively monitor the content of the equipment, the District is not responsible for unauthorized actions or resources.

The District does not warrant that the equipment meets any specific requirements or that it will be error free. The District hereby **disclaims liability for any direct, indirect, incidental or consequential damages, including lost data, information, or time, sustained or incurred in connection with the use operation, or inability to use the equipment. The District shall have no liability for any cause or action or other claim arising from the use of the equipment, whether from authorized or unauthorized uses.**

### **Rights of Users**

The use of the District equipment is a privilege which may be revoked by the District pursuant to this Electronic Information Access and Use Policy.

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<sup>1</sup> "Software" means computer programs in any form and related print and non-print resources.

<sup>2</sup> "District equipment" includes, but is not limited to, computers, disk drives, printers, scanners, networks, Internet sites, software, video and audio recorders, cameras, photocopiers and facsimile machines, phones and e-mail accounts and related electronic resources.

Users have the right:

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- a. To use authorized equipment for which they have received training to facilitate learning and to enhance educational information exchange, and
  - b. To use the authorized equipment to access information from outside resources that facilitate learning and enhance educational information exchange.

Users have the conditional right to subscribe to Internet listservs and news groups that facilitate learning and enhance educational information.

## **Responsibilities of Users**

Users are responsible for:

- a. Using the equipment only for facilitating learning and enhancing educational information exchange consistent with the goals of the District. Use of the equipment for private business, product advertisement, political lobbying, unauthorized entry into other computer systems, or for making any financial commitments is strictly prohibited.
- b. Attending appropriate training sessions in the use and care of the equipment.
- c. Adhering to rules established from time to time by the District for the use of the equipment.
- d. Observing and maintaining privacy of passwords.
- e. Using only approved, contamination-free software that is properly purchased. Users are advised that unauthorized use of software may violate the copyright laws of the United States, that they are strictly prohibited from using any software in connection with District equipment unless such use is authorized by the copyright owner and such authorization is fully documented in accordance with standards established from time to time by the system administrator. Users are advised to use extreme care in the transfer of files to avoid contamination of the system with viruses and that they will be held responsible for damages to the equipment resulting from inappropriate transfer of files.
- f. Obtaining the approval of the system administrator prior to subscribing to any listserv or news group.
- g. Maintaining the integrity of the equipment, including the electronic mail (e-mail) system, reporting violations of privacy and making only those contacts that facilitate learning and enhance educational informational exchange. Use of the equipment to make discriminatory or harassing statements, vulgarities, obscenities or disparaging comments, including the transmission of pornography, is strictly prohibited. Each user agrees to delete diligently old mail messages from the personal mail directory to avoid excessive use of the electronic mail disk space. Each user authorizes the District to delete mail messages at such intervals as the District may deem necessary or desirable from time to time, and the District shall not be liable for any such deletion.

## **Privacy**

Users acknowledge:

- a. That there is no expectation of privacy in the use of the equipment. The District reserves the right to retrieve and review any message composed, sent, received or stored through the use of the equipment.

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- b. That all passwords and encrypted information are the property of the District. Users may not use a password that has not been assigned to that user by the system administrator.
  - c. That the District reserves all rights to material contained in the equipment and may remove any information that the District, in its sole discretion, deems inappropriate or unauthorized.

### **Consequences of Inappropriate or Unauthorized Behavior**

Users are liable for all consequences, including any monetary damages, resulting from unauthorized use of the equipment or failure to comply with this Electronic Information Access and Use Policy.

The system administrator may, in his/her sole discretion, revoke the privileges and close the account of any user who fails to comply with any provision of this Electronic Information Access and Use Policy.

Users violating this Electronic Information Access and Use Policy may be subject to additional disciplinary action in accordance with District disciplinary policies and guidelines.

## **Acknowledgment Electronic Information Access and Use**

I, \_\_\_\_\_, hereby apply for access to the Bloomfield Hills Public Schools network services. I confirm that I have read and understand the attached Electronic Information Access and Use Regulation and agree to be responsible for and abide by the terms of this agreement. I understand that should I commit any violation, my privileges may be revoked and that school disciplinary or legal action may be taken.

Printed Name:

Signature: \_\_\_\_\_ Date:

**Students: If you are a student, your parent or guardian must also  
execute this Acknowledgment.**

As the parent or guardian of the above-named student, I acknowledge that I have read the attached Electronic Information Access and Use Regulation and consent to the District's grant of access to network services.

Printed Name:

Signature: \_\_\_\_\_ Date: