



# Educational Technology Services ACCEPTABLE USE POLICY

The goal of participation in online technologies is to assist in the collaboration and exchange of information between school personnel. Users can use Internet and e-mail for accessing information.

The intent of this policy is to comply with Zeeland Public School's Acceptable Use Policy and the stated purposes and acceptable use policies of any other networks utilized.

This acceptable use agreement applies to all users accessing the network and equipment of Zeeland Public Schools and any on-site connections through the gateway of Ottawa Area Intermediate School District.

1. Users have access to the Internet and e-mail to facilitate personal and professional growth in technology, information gathering skills, and communication skills.
2. Each user is responsible for all material sent and received under their user account.
3. Any violations of the use of Internet should be reported to the building principal or supervisor assigned to the user, or by contacting a member of Zeeland Public Schools Technology Office.
4. Users will honor copyright laws and licensing agreements when using software within the district.
5. Users may not use any means to access inappropriate files such as adult/pornographic material, or files dangerous to the integrity of the local/wide area network or the Internet.
6. It is the user's responsibility to maintain the integrity of the private electronic mail system. The user has the responsibility to report all violations of privacy. Users have the responsibility to make only those contacts leading to some justifiable personal or professional growth on the Internet.
7. Users who violate the policies of Zeeland Public Schools will have their account privileges reviewed and potentially discontinued.
8. The rights and responsibilities listed above are supplemental to local district policy.

## IPADS

1. The iPad is the property of Zeeland Public Schools.
2. I am responsible for all apps and content that are installed, used, and viewed on the iPad.
3. The iPad is for my own use.
4. I will set up an iTunes account/Apple ID with my Zeeland Public Schools email account.
5. I will notify the school district immediately if the iPad is lost or stolen.

**Zeeland Public Schools is a cooperative participant with the Ottawa Area Intermediate School District and Merit for Internet access.**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Personal Email \_\_\_\_\_

School Building \_\_\_\_\_ Position \_\_\_\_\_

Start Date \_\_\_\_\_ Temporary?  Yes  No If Yes, Finish Date \_\_\_\_\_

Student Teacher/Sub  Yes  No

If Yes, please circle technology needs      Laptop      iPad      Chromebook      Other

Mother's Maiden Name (for security reasons) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor/Administrator \_\_\_\_\_