

ARMADA AREA SCHOOLS TECHNOLOGY POLICY

Armada Area Schools has adopted a Technology Policy to protect the many types of equipment, computer software, and other forms of technology available for use. It is our philosophy, that in order to enhance the learning process, technology is made available to everyone. The use of equipment and the Internet is a conditional privilege. Disciplinary action will be taken against anyone not adhering to this policy.

The Internet is for educational use only. Armada Area Schools has taken all available precautions to restrict users from accessing inappropriate materials. However, it is impossible to filter out every inappropriate Web Site. Therefore, we expect the user to take responsibility in using the Internet, and at no time shall a user intentionally look for an inappropriate Web Site or perform any of the following:

- Access the Internet with someone else's account and password.
- Give their user account/password to someone else.
- Use the Internet to send or receive messages that are not of educational value.
- Use the Internet for personal gain or business.
- Use the Internet to obtain illegal copies of software or printed materials. Users must obey all copyright laws.
- Give out personal information on the Internet, nor agree to meet people without parental consent if underage.

USER RIGHTS

- ◇ Users have the right to use all authorized equipment and software and to access the Internet as long as the Agreement for "Technology Policy Agreement" has been signed.

USER RESPONSIBILITIES

- ◇ All users have the responsibility to properly utilize equipment and software in the appropriate assigned areas of the school.
- ◇ Any user intentionally destroying or tampering with equipment, software, or school files will face disciplinary action. This includes suspension, expulsion if the user is a student, or termination of employment if employed by Armada Area School District.
- ◇ Users will adhere to all rules established for the use of equipment and software in the classroom, computer labs, media centers, or office area.
- ◇ Users must never intentionally transmit computer viruses.
- ◇ Users must never destroy or tamper with other users' files, directories, account information, or passwords.

- ◇ Users are responsible for reporting any security problems with the equipment, software, or their own personal information to the Building Administrator.
- ◇ Users may never install illegal software on any district owned computer or illegally copy district owned software.
- ◇ Users, who are issued passwords or ID's, may never give or share this information with anyone else.
- ◇ Any technology purchased for Armada Area Schools with school funds or grant money must receive prior authorization from the school or department's chief administrator. Any technology that will be serviced by the Technology Department, must also be approved by Armada's Director of Technology for compatibility with district infrastructure, policy, and present equipment. Failure to do so could result in the denial of budget or grant funds for that purchase. It is highly recommended that authorization be received prior to the submission of budget requests or grant applications.
- ◇ User's who bring in their own personal equipment are responsible for that equipment. Armada Area Schools will not be responsible for lost or damaged equipment purchased by a user.
- ◇ All equipment and software is for educational use only. Any user caught running a business from district owned equipment and or software, will face disciplinary action.

USER DISCIPLINARY ACTIONS

Any user violating the Technology Policy will face disciplinary action, which may include one or all of the following:

- ◇ User may be banned from using any technology equipment and/or Internet.
- ◇ User may be required to make full financial restitution for any damaged technology equipment and/or software, which would include any service call fees associated with a third party vendor who is called into the district to fix problems.
- ◇ User may face suspension, expulsion, termination, and/or criminal charges if caught doing anything illegal or destructive with the technology equipment, software, school files and/or the Internet. The district's legal/insurance protection will not cover any person who violates this policy.

**ARMADA AREA SCHOOLS
TECHNOLOGY POLICY AGREEMENT
FOR PARENTS/GUARDIANS & STUDENTS**

Access and use of technology in the Armada Area Schools is a conditional right for students and staff. Every person accessing technology must read the Technology Policy and agree to adhere to the policy before a student is allowed to access any of the technology equipment or Internet.

I have read the Armada Area Schools Technology Policy and fully accept the policy as set. I further understand that I will face disciplinary action as described in the Disciplinary Action section of the policy if I do not adhere to these guidelines. I further understand that if I am under the age of 18, my parents/legal guardian will assume the financial restitution involved to the Armada Area School District.

We, the parents/legal guardian of _____, have read and discussed the Technology Policy with our son/daughter and agree to its condition, rules, and regulations.

_____ Date: _____
Parents/Legal Guardian's Signature

I, _____, have read and discussed with my parents/guardians the Technology Policy and agree to its conditions, rules, and regulations.

_____ Date: _____
Student's Signature

Please fill out this form and send it along with your son/daughter. All forms will be kept by the building Principal and will be in effect until the student graduates or until it is revoked by the parent(s) or school district.

**ARMADA AREA SCHOOLS
TECHNOLOGY POLICY AGREEMENT
FOR FACULTY AND STAFF**

Access and use of technology in the Armada Area Schools is a conditional right for faculty and staff members. Computers are given to employees to use for their daily work assignments and all files stored on the computers are property of Armada Area Schools. If employment is terminated, all school files must remain on the employee's computer. The employee is not allowed to delete out any school related files from their computer without the authorization from their supervisor. The computer must remain in the same state it was prior to you submitting your letter of resignation. The technology department and the building administrator will determine which files need to be deleted after you leave the employment of Armada Area School District. Every person accessing technology must read the Technology Policy and agree to adhere to the policy.

I have read the Armada Area Schools Technology Policy and fully accept the policy as set. I further understand that I will face disciplinary action as described in the Disciplinary Action section of the policy if I do not adhere to these guidelines. I further understand that I will assume the financial restitution involved to the Armada Area School District.

I, _____, have read and understand the Technology Policy and agree to its conditions, rules, and regulations.

_____ Date: _____
Faculty/Staff Member's Signature

Please fill out this form and give it to the Building Secretary