

# REGULATION

Rochester Community Schools

Rochester, Michigan 48307

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## ROCHESTER COMMUNITY SCHOOLS PROCEDURES FOR ELECTRONIC INFORMATION ACCESS AND USE

The following procedures govern the use of the Technology Resources, including the Internet, electronic mail ("e-mail") and web page publishing in the Rochester Community Schools (the "District"). The use of the Technology Resources for web page publishing in the District is also governed by the District's Web Page Development Policy.

1. All use of the Internet and Technology Resources must be in support of education and research and consistent with the purposes of the District.
2. The Internet shall be used to support the District's curriculum, the educational community, projects between schools, communication and research for District students, teachers, administrators and residents.
3. The Internet and Technology Resources shall not be used for illegal activity, for profit purposes, lobbying, campaigning, advertising, transmitting offensive materials, hate mail, mass e-mailing, discriminating remarks, or obtaining obscene or pornographic material.
4. Users shall not intentionally seek information, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the Internet.
5. Use of District Technology Resources or the Internet for fraudulent or illegal copying, communication, taking or modification of material in violation of law is prohibited and will be referred to federal authorities. Such action is also governed by the District's Copyright Policy.
6. Downloading of or use of unauthorized games, programs, files or other electronic media is prohibited.
7. The illegal use of copyrighted software is prohibited by regulation, by federal law and by the District's Copyright Policy.
8. The Technology Resources shall not be used to disrupt the work of others; hardware or software shall not be destroyed, modified or abused in any way.
9. The user shall be responsible for any and all damages to the Technology Resources, Computer Systems and software resulting from his/her deliberate or willful acts.
10. Intentionally altering the files and/or the hardware on District computers will be viewed as vandalism.
11. Passwords are to be used only by the authorized owner of the password for the authorized purpose.

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12. Malicious use of any technology to develop programs that harass other users or infiltrate a computer or network and/or damage the software components of a computer of the Technology Resources is prohibited.
13. Messages sent via e-mail must be written keeping in mind that persons receiving the e-mail messages may forward the messages to others or post them on electronic bulletin board systems for anyone to read. Therefore, the messages shall not contain profanity, obscene comments, sexually explicit material, expressions of bigotry, racism or hate. They also should not contain personal information you would not want made available to strangers such as your name, address or phone number.
14. The content use and maintenance of a user's electronic mailbox is the user's responsibility.
  - a. Check e-mail regularly and remain within your limited disk quota.
  - b. Delete unwanted messages immediately since they take up disk storage.
  - c. Keep messages remaining on your electronic mailbox to a minimum.
  - d. E-mail messages can be downloaded or extracted to files, then to disk, for future reference.
  - e. Never assume that your e-mail can be read by no one except yourself; others may be able to read or access your mail.
  - f. Do not open attachments from unsecured sources.
15. The District has sole discretion to terminate the availability of Internet access.
16. The District reserves the right to make determinations as to whether specific uses of its Technology Resources are consistent with the District's Acceptable Technology Use Policy and/or this Regulation.
17. The District reserves the right to monitor and keep records of Internet use and to monitor fileserver space utilization by users.
18. The District reserves the right to terminate a user's privilege to access the Technology Resources to prevent further unauthorized activity.
19. Failure to follow the policy, procedure, rules and regulations of the District may result in termination of the user's privilege to access the Technology Resources of the District. In addition, the user may be subject to other disciplinary or legal action.
20. Parents or guardians of users under the age of eighteen have the right to revoke their student's user account.
21. Any and all web pages representing the District shall be posted only on the District's server and shall be designed and published in accordance with rules promulgated by the District's Web Page Development Policy.