

guidelines

OFFICE OF THE SUPERINTENDENT
HARPER WOODS SCHOOL DISTRICT

PROPERTY
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COMPUTER TECHNOLOGY / NETWORKS

. The Director of Administrative Services shall be responsible for the management of the District's technology system and for making the arrangements for any networks which may be used to enhance the educational program and for operations of the District.

S/He shall ensure that the guidelines established for program development AG 2210 - AG 2252, the selection of materials and equipment (AG 2521A), and the District's purchasing guidelines (AG 6320) are followed.

All tentative agreements with networks or technology agencies are to be submitted to the Superintendent for review and approval.

It is essential that staff members and students be provided the following information concerning the use of the Internet. This can be done through written guidelines, professional development seminars, faculty and student meetings, and introductory remarks at the beginning of a course in which the Internet may be used.

- A. Use of the Internet is to be related to one or more courses of study.
- B. The Internet is not to be used by staff or students for discriminatory or unlawful purposes, including harassing or hazing any individual or group.
- C. All student use of the Internet is to be supervised by a staff member or approved volunteer who has signed the Staff Network and Internet Acceptable Use and Safety Agreement Form 7540.04 F1.
- D. Students and staff must not use any District provided technology including the Internet and other information and communication technologies such as e-mail, cell phone and pager text messages or instant messaging to harass, haze, disparage, or defame any individual or group.
- E. Staff members and students must have signed parental permission prior to disseminating information about the student such as full name, address, or other identifying data including pictures across the internet.