

**HEARTLAND CAREER CENTER
INFORMATION TECHNOLOGY SYSTEM
ACCEPTABLE USAGE POLICY**

Including, but not limited to:

1. Internet Systems
2. Network Systems
3. Fax Systems
4. Telecommunication & other Communication Systems
5. Computer & other Video Communication Systems

Freedom of expression is a human right under the Constitution. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Schools Information Technology Systems, Heartland Career Center considers its own stated educational mission, goal and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet and other Information Systems enables students to explore thousands of libraries, databases, bulletin boards and other resources while communicating and collaborating with people around the world. The school expects that faculty will blend thoughtful use of the Information Technology Systems throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet and other systems resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by the staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of Information Technology Systems use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media.

Students utilizing school-provided Information Technology Systems must first have permission from and be supervised by Heartland Career Center's professional staff. Students utilizing school provided Information Technology Access are responsible for good behavior on-line just as they are in a classroom or other areas of the school. The same general rules for behavior and communication apply.

The purpose of school-provided Information Technology Access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of Heartland Career Center. The access we provide to the Information Technology Systems is a privilege, not a right. Access entails responsibility.

Users should expect that files stored on school-based computers and other media will not be private. Electronic messages and files stored on school-based computers or other media may be treated like school lockers. Administrators and faculty may preview files and messages to

maintain system integrity and ensure that users are acting responsibly. Heartland Career Center fully understands and is in compliance with all regulations of the Children's Internet Protection Act (CIPA). As such, Heartland utilizes an Internet filtering system for the entire network. Heartland works diligently to comply with the Children's Online Privacy Protection Act (COPPA) requirements. The corporation does not transmit student information to online entities for the purpose of creating web-based accounts.

Heartland Career Center provides staff and students with a G Suite Education account. G Suite is a free web-based suite of programs provided by Google for school's use. All staff and students in Heartland Career Center have access to G Suite, which includes such programs as Google mail, Google Classroom, Google Calendar and Google Drive. All of the Google Apps services can be accessed from anywhere you have Internet connection (school, home, smart phone, etc.) In compliance with federal regulation, all school-based email is archived.

The following uses of school-provided Information Technology Access are not permitted:

1. to knowingly access, transmit, upload, download or distribute pornographic, obscene or sexually explicit material.
2. to knowingly access, transmit, upload, download or distribute abusive or violent material.
3. to transmit obscene, abusive or sexually explicit language.
4. to violate any local, state or federal statute.
5. to vandalize, damage or disable the property of another individual or organization.
6. to access another individual's materials, information or files without permission,
7. to knowingly violate copyright or otherwise use the intellectual property of another individual or organization without permission.
8. to use the school Information Technology Systems resources for commercial purposes, advertising, or political lobbying.
9. to reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Information Technology Systems.
10. to transmit pictures or other information that could be used to establish your identity without prior approval of the teacher.
11. to agree to get together with someone you "meet" on-line without prior parent approval, and
12. to knowingly use the School's Information Technology Systems for non-educational communication (chat rooms, e-mail, etc.).
13. to knowingly use the School's Information Technology Systems for non-educational games and
14. to download executable files or applications onto the school's hard drives, except by the designated technology staff. If a student or staff member other than the technology staff transfers a file or software program that infects the network or workstation with a virus and causes damage, the staff member or student will be liable for any and all repair costs to make the infected equipment once again fully functional.

If a student or staff member knowingly transfers a file or software program that infects the Network or workstation with a virus and causes damage, the staff member or student will be liable for any or all repair costs to make the infected equipment once again fully functional.

Any violation of school policies and rules may result in loss of school-provided access to the Information Technology Systems. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The Heartland Career Center makes no warranties of any kind, neither expressed nor implied, for the Information Technology systems Access it is providing. The school will not be responsible for any damages users suffer including, but not limited to, the loss of data resulting from delays or interruptions in service. The school will not be responsible for the accuracy, nature or quality of information gathered through school-provided access to the Information Technology Systems.

Parents of students at the Heartland Career Center shall be provided with the following:

The Heartland Career Center is pleased to offer their students' access to the school's Information Technology Systems. The Internet and other forms of information technology provide an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer and other forms of technology allows students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world and significantly expand their available information base. The Internet and other Information Technology Systems are tools for learning.

Families should be aware that some material accessible via the Internet and other Information Systems may be illegal, defamatory, inaccurate or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligation for which a student's parent or guardian may be deemed liable.

While the school's intent is to make Information Technology Systems Access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the school institute technical methods or systems to regulate students' Information Access, those methods could not guarantee compliance with the school's acceptable use policy. That notwithstanding, the school believes that the benefits to students of access to the Information Technology Systems exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when they use media and information sources. Toward that end, Heartland Career Center makes the school's complete Information Technology System policy and procedures available on request for review by all parents, guardians and other members of the communities, and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Information Technology Systems access.