

# Capac Community Schools

## Computer Network/Internet Acceptable Use Policy

### Rules and Regulations

- Users are responsible for learning and abiding by all guidelines and regulations adopted by the District for the appropriate use of the computer network.
- The District reserves the right to deem what is an inappropriate use of the computer network.
- The District may deny, revoke or suspend User access privileges for inappropriate use of the computer network.
- Use of the computer network for the transmission of any material in violation of federal, state or local laws or regulations including, but not limited to material protected by copyright laws and any material that is threatening or obscene, is prohibited.
- Use of computer network for private, personal or commercial business activities, including for-profit organizations, product promotion and/or political lobbying is prohibited during the normal working day. The District will review and give consideration to these types of requests after normal hours.
- Do not use the computer network for malicious uses such as hate mail, harassment, profanity, vulgar statements, or discriminatory remarks.
- Do not damage the computer or the network in any way.
- Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
- Do not view, send or display offensive messages or pictures.
- Do not share your password with another person.
- Do not access the network using another person's name and password.
- Be responsible and safe regarding all personal information. **DO NOT** provide your name, address, phone number or other personal information to anyone on the Internet.
- Do not waste limited resources such as disk space or printing capacity.
- Do not trespass in another's folders, work, or files.
- **DO** notify an adult immediately, if by accident, you encounter materials which violate the rules of appropriate use.
- Be prepared to be held accountable for your actions and for the loss of privilege if the Rules of Appropriate Use are violated.