

Technology Services

Acceptable Use Policy and User Agreement

The Muskegon Area Intermediate School District is committed to the systematic development, implementation, and efficient operation of technology systems throughout its service area. These systems are intended to enable school districts to use administrative, operational, and instructional applications to effectively and efficiently meet their technology, educational, and online communication needs.

Protecting District Information Resources (as defined in Bylaw 0100) is of paramount importance. Information security requires everyone's active participation to keep the district's data/information secure. To meet its commitment to its consumers, legal obligations for accessibility, and to protect the security and integrity of the MAISD wide area network, information technology systems, and related data, this policy statement and agreement have been enacted.

Individuals who are granted access to data/information collected and retained by the district must follow established procedures so that the information is protected and preserved. Board members, administrators, and all district staff members, as well as contractors, vendors, and their employees, granted access to data/information retained by the district are required to certify that they shall comply with the established information security protocols pertaining to district data/information. Further, all individuals granted access to confidential data/information retained by the district must certify that they will comply with the information security protocols pertaining to confidential data/information.

The following requirements express the policy of the MAISD regarding appropriate and acceptable use of its technology systems. These requirements also apply to local district users using MAISD-provided technology systems. All users of these systems shall, by their signature below, agree to abide by all terms of this policy, as well as all technology-related MAISD board policies and administrative guidelines, and understand that violation(s) of these expectations may result in loss of access to those systems and/or other disciplinary actions.

All users of MAISD technology services hereby agree to:

- Respect the right to privacy of other users in all aspects of system utilization.
- Acknowledge the right of the MAISD to monitor internet use to ensure adherence to accepted ethical and legal standards and practices.
- Acknowledge the right of the MAISD to retrieve, examine, and duplicate computer files which may be the subject of subpoena, FOIA request, or suspicion of inappropriate or illegal usage.
- Refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like).
- Adhere to the various requirements and legal protections provided by the legal copyright and/or licensing of programs, data, music, graphics, video, text, and information.
- Refrain from illegally accessing and/or manipulating computer files, more commonly known as "hacking."
- Refrain from any malicious, illegal, or unethical use of MAISD technology systems or equipment.
- Refrain from using the network and/or any attached network in a manner that precludes or significantly hampers its use by others.
- Refrain from establishing connections which create routing patterns that are inconsistent with the effective and shared usage of the network.
- Ensure that all use of the technology systems complies with the requirements of the Children's Internet Protection Act (CIPA), Children's Online Privacy Protection Rule (COPPA), and the Student Online Personal Protection Act (SOPPA).

- Refrain from intentionally developing programs that harass other users or which infiltrate a computer, a computing system or network, and/or damage or alter the software components of a computer or a computing system or network.
- Abide by the MAISD password protection and confidentiality requirements, which include:
 - User's full personal responsibility for the use and protection of the password provided by the MAISD and for any transactions occurring as a result of the use of that password.
 - User's full personal responsibility for the confidentiality of and access to the password. Usernames and passwords should not be shared or left where unauthorized persons can view them.
 - Immediately report any loss, apparent theft, or unauthorized use of the user's password.
 - Immediately report any apparent transactions attributable to a lost or stolen password.
 - Comply with established password change policies
- Protect the confidentiality of student educational records and employee records; including all records, files, documents, and other materials that contain personally identifiable information, by adhering to the following conditions:
 - Do not publicly discuss any specific confidential records nor disclose student education records or employee records that contain personally identifiable information regarding any student or employee.
 - While in the possession of confidential student or employee records, protect those documents from being viewed or obtained by non-authorized individuals.
 - Confidential student or employee records are not to be taken off campus unless authorized by the Superintendent or his/her designee.
 - Report any breach or suspected breach of confidentiality of student or employee records immediately to the Superintendent or his/her designee.

MAISD staff users of MAISD technology services also agree to the following:

- Staff will utilize their assigned school email address for all school-related electronic communications, including those to students, parents, and other staff members.
- Staff will regularly check their assigned school email for important work-related communications.
- Staff will abide by all MAISD board policies and administrative guidelines, including, but not limited to: use of district technology (AG 7540), confidentiality of records and data (P7544), public and educational records data retention (AG7540.05), use of social media (P7544), and web accessibility (AG7540.02).
- Staff will not share usernames and passwords for individual accounts (except when needed for technical assistance) and will not leave usernames and passwords where they can be accessed by unauthorized persons (i.e., on the desk, under the keyboard, on a note inside the laptop, etc.).

Failure to adhere to this Acceptable Use Policy and User Agreement and its related administrative guidelines may put District network, equipment or data/information collected and retained by the District at risk. Employees who violate this policy and/or the administrative guidelines consistent with this policy may have disciplinary consequences imposed, up to and including termination of employment, and/or referral to law enforcement. Users are personally responsible and liable, both civilly and criminally, for uses of district technology and information resources that are not authorized by this policy and its accompanying guidelines.

All reporting of issues, in terms of breaching the Muskegon Area ISD Acceptable Use Policy, should be done through the MAISD's Director of Technology. (231-767-7237)



MAISD Technology Services - Acceptable Use Policy and User Agreement - Signature Page

I have carefully read and understand all terms and requirements of the attached MAISD Acceptable Use Policy and hereby agree to abide by its provisions. I understand that my failure to follow the AUP guidelines and/or maintain the confidentiality of student education records or other data for which I am given access may result in a loss of access to MAISD technology systems and/or other disciplinary actions.

PLEASE WRITE NEATLY – WE MUST BE ABLE TO READ YOUR WRITING TO PROPERLY SET UP YOUR ACCOUNTS.

First Name	M.I.	Last Name	Mother's Maiden Name
Job Title		School District	Building
District Email Address (if you already have one)			Department
Employee or Agent Signature			Date

For Human Resources Use Only:
 MAISD Internal Badge Number: _____

District Security Officer or Superintendent Signature	Date
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Select Access			
	MAISD E mail	_____ @muskegonisd.org	Temp Password
	Network ID	(specify drives needed)	Temp Password
	MUNIS ID		Temp Password
	Power School		Temp Password
	Data Warehouse		Temp Password
	Mitel Connect		Temp Password
	Mitel Voicemail		Temp Password
	Dynacal		Temp Password
	Name Change	From: _____	Name Change To: _____
	Adobe Sign		Start Date
	Employee or Agency		Expiration Date
	Tech Staff Initials		Date Completed

The following table is for **MAISD Internal Staff Only - MAISD Listservs:**

				AP	PC
Administration	Business	Craig-IAs	Craig-Teachers	CTC-Staff	CTC-Teachers-unit
Early Childhood	Early On/MMSE	ESC Grant	ESC-Staff	IS	LLC-IAs
LLC-Teachers	MAISD Staff	Special-Ed	Technology	Wesley IA	Wesley Teachers
				Non-union	Union

Replacing: _____ Same as: _____