**Review the Acceptable Use Policy
then click the Accept button at the bottom of the screen to activate
your account**

**Detroit Community Schools
Dept. of Technology Services**

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DCS Acceptable Use Policy
Active School Year

Dear Students, Staff, & DCS Community Members,

Detroit Community Schools is committed to providing cutting-edge technology resources to its students and staff. From our networks and systems, to the services and opportunities that run on top of them, we have developed one of the most robust and flexible technology infrastructures possible, to support, and expand, our students' learning opportunities. Following along with the parable, "To he whom much is given, much is expected", we've created this document to instruct students, staff, parents and the greater DCS community on how to appropriately use and manage the services and options granted to them as a part of Detroit Community Schools.

In general, our rules provide for open use of all resources, while carefully respecting the needs and views of others in the DCS Community. While we strive to give the maximum opportunity for leveraging the great power of technology, *we must also consider the human element and how our technological actions affect others around us*. To this end, we ask that parents and staff persons help us inform our younger patrons about the proper, and improper, uses of technology to advance their learning.

The foundation of our technology policies rest firmly in the fact that **DCS is an educational organization first**, and that all other things follow from that. For this **reason, academic and educational work shall take precedence over extra-curricular and/or entertainment** interests in terms of resource availability and allocation. While these lines can easily blur when students are enjoying their educational activities, this guiding principle should always be considered when questions arise about how appropriate an act may be.

It is our hope that the following Acceptable Use Policy leaves enough freedom for viable, innovative, and exploratory academic pursuits, while encouraging proper restraint, and imparting the community values that we believe to be critical in the development of our young people.

Have a successful year.
Sincerely,

Director, Technology Services
Detroit Community Schools

Login Credentials (Username, Password, Network Home Directory)

Initial Setup
Each student will use a shared local global user account that grants him or her access to the computer-based technology resources available at Detroit Community Schools.

Each teacher / staff member is assigned a unique *Username* and *Password* that grants them access to the computer-based technology resources available at Detroit Community Schools. The student's Username is given when the student initially enrolls [1] in the high school and follows the student throughout their time here.

Student Local Home Directory
In conjunction with their *Username* and *Password*, a student is allocated a shared *local home directory located on each computer*. This home directory is used whenever the student logs into a machine on campus, and provides the student with the ability to store and retrieve their documents, photos, and other data, in a dedicated space. The Local Home Directory provided is defaulted to the size of the computer they are working on. This space is public therefore all data is public

to the schools community. In as such, the student is responsible for emailing themselves their documents via their school assigned email or a personal email account. All data is erased at the end of each year. All documents will not be retrievable if left on the computer.

Teacher and Staff Network Home Directory

In conjunction with their *Username* and *Password*, a teacher or staff member is allocated a personal *network home directory*. This home directory is used whenever the teacher or staff member logs into a machine on campus, and provides the teacher or staff member with the ability to store and retrieve their documents, photos, and other data, in a dedicated space. The Network Home Directory provided to each teacher or staff member is 20 GB or more in size, and can be expanded should the academic needs of the teacher or staff member require it. This space is personal for each teacher or staff member, and can only be accessed by the teacher or staff member with their Username and Password, or technology administrators using an alternate, secure method.

Rules of the Road (Login Credentials)

Teacher or staff members should not share their Username or Password with anyone at the school, including faculty, staff, students, or any other person or entity. Should someone need to modify, adjust, or otherwise manage a teacher or staff member's username, they do not need the Username or Password of the teacher or staff member in question.

If necessary, student behavior can be tracked and audited. While we like to trust our students to do the right thing, we recognize the need to have other enforcement mechanisms in place. We have a number of different ways to track, audit, and if necessary, halt student behavior that may violate this policy or other generally accepted community standards. Because much of this is keyed to the Username of a particular student, it is even more important that students follow the rule above with regard to the ban on sharing.

Facility & Equipment Usage (Computer Lab, Laptops, Internet Cafe, Peripherals)

Computer Lab

At Detroit Community High School we have a state-of-the-art instructional computer lab featuring 17" flat-panel Apple iMac computers. In addition to this new hardware, we have the latest software packages that enable students to do video, music, photographic, and traditional media projects in very intuitive ways.

