

**MADISON PUBLIC SCHOOLS**  
**ACCEPTABLE USE AGREEMENT FOR TECHNOLOGY RESOURCES**  
**(computers, network, and internet)**  
**2023-24**

**FOREWORD**

Board of Education policy 5037 states the following information:

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

**I. Student Expectations in the Use of the Internet**

**1. Acceptable Use**

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

**2. Unacceptable Use**

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3/mp4 sharing systems.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not forge electronic mail messages or web pages.

## II. Enforcement

### A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

### B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
  1. Loss of computer privileges;
  2. Short-term suspension;
  3. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
  4. Other discipline as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

## III. Children's Online Privacy Protection Act (COPPA)

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

### DEFINITIONS

1. Access to the Internet—A computer shall be considered to have access to the Internet if such computer is equipped with a modem or is connected to a computer network that has access to the Internet.
2. Minor shall mean an individual who has not attained the age of 19.
3. Obscene shall have the meaning given such term in section 1460 of title 18, United States Code.
4. Child pornography shall have the meaning given such term in section 2256 of title 18, United States Code.
5. Harmful to minors shall mean any picture, image, graphic image file, or other visual depiction that:
  - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
  - b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - c. Taken as a whole, lacks serious literary, artistic, political, or scientific value.
6. Hacking shall mean attempting to gain unauthorized access to computer and network systems both connected or not connected to the Internet.

7. Technology protection measure shall refer to a proxy server managed by ESU 8 that blocks and/or filters Internet access or other means by which access may be blocked and/or filtered.
8. Authorized staff member shall refer to a staff member appointed by the Instructional Technology Committee, or the administration.
9. Technology Committee as used herein shall refer to a group of Madison Public Schools staff including an administrator, the technology coordinator, and staff members.
10. Fair Use: the reproduction by any means for purposes such as criticism, comment, news reporting, teaching, (including multiple copies for classroom use), scholarship, or research is not an infringement of copyright.
11. Technology Resources: includes, but does not limit to the following list: computers, telephone, personal computer devices such as palm pilots, cell phones, tablet PCs, laptops, pagers, personal email, graphic calculators, etc.
12. Educational Activities: this includes classroom activities, career development, scholarship work, and limited high-quality self-discovery activities.
13. Copyright violation: four factors determine whether a particular use violates copyright law:
  - a. Purpose and character of use including whether such use is of a commercial nature or is for nonprofit educational purposes;
  - b. The nature of the copyrighted work;
  - c. The amount and substantiality of the portion used in relation to the copyrighted work as a whole;
  - d. The effect of the use upon the potential market for or value of the copyrighted work. Three exemptions for education are:
    - i. Face-to-face teaching at a nonprofit educational institution. (i.e. Instructors may generally read, perform, or display copyrighted material in a face to face address.);
    - ii. Educational broadcasting. (Instructional broadcasting allows the performance of a nondramatic literary or musical work for instructional purposes.); and
    - iii. Not-for-profit performances (allows the nonpublic performance of nondramatic literary or musical works that are not for monetary gain).

### **DISCLAIMER**

The Madison Public Schools will exercise reasonable oversight to ensure that the communication and technology resources and facilities are used in the appropriate manner. The district makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect. The district will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information attained through or stored on the system. The district will not be responsible for financial obligations arising from unauthorized use of the system.

### **ACCEPTANCE**

Students: Your signature on the Student/Parent/Guardian Acceptable Use Agreement form indicates you agree to follow the rules contained in this policy. You understand the consequences if you choose to violate any of the rules.

Parents and Guardians: Your signature on the Student/Parent/Guardian Acceptable Use Agreement form indicates you are granting permission for your child to have access to all district technology resources available for student use. You understand that your child may be assigned consequences for violations of this agreement. You understand that the district's technology resources are intended for educational purposes. You also understand that it is difficult for the district to restrict access to all potentially controversial materials, and you will not hold the district responsible for materials that a student may choose to inappropriately acquire using a computer, the network, or the internet.

I understand and will abide by the procedures and Acceptable Use Agreement for technology resources of the Madison Public Schools. I further understand that any violation of the regulations above is unethical and should I commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken.

In consideration for the privilege of using the Madison Public Schools technology resources and in consideration for having access to the information contained on it, I hereby release and agree to hold harmless the Madison Public Schools from any and all claims or damages of any nature arising from my access, use, or inability to access or use computers, the network, or the internet.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Grade

As the parent or guardian of the above named student, I have read the Acceptable Use Agreement for use of technology resources provided by the Madison Public Schools. I grant permission for my son or daughter to access the network. I understand and agree that individuals and families may be held liable for violations. I understand that some materials on the internet may be objectionable, but I accept responsibility for guidance of computer and internet use-setting and conveying standards for my student to follow when selecting, sharing, or exploring information and media. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I agree not to hold the school, the school district, or school personnel responsible for any material the student accesses or transmits via the school's computer system.

Madison Public Schools requires that parents be informed of the potential use of student's name, photograph and other likeness, or related information in public education and information activities. Such activities may include, but are not limited to:

- newspaper articles
- brochures
- slide shows
- videotapes
- web pages
- podcasts
- blogs

\_\_\_\_\_ **I DO** give permission for the above named student to be included in items listed above.

\_\_\_\_\_ **I DO NOT** give permission for the above named student to be included in items listed above.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

PLEASE NOTE: Backing up the computer is the student's responsibility. Syncing is not available, therefore another source will need to be used.