



Westminster School District

Technology Acceptable Use Policy (AUP) For Students

The Westminster School District recognizes the value of computers and other electronic technology to improve student learning. The district network and internet connections have been developed as tools to promote educational excellence, innovation, and communication for students and staff. Due to its open nature, there is material available on the Internet that is inappropriate for use at school.

It is the district's intent to protect students by:

- *meeting or exceeding all state and federal guidelines in filtering content from Internet websites;*
- *requiring staff supervision and monitoring of student Internet use;*
- *providing lessons for all students in digital citizenship and Internet safety;*
- *directing each student to accept personal responsibility for using the resources appropriately.*

Please help us teach your children to use technology systems properly by discussing the information in this document and by encouraging them to follow the rules at all times. Teachers may provide additional information regarding the specific software and technologies that will be used at school this year. The following expectations apply to everyone using District technology. Students may access the computer network only for purposes authorized by district instructors in accordance with Board policy. Students are responsible for following all requirements specified in this Acceptable Use Agreement. Users may not install, remove, or modify equipment on the network. Inappropriate use may result in the cancellation of the child's privileges, disciplinary action and/or legal action.

Privacy

The District respects the individual privacy of its employees and students. However, this privacy does not extend to District computer systems. To ensure proper use, the District may monitor its technological resources at any time without advance notice or consent. Network administrators may review and/or remove files and communications to maintain system integrity and ensure that users are behaving responsibly. Students should not expect that files they have stored on district servers or network attached devices will always be private.

Network Behavior

I understand that I am personally responsible for following school rules while using the District's computer network.

Acceptable Use

- I will always use proper and respectful behavior, exhibiting digital citizenship and Internet safety.
- If I see something that is inappropriate or offensive, I will tell a teacher or school administrator.
- I understand that America's copyright laws protect artists, musicians, and writers. If I use pictures or words from a webpage, I will cite the source.
- I understand that everything that happens on the school network may be reviewed at any time and is NOT private.

Unacceptable Use

- I will not bring iPods, CD or mp3/4 players, E-gaming devices, E-readers, or any other electronic device to school without the school's permission.
- I will not use the District's computer systems for anything illegal.
- I will not swear, use threatening, obscene, or other offensive language.
- I will not respond to any messages that are mean or make me feel uncomfortable. If I receive a message like this, I will tell a school official right away.
- I agree to never meet with someone I have met online, without parental permission.
- I will not reveal online my name or anything personal about myself, my family, or anyone else without direction from my teacher. I understand that personal information includes pictures, address, telephone number, school address, work address, and so on.
- I will not share my passwords with anyone, including friends.
- I will not attempt to bypass the District's safety and security systems.

- I will not post photographs or videos of myself, other students, or teachers on the Internet without permission.
- I will not use the school network to download games, music, videos or other files not needed for school work.

Cell Phones and Other Devices

Students carry cell phones and other devices at their own risk. Misuse of cell phones during the school day will result in consequences outlined in Parent/Students Rights and Responsibilities. The district is not responsible for lost, stolen, or damaged cell phones and other devices.

Acceptable Use

- I understand that cell phones must be turned off during the instructional school day except when used for a valid instructional or school-related purpose as determined by the teacher.
- I understand that students may use cell phones BEFORE and AFTER school ONLY.
- I understand that I may use the school land-line phones in an emergency.

Unacceptable Use

- I will never use a cell phone during the school day inside school buildings, classrooms, or offices, including restrooms without permission from a district employee.
- I will never use a cell phone during school assemblies and other special events.
- I will never take any pictures using a cell phone or camcorder at school that infringes on the privacy rights of any other person.

Policy and Administrative Procedures

The district publishes the policies related to use of technology approved by the Board and the related rules and procedures. You may read or print copies from the website at: <http://www.wsdk8.us/>

I have read and agree to abide by this Acceptable Use Agreement.

I agree not to hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. I also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____