

## **CLARE-GLADWIN RESD ACCEPTABLE USE POLICIES:**

**E-Mail, Network, Safety and Security Agreements/Policies Summary**  
*Board Policy and Administrative Guidelines are located on our web site:*  
[www.cgresd.net](http://www.cgresd.net)

### **E-Mail, Network, Safety and Security Agreement Policy Highlights**

Users of CGRESD resources agree to the Terms and Conditions set forth in the Board Policy and Administrative Guidelines documents located on the CGRESD website. Moreover, users agree that access to CGRESD is a privilege rather than a right and that they will abide by the decisions and instructions of the CGRESD Board of Education with regards to the usage of the system. Many of the Terms and Conditions are specific, non-exclusive examples of misuse of the system. Generally, users agree to engage in activities, which are legal, ethical and non-disruptive to others. Specifically, they agree to the following:

#### *Eligibility*

Current students, teachers, administrators, board members, faculty and staff of CGRESD affiliated K-12 school systems are eligible for access to the CGRESD Network services and resources. Private, charter, or home schools, substitute teachers, volunteers and other community members may be granted access on a case-by-case basis.

#### *Appropriate Use*

The use of CGRESD resources must be consistent with the educational objectives of the user's local school district. The use of any other organizations' network and/or computing resources through CGRESD must also comply with the rules and policies appropriate to that network. Awareness and understanding of other organizations' rules and policies are the responsibility of the user. Use of the account to promote commercial activities is prohibited. Any fees, obligations or commitments for services accessed with the user's account will be the responsibility of the user. Users will adhere to the generally accepted guidelines for network etiquette, including, always using appropriate language, never threatening, abusing, or otherwise harassing or bullying other users. As the rules and guidelines for Electronic Etiquette change and evolve, users are responsible for understanding and abiding by those generally accepted rules of the resource used.

#### *Copyrighted Material*

Copyrighted material must not be placed on any system connected to CGRESD without the permission of the copyright holder. Users may not download copyrighted data, including digital music and software, without permission of the author.

### *Security and Behavior*

If you can identify a security problem, you are required to notify your local school or the CGRESD system administrators immediately. Do not demonstrate the problem to any users except as directed by the CGRESD system administrators. Do not attempt to gain security codes, passwords, or other private information regarding another user or system. Do not share your security codes or passwords with anyone. Moreover, you shall not use another individual's account, nor shall you allow another person to use your account. Your CGRESD account is for your personal use only; it is not a shared account for your family or organization. You are completely responsible for the actions taken with your CGRESD account, whether by you or someone else. Therefore, keep your password a secret and change it often - especially if you think someone may know it. You are not to misrepresent yourself on the system in any way. Do not claim to be someone you are not. Any action by any user that is deemed by the CGRESD system administrators to be a threat to the integrity of the system may result in the loss of all privileges as well as other possible disciplinary actions.

### *Vandalism*

Vandalism may result in the cancellation of all system privileges. Vandalism is defined as any attempt to harm, destroy, or disrupt the operation of the network, hardware, software, or the data of any other user on this system or any other system. This includes, but is not limited to, the uploading, creation, or knowing transmission of computer viruses/spyware/malware. The system operators have complete discretion regarding any violation of this standard.

### *Warranty*

While CGRESD makes every effort to maintain an error free system, it makes absolutely no warranties of any kind, neither expressed nor implied, for the services it is providing. CGRESD will not be responsible for any damages suffered or caused by any user. This includes, but is not limited to, any loss of data for any reason. Any and all use of any of the information obtained via the Internet or CGRESD is at the user's own risk. CGRESD specifically denies any responsibility for the accuracy and/or quality of any information obtained through its Internet services. The user (or parent/guardian, if applicable) agrees to indemnify and hold harmless CGRESD and its sponsors, including but not limited to their individual board members, agents, or employees from and against any claim, lawsuit, cause of action, damage judgment, or administrative complaint arising out of the use of CGRESD hardware, software, and/or network facilities under this agreement.