Two courses are taught in the computer lab, but it is also available for reservation by teachers, and open after school 3-5 days during the week, depending on the time of year. Students, only in the presence of a teacher or other designated staff member, should use the computer lab. The cost and quality of the equipment in this room is exceptional, and should be treated with great amount of respect and care.

Laptops/Carts

Detroit Community High School has over 200 wireless Internet-enabled laptops for student use in classrooms, across our curriculum. This is due in part to a project called the Digital Learning Community, where students will engage in project-based learning work using the very latest technologies available. In other curricular areas, we are using laptops to improve student access to information, and increased interaction between students inside, and outside, the school. Laptops have the added benefit of mobility, creating learning environments in the classroom that can be collaborative in nature, and expanded beyond the classroom to embrace learning opportunities anywhere on our campus.

Laptops also pose a unique security and management risk, as they are more prone to accidental damage. Students should be careful to treat these laptops with care and diligence. Students, who find laptops, or other equipment unattended, or otherwise in a state where it is likely to be damaged, should report this to a staff person immediately. Our care and concern for our equipment will be directly reflected in how long we are able to use it efficiently, and how far we expand our programs to include more of it.

Peripherals

There are a number of additional technology items available for student use including, digital still cameras, digital video cameras, video conferencing cameras, iPod digital music players, sound recording equipment, printers, and more. These devices should be treated in a fashion similar to those described for laptops. Some of these devices are small, yet very powerful, and most are quite sensitive to careless usage.

Peripherals can be reserved by teachers and staff members (based on their department and affiliation) for use in classroom and other school activities. Staff will verify condition and quantity of the equipment in use prior to, and immediately following, usage and will identify students who may have damaged or illicitly removed equipment from its rightful place. As with the laptops, our treatment of this equipment will largely influence the ability to attract funding and partnerships that will allow us to expand our usage and availability of these tools.

Rules of the Road (Facility & Equipment Usage)

Horseplay, food, candy, beverages (including water), and carelessness should not be present when students are in any room where technology is in use, regardless of any other rules students may otherwise be familiar with. Students found exhibiting these behaviors or in possession of foodstuffs will be disciplined under the insubordination clauses of the student code of conduct. Repeated offenses (two or more) will result in suspension of the student's login account for a period to be determined by the Dean of Students.

Computer lab etiquette should be followed in all areas where computer use is taking place. Students shall not have audio playing through speakers on the equipment except as part of a presentation or otherwise explicitly sanctioned event. Students may use headphones to listen to audio programming, but only with the permission of the staff member supervising the area where the student is using the device. Students found violating this and other rules of common courtesy (profanity, viewing indecent content, etc.) will be disciplined in accordance with the insubordination clause of the student code of conduct. *Unauthorized removal of equipment from the premises will be treated as theft, and will be dealt with through the student code of conduct and local law enforcement.* Items should only be taken home as part of an approved equipment loan through coursework or as part of an approved school program.

Any student found to have willfully, or neglectfully, damaged or vandalized technology equipment will be required to pay the replacement cost of the item(s) they damaged and may be subject to expulsion from Detroit Community Schools. Until the assigned replacement cost has been paid, the student will have a hold placed on all enrollment, and will not receive transcripts, diplomas, report cards or other documents relating to their enrollment at Detroit Community Schools. Furthermore, all technology access will be immediately halted, regardless of the impact on the student's ability to complete assignments and/or projects related to their schoolwork.

Printing (Black & White, Color, Posters/Specialty)

Black & White Printing

Students are allowed to print 150 Black & White pages per semester. This limit may be modified by a request from the teacher where the student is working on special projects. Once a student has exhausted their printing allocation, they will need to find an alternate source for printing, such as a printer at home or elsewhere. A student may also allow a fellow student to print something for them, by transferring the document [2] via e-mail, USB flash memory drive, or some other mechanism.

Most documents printed by students will be in Black & White. Understanding this, most of our on-campus printing capacity is geared toward this segment. Students may print in any number of locations listed in the print dialog of any on-campus machine. Some machines, such as those in the Counseling Center, will be keyed to a particular printer located in the immediate vicinity of the machine that the student is currently using. Other machines, for example, the laptops used in various classrooms, must print to a stationary location and have the document(s) picked-up from there.

