



**Flushing Community Schools  
Student Internet and Network Access  
Acceptable Use Policy and Device Contract**

Student Name: \_\_\_\_\_

## **Section 1: Network Usage**

Access to the public Internet can be a powerful and effective educational tool. But it also poses serious potential security risks to Flushing Community Schools' data network. The security risks generally result from the inappropriate use of the Internet and network. To minimize these risks, Flushing Community Schools (FCS) has established standards, procedures, and technical controls governing the use of the Internet and the FCS data network.

All FCS network system "users" must adhere to this Acceptable Use Policy (AUP) when given the privilege of using the network. For purposes of this AUP, "users" are defined as students of FCS authorized to use the FCS computing resources and communications network. At a minimum, users are expected to act responsibly and in FCS's best interests whenever they use FCS's computing resources and communications network, including:

- Accessing only those FCS computing resources for which they are authorized;
- Using only those FCS computing resources needed to perform educational-related functions;
- Maintaining professionalism, personal responsibility, and a standard of "good taste" in all communications (e.g. among peers and in public forums); and
- Protecting FCS's resources, reputation, and public image.

### **FCS Management Responsibilities**

FCS management is responsible for determining who can access the Internet/network based on educational need, and for providing general supervision of authorized students who are granted Internet/network access. This includes requiring that students understand and accept their individual obligations as set forth in this AUP. This agreement will be reviewed annually with students, posted on the Flushing webpage, and published in the Student handbook. It will also be agreed upon every time before the user can login on a computer.

FCS recognizes existing federal requirements for privacy and Internet safety as reflected in the Children's Internet Protection Act (CIPA). As a member district of the GenNET Consortium, Internet access and filtering efforts are derived through that membership. GenNET provides internet content filtering as well as firewall, anti-virus, and spam protections for FCS.

## Usage Provisions

The following usage provisions have been established to protect the FCS computing resources and communications network. Their purpose is to assure that students are responsible and productive in their use of the Internet, including, without limitation, complying with all applicable laws, regulations and other legal requirements, and the FCS guidelines for student conduct. In exchange for the privilege of using/accessing the FCS computing resources and communications network, all FCS students understand and agree to the following:

1. Network resources are intended for the exclusive use of its registered/authorized students. Students are responsible for account passwords and privileges. Any problems that arise from the use of a student's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden. Students agree to not share their passwords with other students.
2. Students will maintain an appropriate demeanor in all Internet/network communications/access. Participation in any communications or other activities that may constitute harassment, threatening statements, political activity, personal profit or gain, or possible illegal activity is forbidden.
3. The district reserves the right to remove any materials stored in files that are generally accessible to others and will remove any material the district, at its sole discretion, believes may be unlawful, offensive or disrespectful of others. User accounts/access will not be used to access, view, download, or otherwise gain access to such materials.
4. Network users will abide by all applicable laws and regulations, including laws and regulations pertaining to copyrights, trademarks, patents, data, and software protection. Installation of or copying of illegally licensed software via the FCS network or on FCS networked workstations is prohibited.
5. The district reserves the right to log network use and to monitor file server space utilization by students.
6. The district does not guarantee the functions of the system will meet any/all specific requirements the user may have, or that it will be error free or uninterrupted, nor shall it be liable for any direct or 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 system.
7. Authorized students are expected to not engage in any activities that could disrupt or compromise the integrity or security, or otherwise result in the misuse of FCS computer

resources (this includes but not limited to the use of private or public proxy servers) and communications networks. Students agree to report all security breaches to FCS management.

8. Use the Internet and the communications resources in a manner that minimizes cost to FCS while maximizing value and productivity for FCS educational purposes.

9. Use of FCS computing and communication resources for a “for-profit” business, solicitation of personal items, for product advertisement, or political lobbying is prohibited.

10. Authorized students will not act carelessly in vicinity of any FCS computing equipment and/or purposefully damage any FCS resource.

#### Monitoring and Disciplinary Action:

Students who are granted access to the Internet expressly consent to having their access monitored and recorded in accordance with applicable laws. Such monitoring and recording will be used to verify compliance with this AUP. All digital information created, sent or received over the Internet are the property of FCS and should be considered as public information and not private.

FCS management in its sole discretion will determine what constitutes acceptable use of its communication networks and network connections, and reserves the right to block, alter priority, or terminate access to any service or activity. Accordingly, FCS management in its sole discretion may temporarily or permanently disconnect any user at any time. Students are advised that if possible illegal activity is detected, all communications, including text and image, and system records, may be provided to appropriate law enforcement officials or third parties without prior consent of, or notice to, the sender or receiver.

Additionally, failure to comply with this AUP may result in disciplinary action up to and including deactivation of user login and removing the legal use of any FCS devices.

## Section 2: Device Contract

This document is intended to explain the terms of student usage of FCS-owned equipment including a laptop computer or Chromebook. The use of the FCS-owned equipment is **loaned** to its students in order to enhance/activate learning opportunities in conjunction with the other services provided by FCS. Only those students actively enrolled in FCS shall have the privilege of using the equipment. When the student's use of the equipment is complete, all equipment must be returned to FCS in good working condition. Failure to return equipment within 48 hours may result in FCS filing a stolen property report with the police.

FCS has gone to great expense to provide the necessary equipment for its students and expects that the equipment will be treated with the most utmost care. In addition, FCS has arranged for equipment maintenance, repair, and upgrades as needed. It is the responsibility of the student to disclose any specific concerns related to the equipment in order to enable troubleshooting every effort will be made to provide the students with a loan in the event the issue cannot be immediately resolved.

Despite everyone's best efforts, accidents do occasionally occur. Therefore, parents must accept financial responsibility for all equipment issues. As such, parents will want to ensure this equipment is covered under their homeowner's policy or considers specific insurance coverage.

At no time shall anyone other than FCS authorized employees attempt to repair, adjust, or tamper with any equipment.

By signing this agreement, the parent and student accept responsibility for all equipment issues through FCS.

We agree the equipment will only be used for the purpose of instruction and educational development. We understand the school owned equipment is not to leave the state of Michigan and that FCS must be notified of any changes to the student's home address. We understand that it is expected that the device be brought to school, fully charged, daily. We understand, should the equipment be used inappropriately, the student may be subject to discipline up to, and including, the loss of loaned equipment and removal from FCS. We also understand that the equipment is to be returned to FCS prior to graduation or at the request of FCS.

Signature acknowledges user and parent/guardian has read and understands the terms and conditions of access and agrees to comply with the conditions as stated.