

# Whitko Community Schools

## Acceptable Use Policy Statement

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### I. Purpose

The purpose of this Acceptable Use Policy is to set forth policies and guidelines for access to Whitko Community Schools (WCS) district and personal technology resources. District and personal technology resources are herein defined as any electronic device or network accessible technology used to communicate or convey audio, text, or visual messages. In addition this policy includes guidelines for acceptable and safe use of the WCS computer hardware, computer software and related access to the WCS intranet and the Internet and World-Wide Web (www).

Whitko School Corporation reserves the right to modify the terms and conditions of this document at any time. The latest version of this document is available at the Whitko School Corporation website at [www.whitko.org](http://www.whitko.org)

### II. General Statement of Policy

In making decisions regarding student access to the school district and personal technology resources the district considers its own stated educational mission, goals and objectives. Access to and use of technology resources have become a powerful tool for promoting educational excellence by facilitating research, information delivery, sharing, innovation, communication, productivity and learning. While these tools have become vital to communication and information access not all material is suited for the K-12 environment. The district expects that faculty will blend thoughtful use of the school district and personal technology resources and the Internet throughout the curriculum and will provide guidance and instruction to students on their safe and appropriate use.

### III. Limited Educational Purpose

Whitko Community Schools provides employees and students with access to its district and personal technology resources. The purpose of these resources is not general access but has a more specific limited educational purpose. This purpose includes use of district and personal technology resources for professional WCS business, classroom instructional activities, professional and career development and to further educational and personal goals consistent with the school district's mission, goals, and objectives and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on these limited purpose systems.

### IV. Use of System is a Privilege

The use of the WCS district and personal technology resources is a privilege not a right. Depending on the nature and degree of the violation and the number of previous violations unacceptable use of the district's technology resources or the Internet may result in one or more of the following consequences: suspension or cancellation of use of access privileges; payments for damages and repairs; discipline under other appropriate school division policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

Devices are intended for educational use by students at school. Students are responsible for bringing their device, charged to school each day. Students who do not follow these guidelines will be subject to disciplinary action at the discretion of the administration.

- Access to the Internet at school will route through the school's Internet content filter and Internet access will be monitored on each device.
- Students will follow the school's Acceptable Use Policy and will use appropriate content on the devices at all times.
- Students must produce the device for school staff upon request at any time.
- Sound must be muted at all times unless permission is obtained from the teacher.
- Students will use devices provided by the school to help meet all appropriate and required protection laws. **No substitution of personal devices allowed.**

### V. Damage and Repairs

Students will be held responsible for maintaining their individual device and keeping them in good working order.

- Devices that malfunction or are damaged must be reported immediately. All device repairs must be handled through the school.
- Damage to a device may require a fee. The School will manage out-of-warranty repairs with a co-pay system to the student with the following as a guide:
- Intentional break or severe negligence - 100% cost

- o An invoice specific to each repair will be sent by mail. For those enrolled in the device protection plan, the cost will be charged per the damage fee sheet.
- Device cases furnished by the school must be returned with only normal wear to avoid paying a case replacement fee. Any alterations may result in the need to assess a case replacement fee.
- Devices that have been stolen or lost must be reported immediately to a teacher or administrator.

## **VI. Acceptable and Unacceptable Uses**

- The WCS technology resources including the Internet and WCS intranet are to be used for educational purposes.
- The rules you are about to read in this acceptable use policy are meant first and foremost to promote, encourage, and support the abilities of school officials to maintain a safe, respectful, and school-appropriate environment. The rules included in this policy are in addition to the broad, discretionary authority to maintain safety, order, and discipline inside the school zone. The rules in this policy support, but do not limit, the authority of school officials.
- It is unacceptable to use WCS technology for:
  1. posting or reposting private, personally identifiable information about another person without permission (including, but not limited to, home address, telephone numbers, identification numbers, account numbers, access codes or passwords, photographs, height, weight);
  2. sending threatening or harassing messages;
  3. making or transmitting false, defamatory, or libelous statements about another person, group, or organization;
  4. accessing or sharing pornographic, sexually explicit, obscene, or otherwise harmful or inappropriate materials for minors;
  5. gaining or attempting to gain unauthorized access to WCS computer and technology systems;
  6. interfering with the daily operation of WCS computer and technology systems, including knowingly placing a computer virus on or within any computer or technology system;
  7. accessing or attempting to access another person's account, password, or files without prior implied or direct consent of that person;
  8. intercepting communications intended for another person without prior authorization;
  9. engaging in any commercial or fundraising purpose without authorization from the appropriate school division official;
  10. furthering any political or religious purpose;
  11. engaging in any illegal act or violating any local, state, or federal statute or law;
  12. downloading, uploading, or distributing any files, software, or other material in violation of federal copyright laws or intellectual property laws;
  13. attempting to gain unauthorized access to the school district's systems or any other system through the school district's technology systems;
  14. violating software usage or licensing agreements; and
  15. offering or providing goods or services or for product advertisement or to purchase goods or services for personal use.
  16. any activity in violation of the student handbook.
- If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. A user may also in certain rare instances access otherwise unacceptable materials if necessary to complete an assignment and if done with prior approval of, with appropriate guidance from, the appropriate teacher.

