

WINSLOW UNIFIED SCHOOL DISTRICT #1

ACCEPTABLE USE POLICY

7/1/2014 – 6/30/2017

**USE OF TECHNOLOGY RESOURCES IN INSTRUCTION**

Before a student and/or employee may have access to the Winslow Unified School District's technology resources, the individual must have a signed and dated user agreement on file. Below are details of the user agreement. The user agreement of a student who is a minor must also have the signature of a parent or guardian who has read and will uphold this agreement. (IJNDB, IJNDB-R, IJNDB-E)

You have the opportunity to use the school's technology resources for your education. These resources will broaden your horizons, provide diverse opportunities, and prepare you for the world of today. You will be able to access the Internet with school resources. While the Internet has great promise for sharing ideas and knowledge, it also has the potential for misuse. The Winslow Unified School District #1 does filter the Internet in an effort to block material that is not appropriate for students. However, there are cautions to be taken. This Acceptable Use Policy (AUP) will outline some of those cautions, provide direction for the use of the resources, and you will affirm your commitment to comply with this AUP.

1. You agree to act responsibly and with good behavior on any computer or communications system using Winslow Unified School District #1 wired or wireless network services. The user agrees to follow all School and District rules for behavior and communications. *Access is a privilege - not a right.*
2. The primary purpose of the District network (including but not limited to the Internet, printers, laptops, etc.) is to allow users to conduct school business.
3. Printing - Do not waste school resources by printing excessively. Use of district printers will be limited to school-related activities. Each site will provide a limited amount of on-site printing to designated printers.
4. You agree not to tamper with or attempt to illegally access or "hack" any Winslow Unified School District #1 computer resources. Intentional damage or misuse of computers or computer networks will not be tolerated. Intentional creation or spreading of a computer virus will not be tolerated.
5. It is your responsibility to protect your privacy; keep your password to yourself. *Sharing a password, logging in for someone else, or using someone else's password, is strictly forbidden.* If you know of a security problem with your account or someone else's, inform the school administration immediately.
6. You agree to abide by the generally accepted rules of "netiquette" and conduct yourself in a responsible, ethical, and polite manner while using any Winslow Unified School District #1 technology resource.
7. The Winslow Unified School District #1 makes no warranties of any kind, whether expressed or implied, for the supervision and service it is providing. By signing below you agree that the Winslow Unified School District #1 assumes no responsibility or liability for any loss of data. YOU are ultimately responsible for backing up your files.

Use of any information obtained via the Internet is at your own risk. The Winslow Unified School District #1 specifically denies any responsibility for the accuracy or quality of information obtained through its services.

8. All technological devices brought onto a Winslow Unified School District #1 campus are subject to search and seizure.

9. Food and drink do not mix with electronic devices. Liquids, even water, will cause corrosion on the electrical parts inside. You are responsible for damage to district technological resources, whether the damage is a broken screen, a corroded electrical part, or a broken keyboard.
10. If a device is checked out to you, you are responsible for keeping your computer clean. A charge for cleanup of your computer may be assessed.
11. Do not load or execute non-approved programs from flash drives, CD's or other portable media onto a district-owned device without expressed permission of the school tech staff and the supervising staff member (teacher, librarian, etc.). Ask before you do so and every time you do so.
12. You are the person responsible for what happens to your assigned device. You are also responsible for any content on your device regardless of how it originated. (This includes tablet and laptop settings. Screen savers, pass codes, apps. Etc.)
13. Help us to help you by reporting any vandalism or misuse of any school resources to the proper school personnel. Taking apart or attempting to repair your computer is considered vandalism.
14. In addition to the items above, the following activities are not permitted:
  - Sending or displaying offensive messages or pictures
  - Using obscene language
  - Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian
  - Harassing, insulting, cyber bullying, or attacking others
  - Damaging or modifying computers, computer systems or computer networks
  - Violating copyright laws
  - Using others' passwords
  - Trespassing in others' folders, work or files
  - Intentionally wasting resources
  - Employing the network for commercial purposes, financial gain, or fraud. Violations may result in a loss of access as well as other disciplinary or legal action, per student handbook and/or board policy.

### **Discipline**

The best discipline is self-discipline. Should the need arise for discipline beyond that regarding the use, or misuse, of your device, your school's administration will determine the appropriate action. The administration will follow the school's code of conduct and Winslow Unified School District #1 Board policies, but there may be additional consequences for misuse of technology with possible disciplinary outcomes that could include: suspension, reduced application permissions, loss of access, or contact with appropriate legal entities such as law enforcement for possible misdemeanor or felony charges. In the event there is an allegation of misuse or violation of the AUP, you will be provided with a written notice of the alleged violation and have an opportunity to present an explanation. These are your Due Process rights. Access to the Winslow Unified School District #1 network is a privilege, not a right.

## **Publishing schoolwork on district websites**

Parents, your child may have schoolwork that will be published on district websites. Such publishing requires that the Winslow Unified School District #1 have your permission to publish that work. By agreeing to this AUP, you agree to allow the Winslow Unified School District #1 to publish your child's schoolwork where appropriate on district-maintained websites.

## **Safety Issues**

The Internet has great promise for sharing ideas and knowledge, it is also has the potential for misuse. The Winslow Unified School District #1 does filter the Internet in an effort to block material that is not appropriate for students. The Winslow Unified School District #1 does not provide home Internet service; this service must be purchased from an Internet service provider. Remember, even the best filter available will not stop someone who is intent on visiting inappropriate sites. Parents accept full responsibility for supervising their child's use when not in a school setting.

