



Technology Code of Ethics

Policy

Ann Arbor Learning Community will use technology in the school as an opportunity for students and staff to enhance learning, productivity, and information processing. The Board and staff specify that the school's computer hardware and software shall be used solely for educational purposes. Ann Arbor Learning Community expressly prohibits the use of computer, related equipment, and software for the purpose of sending or receiving information or images of a prurient, harmful, or harassment nature.

Rights

Students and Staff:

- May use hardware and software that they have permission to use.
- May access information from approved resources outside the school district.
- May request access to the Internet to receive and send information.

Responsibilities

Students and Staff are responsible for:

- Utilizing information technology only for educational purposes, including but not limited to the attainment of outcomes, goals, and objectives specified in curriculum documents of the district or otherwise delineated by teachers, administrators, or the Board.
- Using hardware and software in a manner that enables its ongoing usage. Adhering to the rules including, but not limited to, those posted in classrooms or computer labs or otherwise specified by school staff, for the use of hardware, software, labs, and networks in the school.
- Obtaining permission from a school official before bringing in their own software and using it on school equipment.
- Keeping hardware and software from being relocated, removed from school premises, or modified without permission of an administrator.
- Maintaining the privacy of passwords and supporting the prohibition of publishing or discussing passwords.
- All material received from sources outside the school district, including the Internet, under their user accounts.
- Accepting responsibility for keeping all pornographic material, inappropriate text files, or files dangerous to the integrity of the school's network, equipment, or software from entering the school.
- Adhering to the law and district policy pertaining to copyright and privacy rights in the use of hardware and software and in the transmission of copying of text or files.
- Avoiding using the technology for personal or private business, for product advertisement, or for political lobbying.
- Avoiding the malicious use of information technology to disrupt the use of technology by others, to harass or discriminate against others, or to infiltrate unauthorized computer systems.

Additionally, the staff is responsible for supervising students' computer usage and monitoring usage of the network and access to the Internet in accordance with this code and the Children's Internet Protection Act.

Disciplinary Action

Students and staff violating any of these Rights and Responsibilities will face disciplinary action, which may include:

- Banning their use of school information technology.
- Making full financial restitution for any unauthorized expenses incurred or any damages caused
- Attending training sessions.
- Facing additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the school up to dismissal from employment, litigation, or expulsion from school.

Use of technology is a privilege extended to students and staff in order to enhance learning and exchange information.

Each user of technology shall read the Technology Code of Ethics statements and sign the User's Responsibility Declaration prior to accessing and using district technology.

All students under the age of eighteen years are required to have a parent or guardian sign the Technology Code of Ethics before student access is gained.

I have read the Technology Code of Ethics and agree to be responsible for and abide by the Rights, Responsibilities, and Disciplinary Action as outlined above.

Student's Name

Parent / Guardian Signature

Date