**Doug Edwards, Director**

**JAMP SPECIAL EDUCATION SERVICES**

**ACCEPTABLE USE POLICY**

JAMP Special Education Services is providing access to the Internet for educational and professional development use. Access to JAMP Special Education Services resources come in different forms; the most common is the issuance of an E-mail account to K-12 staff and high speed Internet access to both staff and students. These resources are to be viewed as a privilege; the usage must be in support of educational research and development and be consistent with JAMP Special Education Services’ mission. Inappropriate use of an E-mail account or Internet access will result in termination of privileges. JAMP Special Education Services will take preventative measures by means of content filters and user restrictions to block inappropriate content from being displayed intentionally or unintentionally from user’s access.

* Ultimate responsibility for actions that do or do not conform to this policy is with the individual to whom an account has been assigned. Under no circumstances should a user share his or her password with another user. Users found to be sharing accounts will have all accounts suspended until an investigation is conducted to determine if any legality issues or concerns have been raised.
* Users are expected to respect all copyright issues regarding software, information and attributions to authorship. The unauthorized copying of transfer of copyrighted materials will result in the termination of the user’s account. Privately bought, shareware, and freeware programs must be cleared through the JAMP Special Education Services technology office before being loaded onto a JAMP Special Education Services owned computer. Furthermore, JAMP Special Education Services classrooms and computer located within other supported districts must receive authorization to load above mentioned programs through the local technology office.
* Use of a JAMP Special Education Services account for any illegal activities is prohibited. Illegal activities include but are not limited to tampering with computer hardware or software, unauthorized entry into computers, or destruction of computer files.
* All users are to respect the privacy of other users. Users should not intentionally seek information or passwords belonging to another user, nor should they represent themselves as another user. Additionally, users should not obtain copies of or modify files, and other data owned by other users without permission. Unsolicited communication, including uninvited talk sessions or broadcast messages including E-mail is discouraged and, in some cases, prohibited.
* The origination or transmission of files of a defamatory, derogatory, abusive, obscene, profane, sexually oriented, threatening, offensive, or inaccurate nature will not be tolerated.

**Please keep this copy for your reference**