Color Printing
Students are allowed to print 10 Color pages per semester. Color printing must be arranged, in advance, by the teacher (or staff member) who is working with the student on the project requiring color printing. Color pages may be up to 8 1/2" x 14" (legal paper sized) and can be designed using any of the software available on any machine on campus. Students should take care to proofread their documents prior to printing to limit the chances of exhausting their allotment before they have successfully completed their desired task.

Posters/Specialty Printing
Through an arranged project with a teacher or staff member students may print documents up to 2 feet wide and 50 feet long, using our in-house poster printing facilities. Costs associated with this printing will be borne by the department hosting the project (and/or staff member). Works may include, posters, banners, prints of artwork, etc., and should be carefully reviewed and proofread prior to printing.

Rules of the Road (Printing)
Printing is for academic and project-focused purposes, related to activities occurring at Detroit Community Schools. At no time shall students use the facilities at the school to print flyers, posters, non-student resumes, entertainment-focused works or other extraneous documents. Students found to be in violation of this shall have their printing privileges suspended for the current and next following semesters.

Printing at the school is not free, and is paid for out of funds that directly impact the possible expansion or limitation of other activities in and around the school. The incorrect perception that printing is free often leads people to abuse a very costly resource. While we understand the need for students to be able to produce and review documents in the scope of the learning process, we also recognize the need to limit waste. Students are encouraged to review their documents

thoroughly before printing them, and refraining from senselessly wasteful practices like pressing the continue button on the printer to see the demo page come out.

Internet Access (Available Activities, Web Filtering, File Sharing, Copyright & Cyber Bullying)

Available Activities (World Wide Web, Instant Messaging, Video Conferencing)

All student machines, laptops and desktops, at Detroit Community Schools have access to the Internet and the World Wide Web (also known as web access). There are also a number of Internet-dependent applications that students may use while using an on-campus machine. Students may use instant messaging software to communicate within the school and elsewhere. Students may videoconference with students or presenters elsewhere in the state, and around the world. Students may view and create video and audio broadcasts that can be posted to their website and shared with people anywhere on earth.

With such great opportunity comes the need for a remarkable level of responsibility. These services, while very cutting-edge, are also very prone to misuse if rules are neglected or ignored. Below we detail a number of precautions already in place, and how students, staff, and parents are expected to contribute to an atmosphere of enjoyment of these exciting opportunities, yet ensuring compliance with these specific policies.

Web Filtering

Detroit Community Schools has firewall and web filtering devices that secure all connections between our schools and the outside world. Security in a networked environment is very important because it controls who has access to what information. Inside our schools items can be freely exchanged because we have an isolated user community. While we want to maximize our connectivity with the outside world we also want to ensure that only the things we wish to let inside are allowed.

For this reason, all web surfing is filtered using a filtering appliance. This system uses a human-reviewed database to categorize websites according to their content. Unacceptable sites are filtered, and therefore not viewable from within the DCS network. Sites that are not automatically filtered, but that are undesirable can be controlled separately. Community sites like Blackplanet.com, Myspace.com, Xanga.com and the school to limit student exposure to on-line behavior has

blocked others and content that is wholly unacceptable in an academic environment. Any sites that have been blocked accidentally, and are necessary for completion of academic work, may be made available by teacher request.

Our filtering appliance can also limit or cease instant messaging [3] activity between our internal network and the outside world. We will carefully monitor the use of this service and, should the need arise; take the necessary steps to control external instant messaging communications.

File Sharing & Copyright

File sharing has become one of the fastest growing mechanisms for exchanging data on the Internet, but is also one of the easiest ways to break the law. Many of the methods used to exchange files over the Internet open a user to viruses and spyware [4]. Additionally, there are legal consequences for sharing files that are copyrighted, or owned, by someone other than that person sending the file in question. Music and video are commonly shared files, which are subject to these types of legal issues. To prevent valuable resources from being used on resolving these types of legal issues our systems prevent file sharing with systems outside of our network.

