1. Introduction
This document formalizes the policy for users of the Walled Lake Consolidated School District Network (WLCSDN). All users, including students, teachers, administrators, and educational organizations are covered by this policy and are expected to be familiar with its provisions.

2. User Responsibilities
It is the responsibility of any person using WLCSDN resources to read, understand, and follow these guidelines. In addition, users are expected to exercise reasonable judgment in interpreting these guidelines and in making decisions about the appropriate use of WLCSDN resources. Any person with questions regarding the application or meaning of these guidelines should seek clarification from WLCSD Information Technology department. Use of the WLCSDN resources shall constitute acceptance of the terms of these guidelines. Upon terminating employment, a user is required to notify the WLCSD Personnel Office which will request the Information Technology department to terminate network access of the former employee.

2A. WLCSD Administrator Responsibilities
It is the responsibility of the person who has been designated as a Network Administrator to ensure that only employees and students in the district are registered users of the network. Each building administrator is responsible for making certain that their employees and students understand and abide by the Acceptable and Unacceptable Uses policy as stated in this document (Paragraph 3). If an administrator has reason to believe that a user is misusing the system, the administrator has the right to request that the Network Administrator allow him/her to access the user’s account in order to review the use of WLCSDN by the user. It is also the responsibility of the Network Administrator to report any misuse of the system to the Assistant Superintendent of Human Resources.

2B. WLCSDN Educator Responsibilities
It is the responsibility of educators who are using the WLCSDN with students to teach students about safe and responsible use of the Internet and WLCSDN. Educators are responsible for monitoring students’ use of these resources, and to intervene if students are using them inappropriately. Educators should make sure that students understand and abide by the Acceptable and Unacceptable Uses policy as stated in this document (Paragraph 3). If an educator has reason to believe that a student is misusing the system, he or she has the right to request that WLCSDN Administrator allow him/her to access the student’s account in order to review the use of WLCSDN by the student. It is also the responsibility of the teacher to report any misuse of the system to his/her WLCSDN administrator or directly to their building administrator.

2C. WLCSD Student Responsibilities
It is the responsibility of students who are using WLCSDN to learn about safe and responsible use of the Internet and WLCSDN. They are responsible to use these resources appropriately. They must abide by the Acceptable and Unacceptable Uses policy as stated in this document (Paragraph 3). If a student is misusing the system, educators in the district or the WLCSDN administrator must report it to the building administrator, and WLCSD has the right to discontinue his/her use of the system.

3. Acceptable and Unacceptable Uses
The resources available to WLCSDN users are to be used for educational purposes. Users should not use WLCSDN to store any files that are not educational.

It is unacceptable for users to use these resources for:
- furthering any political or religious purpose
- engaging in any commercial or fundraising purpose
- sending threatening or harassing messages
- gaining unauthorized access to computer or telecommunications networks
- interfering with the operations of technology resources, including placing a computer virus on any computer system, including the WLCSDN
- accessing or sharing sexually explicit, obscene, or otherwise inappropriate materials
- intercepting communications intended for other persons
- attempting to gain unauthorized access to the WLCSDN
- logging in through another person’s account or attempting to access another user’s password or files
- sending defamatory or libelous material concerning a person or group of people
- furthering any illegal act, including infringing on any intellectual property rights
- downloading, uploading, or distributing any files, software, or other material that is not specifically related to an educational project
- downloading, uploading, or distributing any files, software, or other material in violation of federal copyright laws

As with any other form of communication, these systems may not be used to transmit or store messages or other data that are inappropriate under existing WLCSDN or district policies, such as those prohibiting sexual harassment. Users may not create, send, or store messages or other data that are considered offensive, contain sexually explicit material, or otherwise offensively address the age, race, ethnicity, gender, sexual orientation, religious or political beliefs, national origin, or disability of a person or a group of people. Users also may not
create, send, or store messages pertaining to dangerous
devices such as weaponry or explosive devices. Users
should take all reasonable precautions against receiving or
downloading messages, images, or other data of this sort.

4. No Expectation of Privacy
WLCSDN resources are the property of the Walled Lake
Consolidated School District and are to be used in
conformance with these guidelines. The WLCSDN
Administrator retains the right to inspect any user’s Home
Directory (H Drive) and the files it contains, or any user’s
Email. WLCSD also has the right to give permission to
the teachers, the school administrators, and the parents of
any student to review the use of the WLCSDN by a
student who they think may be misusing the system.
Users are advised that messages in discussion forums,
including deleted messages, are regularly archived and
can be retrieved. In addition, an Internet firewall
automatically checks all data moving between the local
area network and the Internet and logs the sending and
receiving destinations. Use of the WLCSDN resources
constitutes consent for the WLCSD staff to monitor
and/or inspect any files that users create, any messages
they post or receive, and any web sites they access.

5. Software Deployment and Installation
All software installation on district-owned computers
and/or devices must be performed by the members of the
Information Technology group exclusively. No other
user, student, educator or administrator may install
software on the WLCSDN or district-provided
workstation. Software programs and systems which are
being evaluated for standardization and/or installation on
any district-owned computer, device or server must be
reviewed by the Information Technology group for
compatibility, resource allocation and deployment. In
order to comply with Federal copyright laws, all software
requested to be installed on district-owned computers
must have appropriate license documentation on file with
the Information Technology department.

6. Passwords
Each user shall be required to use and maintain a
password that was created according to WLCSDN
guidelines. This password is to be used to access the
WLCSDN computer network and any resources that
reside within the network and require password access.
The users must take precautions to maintain the secrecy
of their password so that other users will not be able to
utilize that password for malicious purposes. If a user
suspects that someone has discovered their password, the
user should change the password immediately. WLCSDN
users are responsible for all activity under their accounts.

7. Violations
Failure to observe these guidelines may subject users to
termination of their WLCSDN accounts. The Walled
Lake Consolidated School District will notify school or
organization administrators of any inappropriate activities
by the users. It will also advise law enforcement agencies
of illegal activities conducted through WLCSDN and will
cooperate fully with local, state, and/or federal officials in
any investigation related to illegal activities conducted
through WLCSDN.

8. Disclaimers
The Walled Lake Consolidated School District makes no
warranties of any kind, either expressed or implied, for
WLCSDN services and resources. The Walled Lake
Consolidated School District is not responsible for any
damages incurred, including, but not limited to: loss of
data resulting from delays or interruption of service, loss
of data stored on WLCSDN resources, or damage to
personal property used to access WLCSDN resources; for
the accuracy, nature, or quality of information stored on
WLCSDN resources or gathered through WLCSDN or
the Internet; for unauthorized financial obligations
incurred through WLCSDN-provided access. Further,
even though WLCSDN may use technical or manual
means to limit student access, these limits do not provide
a foolproof means for enforcing the provisions of this
policy. All provisions of this agreement are subordinate to
local, state and federal statutes.

This policy is in compliance with state and federal
telecommunications rules and regulations. The
district is CIPA compliant.

I understand and agree to the Acceptable Use Policy and
Guidelines of the Walled Lake Consolidated School
District as stated above.

Signature

Print Name Here

Date (MM/DD/YY)