

ACCEPTABLE USE—TECHNOLOGY for the Wakefield-Marenisco School District

Please read this document carefully, consult school staff with questions and, upon understanding and agreement to comply, please provide student and parent signatures at the end of this document.

The Wakefield-Marenisco School District has a variety of technological resources and access to the internet available for educational and informational purposes. Any violation of acceptable use principles or guidelines is considered to be a serious offence and the District reserves the right to copy and examine files or information. Access to computer systems and networks owned or operated by the Wakefield-Marenisco School District imposes certain responsibilities and obligations, and is subject to school policies as well as local, state and federal laws.

Institutional Rights and Responsibilities

- Our school has the right to allocate resources in accordance with our mission.
- Our school has the right to establish policies and procedures which govern the use and security of electronic resources. This may include disciplinary restriction of computer access.
- Our school has the right to review files to restore system integrity and insure that the system is being used responsibly. Users have no right or expectation to privacy when using the District's network, including but not limited to, privacy in the content of their personal files, emails, and records of on-line activity.
- Our school has a responsibility to respect the privacy of individuals whenever possible.
- Our school has a responsibility to provide equal access to all users of electronic resources.
- Our school has a responsibility to train and support students and staff to the effective and safe use of information technology, including but not limited to, safety and security while using email, chat rooms, social media and other forms of direct electronic communications, the consequences of unauthorized access, cyberbullying and other unlawful or inappropriate activities and unauthorized disclosure, use and dissemination of personal information regarding minors.

Individual Rights and Responsibilities

- Users' access to electronic resources shall not be denied without just cause.
- All users have ownership rights over their own intellectual work.
- All users have the right to be informed of policies pertaining to the use of electronic resources.
- Each user is responsible to the learning community for recognizing that all electronic resources are shared and that all users are responsible for refraining from acts that waste time and resources or prevent others from using them.
- Each user is responsible for respecting the rights of privacy of other users, respecting the equipment, respecting the diversity of opinions, avoiding abusive

language and complying with legal restrictions regarding the use of information resources as outlined in this Acceptable Use policy.

- Each user will be required to read and understand these policies and procedures required by this School District pertaining to the use of electronic resources.

The internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities. The District may not be able to technologically limit access to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum.

Pursuant to Federal law, the District has implemented technology protection measures which block/filter access to visual displays that are obscene, child pornography, or harmful to minors. The District utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the internet that the District has not authorized for educational purposes. Users are expected to act in a responsible, ethical and legal manner in accordance with the school mission statement, code of conduct, policies as well as state and federal laws.

All users of electronic resources in the Wakefield-Marenisco School District will be held responsible for their actions and activity. Unacceptable use of these resources will result in the suspension or revocation of these privileges. Some examples of such unacceptable use include but are not limited to:

1. Using technological resources for any illegal activity, including violation of copyright or other contract, harassment or plagiarism.
2. Using the technological resources of our district for financial or commercial gain.
3. Degrading or disrupting equipment or system performance.
4. Vandalizing the data or another user or vandalizing school property/equipment.
5. Wastefully using resources.
6. Gaining unauthorized access to resources or entities.
7. Invading the privacy of individuals.
8. Using an account owned by another user.
9. Posting personal communications without the author's consent.
10. Posting anonymous messages.
11. The knowing or inadvertent spread of computer viruses.
12. Deliberately sending, retrieving, or displaying text/graphics which may reasonably be construed as obscene or abusive.

Disciplinary Action

Discipline will be based on the severity and frequency of the offense and may result in any of the following as determined by school administration:

First Offense: The student will be written up on a disciplinary referral, parents/guardian notification, and the student will receive disciplinary action that may include suspension of computer use privileges for one week, in-school suspension, after-school detention.

Second Offense: The student will be written up on a disciplinary referral, parents/guardian notification and the student will receive disciplinary action that may include suspension of computer use privileges for the equivalent of one marking period, in-school suspension, after-school detention, full financial restitution (if appropriate).

Internet Policy

No email addresses such as yahoo, hotmail, or any similar URL address, may be used to receive email in the Wakefield-Marenisco School District.

- No chat room usage allowed, except as approved by administration for specific class purposes.
- No downloads allowed except for school related activities. Students MUST have teacher approval before downloading. The Technology Coordinator and school administrator must approve all software installations.
- No internet based games allowed unless approved by instructor AND administration.
- No online purchases, auctions or gambling.
- Any creation or modification of a personal website must be done as a class project with teacher supervision.

I have read and agree to comply with the Wakefield-Marenisco School District's Acceptable Use Policy for the technological equipment and resources within the school and its surrounding network. I also understand that any violation of this policy is subject to disciplinary actions.

Student signature

Date

Parent/Guardian signature

Date