## **Some Do's and Don'ts:**

1. ***Remember that a district-provided device is not yours personally.*** It belongs to the school district. Keep nothing on it that is so private that you wouldn't share it with a teacher, the principal, the tech department, or your parents. Assume that your device can keep no secrets, because it can't. Any device will be treated like a backpack-it can be searched. Files stored on your device will not be private. You also agree to allow authorized Winslow Unified School District #1 personnel the ability to review any and all files, data, messages, and email at any time with or without notice. You understand and agree that your own personal electronic hardware (such as a different laptop computer) used on district property falls under this AUP. You also understand and agree that you assume all risks and responsibilities when using your own personal computer equipment and that you will not connect any network-capable devices without prior written permission of the District Technology Coordinator. This connection privilege can be revoked without reason or notice.
2. Do not reveal identifying information about yourself or others through email or the Internet. That information includes name, age, address, phone number, photographs, or parents' names. Check with your teacher if something requires this information. It is better to be safe and guard your information. Identity theft is a growing problem.
3. Don't attempt to override the Internet filtering software or other network configurations. You also agree not to disrupt your school's computer systems and network, or log in as an administrator for the purpose of bypassing or changing restrictions or settings. Attempting to override the filter, use or access proxies, or access the internal portion of the device will result in disciplinary action, which can include the possibility of felony charges.
4. Don't access, send, create, or forward any materials, communications, files, or images that are defamatory, obscene, pornographic, harassing, threatening, or illegal. If you receive any of those items, report it to a school administrator. This includes creating a website or webpage (this includes blogs or sites such as MySpace.com), or adding to an existing website or webpage in order to "bully", intimidate, denigrate, or harass another student or staff member even if you did not use district resources to create, modify, or access the site as this will be considered an interruption of the educational process at school.
5. Don't use your device to gain access to the school's or other computer systems for any illegal activities, or go beyond their authorized access. This includes trying to login as another user or use another's account. This behavior is related to trespassing and will be treated as such.
6. Don't use your device or the network for commercial, political, or other private purposes. Your device is for your schoolwork.

## **Email**

Students will be provided a District sponsored Gmail account. It is very important that you keep your password secret! Someone else logging into your email and sending inappropriate messages will get you into trouble. You will be expected to use your school email for communicating with teachers and other staff.

### **Email Etiquette:**

1. Keep your communications school-appropriate.
2. Don't engage in personal attacks or harassment.
3. Use clear, concise, and appropriate language. Think about what you have to say and how you say it. Email doesn't show sarcasm or wit as well as you might think.
4. Respect privacy (yours and everyone else's). Do not re-post a message without the permission of the person who sent it. Don't share personal information.
5. Your district email can be monitored and reviewed. Please use email appropriately.

### **Copyright Infringement and Plagiarism**

You must respect the rights of copyright owners. Copyright infringement happens when you inappropriately copy someone else's work that is protected by copyright. If you are unsure if something can be legally copied or not, request permission to copy from the copyright holder. You and/or your parents are responsible for any copyright penalties that you commit while using your device. You agree to abide by all patent, trademark, trade name, and copyright laws. Plagiarism is when you take someone else's work and present it as if it were your own. Plagiarism is not acceptable and is not tolerated. All sources must be cited.

### **Miscellaneous**

Files lost are not the responsibility of the school. If you can't bear to lose a file, then you should back it up yourself. Flash drives are an easy way to do this and are widely available.

The Winslow Unified School District #1 is not responsible for replacing lost files or reimbursing for the time and money necessary to replace those files, whether they are purchased music or important final exams.

Should the need arise; the Acceptable Use Policy may be modified by the Winslow Unified School District #1, preferably with notice.

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I understand and will abide by the provisions and conditions indicated. I understand that any violation of the Winslow Unified School District #1 Acceptable Use Policy may result in disciplinary action and the revocation of my use of the Electronic Information Services (EIS).

Name (printed) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(student or employee)

School:  Bonnie Brennan  Jefferson  Washington  Junior High School  High School  District

If a student: Grade \_\_\_\_\_ Teacher \_\_\_\_\_ Class \_\_\_\_\_ Period \_\_\_\_\_

*Note: this agreement applies to both students and employees*

The user agreement of a student **who is a minor** must also have the signature of a parent or guardian who has read and will uphold this agreement.

**Parent or Guardian Cosigner**

As the parent or guardian of the above named student, I have read this agreement and understand it. I understand that it is impossible for the School District to restrict access to all controversial materials and I will not hold the District responsible for materials acquired by the use of the EIS. I also agree to report any misuse of the EIS to a School District administrator. (Misuse may come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement.)

I accept full responsibility for supervision if, and when, my child's use of the EIS is not in a school setting. I hereby give my permission to have my child use the Electric Information Services.

Parent or Guardian Name (printed) \_\_\_\_\_

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

Reference: WUSD School Board Policies IJNDB, IJNDB-R, IJNDB-E

**For IT Department Use Only**

Assigned User Name \_\_\_\_\_ PW \_\_\_\_\_

Needs E-mail?  Yes  No

Account created on \_\_\_\_\_ Phone Ext. # \_\_\_\_\_ WPS 551 (7-14)