There are a number of mechanisms available for exchanging files between students within our schools, but federal, state, and local laws relating to copyrighted materials still prevail. Students should not exchange items that they did not create themselves, and certainly should not use file sharing for illicit or illegal purposes. Additionally, when students are engaged in creative activities involving "fair use" materials, teachers and staff members will try to advise students on acceptable methods for using these materials.

Cyber Bullying Policy

At Detroit Community Schools we have a strict cyber bullying policies, which coincide with our bullying policy as it relates to our student code of conduct. Our schools website has access to "SafeSchools" which allows students, faculty and staff to anonymously report any tip of bullying or cyber bullying.

[1] Should a student leave, and then re-enroll in the school, their Username may be subject to change.
[2] Students exchanging documents for the purpose of plagiarism (or cheating) is strictly forbidden and will be harshly punished in accordance with the school's academic policies toward this kind of activity.
[3] Instant messaging allows users to chat with each other using typed messages that appear almost immediately after they are submitted. This allows for quick conversations and exchanges of ideas without the need for verbal communication.
[4] Programs that can monitor your computer usage and then send that information to someone else, often without your knowledge, are collectively known as spyware.

The intent of this contract is to ensure that Staff Members will comply with all Network and Internet acceptable use policies approved by the District.

In exchange for the use of the Network resources either at school or away from school, I understand and agree to the following:

A.   The use of the Network is a privilege, which may be revoked by the District at any time and for any reason.
Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software, the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the Staff Member for other disciplinary actions, consistent with Article 4, of the District Disciplinary Action Guidelines.

B.   The District reserves all rights to any material stored in files which are generally accessible to others and will remove any material which the District, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. A Staff Member will not use his/her District-approved computer account/access to obtain, view, download, or otherwise gain access to such materials.

C.   All information services and features contained on District or Network resources are intended for the private use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.

D.   Their registered users intend the District and/or Network resources for the exclusive use. The District will provide the training it determines appropriate to administer technology on an on-going basis. The Staff Member is responsible for the use of his/her account/password and/or access privilege. Any problems, which arise from the use of a Staff Member's account, are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.

E.   Any misuse of the account will result in suspension of the account privileges and/or other disciplinary action determined by the District. Misuse shall include, but is not be limited to:
Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users.
Misrepresenting other users on the Network.
Disrupting the operation of the Network through abuse of the hardware or software.
Malicious uses of the Network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks. Interfering with others' use of the Network.
Extensive use for non-curriculum related communication. Illegal installation of copyrighted software, unauthorized downsizing, copying, or use of licensed or

copyrighted software. Allowing anyone to use an account other than the account holder.

F.   The use of District and/or Network resources is for the purpose of (in order of priority):

Support of the academic program.
Telecommunications.
General information.
Recreation.

The District does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system. The Staff Member will diligently delete old mail messages on a daily basis from the personal mail directory to avoid excessive use of the electronic mail disk space. The District will periodically make determinations on whether specific uses of the Network are consistent with the acceptable use practice. The District reserves the right to log Internet use and to monitor electronic mail space utilization by users. The Staff Member may transfer files from information services and electronic bulletin board services. Should the Staff Member transfer a file, shareware, or software that infects the Network with a virus and causes damage, the Staff Member may be liable for any and all repair costs to make the Network once again fully operational and may be subject to disciplinary measures.

G.   The Staff Member may not transfer files, shareware, or software from information services and electronic bulletin boards without the permission of the building principal (or his/her designee) or the district technology director. The Staff Member will be liable to pay the cost or fee of any file, shareware, or software transferred, whether intentional or accidental, without such permission.

H.   The District reserves the right to log computer use and to monitor file server space utilization by users. The District reserves the right to remove a user account on the Network to prevent further unauthorized activity.

I.   Any member of the certified teaching staff shall report all violations of the children protection law upon receiving information pertaining to violations of the act. In consideration for the privileges of using the District and/or Network resources, and in consideration for having access to the information contained on the Network, or by the Network, I hereby release the District, Network and their operators and administration from any and all claims of any nature arising from my use, or inability to use the District and/or Network resources.

I agree to abide by such rules and the District may further add regulations of system usage as from time-to-time. These rules will be available in hard copy form in the Director's Office.