Manual of Acceptable Communication

A. Purpose

The Plymouth School District is providing employees and students with access to the District's electronic communication systems.

The District system has a limited educational purpose. The purpose of the District system is to provide users with electronic access to a wide range of information and the ability to communicate with people from throughout the world.

Users may not use the District system for personal commercial purposes.

Users may not use the system for political lobbying or campaigning. District employees and students may use the system to communicate with their elected representatives and to express their opinion on political issues.

The term "educational purpose" includes use of the system for classroom activities, professional or career development, and limited high-quality self-discovery activities.

B. District Responsibilities

The superintendent or designee will serve as the coordinator to oversee the District electronic systems.

The building principals will serve as the building-level coordinator for the District systems.

The Technology Director will establish a process for setting-up individual and class accounts, set usage on the system, establish an update schedule, establish a District virus protection process, and maintain the electronic systems.

Filters and Firewalls shall be in place to provide protection under the Policy.

C. Access to the System

The District's Acceptable Use Policy, set forth in Section J, will govern all use of the District system. Student use of the system will also be governed by the disciplinary code at each building. Employee use will also be governed by District policy.

World Wide Web. All District employees and students may have access to the Web through the District's networked computers and personal wireless devices. By signing the acceptable

use policy, parents understand their student will receive supervised Internet access. Parents may specifically request that their child(ren) not be provided with such access by notifying the District in writing.

Individual E-mail Accounts For Students. By signing the acceptable use policy, parents understand their student will receive an individual e-mail account. Parents may specifically request that their child(ren) not be provided with such an account or access by notifying the District in writing.

Individual E-mail Accounts for District Employees. District employees will be provided with an individual account. District e-mail will be used for educational purposes only. E-mail data will be archived according to state law. All e-mail is subject to administrative review at any time.

Guest Accounts. Guests may receive an individual account with the approval of the building principal.

Child(ren) refers to any student enrolled regardless of age.

D. District Limitation of Liability

The District makes no warranties of any kind, either expressed or implied, 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 users 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 obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

E. Due Process

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the District system.

In the event there is an allegation that a student has violated the District Acceptable Communication Policy, an investigation will be conducted by an administrator.

Disciplinary actions will be tailored to meet specific concerns related to the violation.

Employee violations of the District Acceptable Communication Policy will be handled in accord with District policy.

Any District administrator may terminate the account privileges of a user.

F. Search and Seizure

System users have a limited privacy expectation in the contents of their personal files on the District system. This limited privacy is similar to the student contents of a school-issued locker.

An individual search will be conducted if there is reasonable suspicion that a user has violated the Acceptable Communication Policy.

G. Copyright and Plagiarism

District policies on copyright will govern the use of material accessed through the District system. Because the extent of copyright protection of certain works found on the Internet is unclear, users will make a standard practice of requesting permission from the holder of the work if their use of the material has the potential of being considered an infringement. Teachers will instruct students to respect copyright and to request permission when appropriate.

District policies on plagiarism will govern the use of material accessed through the District system. Teachers will instruct students in appropriate research and citation practices.

All projects must follow copyright policies.

Plymouth School Districts prohibits the placement of any personal purchased media including music, video, software, or any other multimedia source on the district system.

H. Academic Freedom, Selection of Material, Student Rights to Free Speech

Board policies on Academic Freedom and Free Speech will govern the use of the Internet.

When using the Internet for class activities, teachers will select material that is appropriate in light of the age of the students and that is relevant to the course objectives.

I. District Website

District Website. The District will establish a Website. No student or staff member will be denied the ability to create and develop material for either the District website or the site of an individual school within the District. The District's Web Publisher(s) have the responsibility of ensuring that the submitted material complies with all District policies and procedures. The District's Web Publisher(s) will edit the material or reject it entirely if necessary. All classroom used webpages must be linked to the school website.

Personal Web Pages. Users may not establish personal Web pages that are hosted by the District. Personal Web Page refers to a Web page that contains information of a personal nature and is not related to any school function, activity, service, class, project, etc.

J. District Acceptable Communication Practice

Personal Safety. Users will not post contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.

Users will not agree to meet with someone they have met on the Internet.

Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

Users may not use the district Internet for any bullying, harassment, or any forms of intimidation. If a user experiences any forms of cyber bullying, it must be reported immediately to the building principal.

Unauthorized Activities. Users will not attempt to gain unauthorized access to the District system or to any other computer system throughout the District System, or to go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files.

Users will not make deliberate attempts to disrupt the computer systems.

Users will not use the District system to engage in any illegal activity.

System Security. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their accounts. Under no conditions should a user provide a password to another person.

Users will immediately notify the Director of Technology if they have identified a possible security problem.

Inappropriate Language / Images. Restrictions against inappropriate language / Images apply to public messages, private messages, and material posted on web pages.

Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language / Images.

Users will not post information that, if acted upon, could cause damage or a danger of disruption.

Users will not engage in personal attacks, including prejudicial or discriminatory attacks.

Users will not harass another person.

Users will not post false or defamatory information about a person or organization.

Respecting Resource Limits. Users will use the system only for educational and professional or career development activities and limited high-quality, self-discovery activities.

Plagiarism and Copyright Infringement. Users will not plagiarize works that they find on the Internet.

Users will respect all copyright laws.

Inappropriate Access to Material. Users will not use the District system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).

If a user inadvertently accesses such information, they should immediately disconnect the source and report the incident to the instructor.