### *Termination of Account*

A user may terminate his/her account on CGRESD systems by contacting their local representative or the CGRESD registration office. The system administrators reserve the right, at their sole discretion, to suspend or terminate a user's access to and use of CGRESD systems upon any breach of Board Policy or Administrative Guidelines.

### *Privacy*

While the system administrators make every effort to maintain and respect user's privacy, it may become necessary to monitor any or all activity of the user's CGRESD account and to inspect and report any activity to proper authorities. Privacy is not guaranteed. Users should never reveal personal information.

### *Discipline*

Violations of Board Policy and Administrative Guidelines may be turned over to the user's local school district for further disciplinary action and may result in temporary or permanent loss of CGRESD resources and other privileges. The CGRESD administrators and/or local district administrators will determine the status of the user's CGRESD account. Users should contact CGRESD when they are notified of a policy violation. Violation of any of the Board Policies and Administrative Guidelines may result in the loss of a user's CGRESD account.

### *E-Mail*

Users will not send or forward chain mail or unsolicited advertising. Users will not send threatening, abusive, or harassing messages. Language in e-mail messages should be appropriate. E-mail is for the exclusive use of the account holder; it is not to be used by others.

### *Do's and Don'ts*

#### *DO*

Watch out for "urban legends." These are stories that have been passed from person to person and are just plausible enough to be interesting. If you are sent one of these stories, it usually asks you to forward it on to everyone you know (see chain e-mail below). Be sure to check any dubious stories against the U.S. Department of Energy's CIAC web page (<http://www.doecirc.energy.gov>). While it is a good idea to be cautious, it is a bad idea to forward this information on to others without checking with the CGRESD Director or the CIAC web site. Be assured that if an e-mail virus does emerge, we'll hear about it well before you do and will post a notice on CGRESD's Web site if necessary.

#### *DO*

Report any threatening, harassing, or otherwise abusive e-mail messages to the CGRESD Technology Director. E-mail was patterned somewhat after the U.S. Postal system which makes it difficult to trace the actual source of an e-mail message, although it is possible. Reporting the incident as soon as possible increases the chance that the sender will be identified. It is important that you do not delete the original message - some hidden technical details may be inside of the message and may be necessary for any investigation. Furthermore, if you ever feel threatened by an e-mail message, you need to report it to your parents and/or a school official immediately.

#### *DO NOT*

Send unsolicited, bulk e-mail messages. This practice is sometimes referred to as "spam." If you are sending out a message to multiple people, be sure that you personally know all of the recipients and that the letter will be relevant to them. Exceptions to this practice need to be cleared with the CGRESD Technology Director.

#### *DO NOT*

Send chain e-mail. E-mail messages that ask you to resend to more than one person are considered chain e-mail. They are typically a plea to help another person or an urgent plea to take action against an organization. They may also be a joke, story, or quiz. Sometimes, they are simply a note stating that you'll receive good luck by following the directions or bad luck if you don't. There is one sure way to know its

**chain e-mail - it will say something like: "PLEASE FORWARD TO EVERYONE YOU KNOW TODAY BEFORE IT IS TOO LATE!!" No matter how urgent, cute or well meaning the matter appears to be, forwarding the message accomplishes nothing more than to increase the chances that your CGRESD account will be suspended or even revoked.**

*DO NOT*

**Send large attachments. Anything over 50,000,000 bytes (50MB) is "large." CGRESD users and users of other e-mail systems are all sharing limited data storage resources. You may be limited to storage space for all of your e-mail. Sending large e-mail to others, whether on CGRESD's system or another e-mail system, can cause them the same problems.**

*DO NOT*

**Harass, swear, threaten, or otherwise abuse another person through e-mail. This is sometimes referred to as "Cyber Bullying." Assume that anything you type in e-mail or listed on a social networking website will be placed on public display forever. This isn't just a suggestion; it's a very real possibility and has been documented. No matter how rude a person may have been to you, it is always better for you to ignore it or report the incident to the CGRESD Director than to provide an equally inappropriate response.**

**Board Policies and Administrative Guidelines are updated and adopted annually**