

# WHITEHALL DISTRICT SCHOOLS TECHNOLOGY ACCEPTABLE USE POLICY

Whitehall District Schools (WDS) provides a full range of electronic information services, including Internet access, to students and staff. Use of technology at WDS is a privilege that is intended to enhance learning, develop the ability to use technology as a tool for improved productivity and communication, develop essential electronic information research skills, and exchange information.

With access to technology comes responsibility – both for the equipment and for the information accessed and created. Users need to familiarize themselves with these responsibilities. Failure to follow them may result in loss of technology privileges and/or disciplinary action as outlined in the Technology Acceptable Use Policy and respective Board of Education policies.

Unless otherwise specified, the following regulations shall apply equally to all users of technology at WDS.

The District shall not be held responsible for any individual's inappropriate use of its technology in violation of the law. Each user shall be held personally, civilly and criminally responsible for any violations of the law. The District has the right to revoke the user's access privileges at any time for any reason.

Each user of technology shall read the Technology Acceptable Use Policy and sign the WDS Acceptable Use Policy Form. Use of District technology shall constitute agreement and consent to abide by the terms set forth in the Technology Acceptable Use Policy.

## ***Internet, Network and Computer Usage Guidelines and Expectations***

### **I. Personal Safety**

- A.** You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, social security number, etc.
- B.** You will promptly disclose to your instructor or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

### **II. Prohibited Activities**

- A.** You will not attempt to gain unauthorized access to any computer system or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. Users shall have no expectation of privacy when using District technology.
- B.** You will not download or install any unapproved, software or unlicensed or otherwise copyrighted software.
- C.** You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- D.** You will not engage in electronic cheating of any form.
- E.** You will not vandalize school property.
- F.** You are prohibited from using district technology for unauthorized private enterprise, product advertisement or political lobbying.
- G.** You are responsible for seeing that no hardware is disconnected, removed or relocated.
- H.** You are responsible for printing only what is needed and using what is printed.
- I.** Under no conditions should you provide your password to another person.
- J.** Students must use technology within the parameters provided by the instructor.

### **III. Inappropriate Language and Material**

- A.** You will not use or purposefully view obscene, vulgar, threatening, or disrespectful language or material.
- B.** You will not engage in personal attacks or harassment (cyberbullying), including prejudicial or discriminatory attacks.
- C.** You will not post false information about a person or organization.

### **IV. Plagiarism and Copyright Infringement**

- A.** You will not plagiarize. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- B.** You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright.
- C.** If you mistakenly access inappropriate information, you should immediately tell your teacher or another District employee. This will protect you against a claim that you have intentionally violated this Policy.

### **V. Free Speech**

- A.** Your right to free speech, as set forth in the disciplinary code, applies also to your communication on the Internet. The Network/Internet is considered a limited forum, similar to the school newspaper, and therefore, the District may restrict your speech for valid educational reasons.

### **VI. Searches and Seizure**

- A.** The situation is similar to the rights you have in the privacy of your locker and/or classroom.
- B.** Routine maintenance and monitoring of the Network/Internet may lead to discovery that you have violated this Policy, the disciplinary code, or the law.
- C.** All data is the property of the District, and the District has the right to supervise the use of such property.
- D.** Students' parents/legal guardians have the right at any time to request to see the contents of your electronic files.

### **VII. Due Process**

- A.** The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Network/Internet.
- B.** In the event there is a claim that you have violated this Policy or disciplinary code in your use of the Network/Internet, the claim will be handled in a manner described in the disciplinary guidelines.

## VIII. Limitation of Liability

The District will observe all requirements of Children's Internet Protection Act (CIPA) and Children's Online Protection Act (COPA). The District has taken precautions to restrict access to controversial materials via procedures and web filtering. On a local or global network; however, it is impossible to control all materials and a user may discover controversial material and visually explicit materials. The District has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to a minor. However, it is impossible for the District to restrict access to all objectionable and/or controversial materials that may be found on the Internet.

WDS makes no warranties of any kind, whether expressed or implied for the service it is providing. The District will not be held responsible for any disclosure of information that occurs as a result, directly or indirectly, of the failure to safeguard the password or account identified information. Use of the District technology systems is at the user's own risk. These systems are provided on an "as is/as available" basis. The District will not be responsible for any damage the user may suffer, including but not limited to loss, damage, or unavailability of data stored on the District system. The District will not be responsible for financial obligations arising through unauthorized use of the District systems or the Internet.

## IX. Student Disciplinary Guidelines

Students will be disciplined for violating the responsibilities outlined in the Acceptable Use Policy. He/she can reasonably expect the following action to be taken:

- **First Offense:** The student will lose all technology privileges for 10 school days. The offense will be recorded in the student's file.
- **Second Offense:** The student will lose all technology privileges for 90 school days. The offense will be recorded in the student's file.
- **Third Offense:** The student will lose all technology privileges for 180 school days. The offense will be recorded in the student's file.
- Users will be required to make full financial restitution of any expenses incurred or any damages caused.
- **The school administration reserves the right to administer disciplinary action in a discretionary manner and may vary from those outlined above.**

# WHITEHALL DISTRICT SCHOOLS TECHNOLOGY ACCEPTABLE USE POLICY

To use school technology, users must sign and return this form.

## **Please complete the following:**

I have read and agree to abide by the Technology Acceptable Use Policy. (This document can be found on the District Web Page and is part of the handbook.)

Users Full Name (please print): \_\_\_\_\_

Signature of User: \_\_\_\_\_

### **If user is a minor:**

I hereby give permission to issue an account for my child and certify that the information contained in this form is correct. By signing below I am agreeing to the terms described in this agreement.

Parent/Legal Guardian (please print): \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_