## **VII. Filter With Regard to Internet Access**

- With respect to any computers within Whitko Community Schools with Internet access, the school district will monitor the online activities of minors, employees, and guests. The district will employ technology protection measures during any use of such computers by minors and adults, including, but not limited to firewalls, filters, bandwidth monitoring, and shaping tools, antivirus software, anti-spyware software and pop-up blockers. The technology protection measures utilized will monitor material deemed:
  - o Obscene
  - o Child pornography; or
  - o Harmful to minors.
- The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
  - o Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
  - or

- o Depicts, describes, or represents, in any patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- o Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during the use by an adult, to enable access for bona fide research or other lawful purposes.

### **VIII. Consistency with Other School Policies**

Use of the district's technology shall be consistent with school division mission, goals, objectives and policies as well as the varied instructional needs, learning styles, abilities and developmental levels of its students. The district's network and related computer systems are not a public forum.

### **IX. Limited Expectation of Privacy**

- By authorizing use of the school district's technology resources the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal data or files on the school district equipment or systems.
- Routine maintenance and monitoring of the school district systems may lead to a discovery that a user has violated this policy, another school district policy, or law.
- An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual accounts.
- School district employees should be aware that data and other materials in files maintained on the school district systems may be subject to review, disclosure, or discovery under federal and state statutes, Family Educational Rights and Privacy Act of 1974 (FERPA).
- The school district will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with school district policies conducted through the school division's systems.

### **X. Internet Use Agreement**

- The proper use of the Internet and the educational value to be gained from proper Internet use is the joint responsibility of students, parents, and employees of the school district.
- This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- The Internet Use Agreement form must be read and signed by the user (if able to sign or if entering grade four or above) and the parent or guardian. The form must then be filed at the school office (students and school staff) or at the user's respective department office (non-school based employees).

### **XI. Limitations on School District Liability**

Use of the school district's technology resources including the Internet and WCS intranet is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including but not limited to loss, damage or unavailability of data stored on school division storage media, including but not limited to tapes, hard drives, flash drives, or servers, or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of data, information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district's systems. The school district will not be responsible for financial obligations arising through unauthorized use of the school district's systems, including the Internet and WCS intranet.

### **XII. User Notification**

- All users shall be notified of the school district policies relating to technology resources use.
- This notification shall include the following:
  - Notification that intranet and Internet use is subject to compliance with school district policies.
  - Disclaimers limiting the school district's liability relative to
    - Information stored on school district magnetic media, including but not limited to hard drives, flash drives or servers.
    - Information retrieved through school district computers, networks, or online resources.
    - Personal property used to access school district computers, networks, or online resources.

- Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
- A description of the privacy rights and limitations of school managed Internet accounts.
- Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this Acceptable Use Policy.
- Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student or the student's parents/guardians.
- Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Family Educational Rights and Privacy Act of 1974 (FERPA).
- Notification that should the user violate the school district's acceptable use policy, the student's access privileges may be limited, suspended, or revoked. In addition, school disciplinary action may be taken and/or appropriate legal action may be taken given the severity of the offense.
- Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

### **XIII. Parent Responsibility-Notification of Student Internet Use**

- Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their students' uses of the school district systems and of the Internet if the students are accessing the school district systems from home or a remote location.
- Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
  - A copy of the user notification form provided to the student user.
  - A description of parent/guardian responsibilities.
  - A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and a supervising teacher prior to use by the student.
  - A statement that the school district's acceptable use policy is available for parental review.

### **XIV. Implementation and Policy Review**

- The school district administration may develop appropriate guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board such guidelines and procedures shall be an addendum to this policy.
- The administration shall revise the student and parent notifications if necessary to reflect the adoption of these guidelines and procedures.
- The school district's Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- Because of the rapid changes in the development of the Internet the school division shall conduct an annual review of this policy.

Acceptable Use Policy Section II Agreement EMPLOYEE AGREEMENT I have read the District's electronic communications system policy and administrative regulations and agree to abide by their provisions. In consideration for the privilege of using the District's electronic communications system; and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the system, including, without limitation, the type of damages identified in the District's policy and administrative regulations.

Signature \_\_\_\_\_

Home address \_\_\_\_\_

Date \_\_\_\_\_ Home phone number \_\_\_\_\_