

# Chillicothe R-II School District Acceptable Use Policy

The Chillicothe R-II School District's information technology resources acceptable use policy covers the following; all e-mails, all Internet access, any network access, and all use of technology devices and peripherals. Information technology resources are provided for educational purposes only. Adherence to the acceptable use policy is mandatory for continued access to the Chillicothe R-2 School District's information technology resources.

## **Students and Staff Members shall;**

- **Respect and protect the privacy of others by;**
  - Using only assigned accounts.
  - Not viewing, using, or copying passwords, data, or networks to which they are not authorized.
  - Not distributing, copying, or publishing private information about others or themselves.
- **Respect and protect the integrity, availability, and security of all electronic resources by;**
  - Observing all network security practices, as posted.
  - Reporting all security risks or violations immediately to a network administrator or appropriate personnel.
  - Not knowingly destroying or damaging data, networks, or other resources that do not belong to them, without written permission of the owner (This is not limited to Chillicothe R-II School District resources).
  - Not knowingly initiate or cause network traffic that inhibits/restricts the availability of the information technology resources to other users. (Including but not limited to internet radio, video/audio streaming, downloads, uploads, or peer to peer connections)
- **Respect and protect the intellectual property of others by;**
  - Not infringing upon copyrights by intentionally accessing, transmitting, copying, or creating material that is unauthorized (This includes but is not limited to games, movies, music, and software.)
  - Not plagiarizing.
- **Respect and practice the principles of community by;**
  - Communicating only in ways that are kind and respectful.
  - Reporting threatening or discomfoting materials.
  - Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages or images that are pornographic, threatening, rude, discriminatory, or meant to harass).
  - Not using the resources to further other acts that are criminal or violate the school's code of conduct.
  - Not sending spam, chain letters, or other mass unsolicited mailings.
  - Not buying, selling, advertising, or otherwise conducting business.
- **Students, if in accordance with the acceptable use policy may;**
  - Design and post web pages and other material from school resources.
  - Use the information technology resources for educational purposes only.

**Violation of these rules may result in disciplinary action, including but not limited to the loss of privileges to the use the Chillicothe R-2 School District's information technology resources.**

**Supervision and Monitoring:** Chillicothe R-2 School District Administrators, the Network Systems Administrator and any authorized employees do monitor the use of the Chillicothe R-2 School District's information technology resources. This is to help ensure that users are secure and in conformity with the acceptable use policy. The Chillicothe R-2 School District reserves the right to examine, use, and disclose any data found within the Chillicothe R-2 School District's information networks. This is for the purpose of furthering the health, safety, discipline, security of any person(s) and/or to protect property. This data may be used as information in disciplinary actions. Upon the request of law enforcement agencies this data will be made available.

## **I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS.**

\_\_\_\_\_  
Student (Year of graduation is 20\_\_ )

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Staff Member

\_\_\_\_\_  
Date

Parent(s)/Guardian(s) please discuss these rules with the student to ensure that he/she understands them. You may request a copy of this document to keep and it will also be available at: [www.chillicotheschools.org/aup0910.pdf](http://www.chillicotheschools.org/aup0910.pdf)