

## Acceptable Use Procedures for Electronic Resources

### INTRODUCTION

The District believes that children can benefit from relevant and educational experiences involving a wide array of technological and electronic resources. Access to various software, email, and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. While our intent is to make access to electronic resources available to further educational goals and objectives, users may find ways to access other materials as well. The purpose of this document is to provide guidelines for insuring appropriate use of electronic resources by students, staff, and community.

In order to gain access to the District's electronic resources, all users must sign the Acceptable Use of Electronic Resources Agreement Form. Students under eighteen (18) must obtain parental permission.

### DEFINITION OF ELECTRONIC RESOURCES

The term "electronic resource" includes, but is not limited to, the following list:

- Computers (desktops, laptops, word processors, personal digital assistants, etc.)
- Computer Networks (all equipment connected together for the sharing of information)
- Internet Access
- Email Access
- Software
- Video hardware and software
- Voice hardware and software

### BEHAVIOR EXPECTATIONS OF ALL ELECTRONIC RESOURCE USERS

#### Professional and Educational Use

All use of electronic resources must be in support of education and research and consistent with educational objectives of the District.

#### 1 Non-Productive Activities

- No playing games (other than game-like educational software).
- No sending personal, chain, spam (junk), or hoax emails.
- No chatting on the Internet, on instant messenger services, in chat rooms, in email, or accessing and/or setting up non-instructional blogs or social networking sites. Teacher supervised chats are allowed if part of a class assignment.
- No surfing the Internet. Researching for school-related resources is acceptable.

#### 2 Personal Gain

- No conducting of private or personal business using the District's electronic resources.
- No use of electronic resources for political or religious purposes.

#### 3 Appropriate Language and Conduct

- No profanity, ethnic slurs, or any other inappropriate language.
- No purposeful annoying of other Internet users.

**Acceptable Use Procedures for Electronic Resources****BEHAVIOR EXPECTATIONS OF ALL ELECTRONIC RESOURCE USERS (CONTINUED)****Security and Operation**

You may not compromise the security or operation of the network.

**1 Password and Account Integrity**

- Do not give your password to anyone.
- Do not offer access to the District's electronic resources via your account.

**2 Malicious Activities**

- Do not create, run, install, or share viruses or other malicious code.
- Do not access, modify, copy, or destroy another person's data.
- Do not break or attempt to break into network resources or computer networks for which you do not have rights (i.e. hacking).

**3 Electronic Resources Operation**

- Do not monopolize or overload computer or network resources, such as running a large program over the network, mass emailing of large files, or printing too many copies.
- Do not vandalize any District hardware, software, or data.

Conducting illegal activities via the District's electronic resources is strictly prohibited.

**1 Sexually Explicit and Offensive Material**

- You may not get or transmit obscene, abusive, or sexually explicit material while using the District's electronic resources.
- You may not harass, threaten, or transmit materials that are slanderous or defamatory in nature.

**2 Copyrighted Material**

- You are not permitted to get from or put onto the District's electronic resources any copyrighted material, including software.
- Employees only: District or school software installed on a home computer must have a license providing for "Home Use Rights", be used only for the purposes of work-related activities, and uninstalled from the home computer should you leave the District.

**3 Privacy**

- You must protect the identity of yourself and others through any form of electronic communication.
- Users shall not violate State and Federal legal requirements addressing student and employee rights to privacy, including unauthorized disclosure, use and dissemination of personal information.
- Do not store confidential document on accessible storage devices. Be aware that network administrators periodically audit electronic resources for acceptable use.

**Acceptable Use Procedures for Electronic Resources****Security and Operation (continued)****4 Other Inappropriate Behavior**

- You are not permitted to impersonate another individual through email or Internet communication.
- You are not permitted to engage in illegal activities as defined by state and federal laws while using District electronic resources.
- You are not permitted to harass or bully other individuals.

**NO PRIVACY GUARANTEE**

The Superintendent/designee has the right to access information stored in any user directory, on the current user screen, or in electronic mail. S/he may review files and communications to maintain system integrity and insure that individuals are using the system responsibly. Users should not expect files stored on District servers or through District provided or sponsored technology services, to be private.

**STUDENT NETWORK ACCOUNTS**

All students are given access to a network user account and email upon receipt of parental permission.

**Parental Permission and Conveyance of Expectations**

Parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using electronic resources in school. Parents or guardians of students under eighteen years of age must provide permission in order for their child to gain access to the District's electronic resources.

Except in cases involving students who are at least eighteen (18) years of age and have no legal guardian, parents/guardians may request that the school/District:

- Provide access so that the parent may examine the contents of their child(ren)'s email files;
- Terminate their child(ren)'s individual email account and/or Internet access; and
- Provide alternative activities for their child(ren) that do not require Internet access.

**Adult Supervision, Filtering, and Auditing of Electronic Resource Use**

All adults directly connected to a student's use of an electronic resource are responsible for the supervision of the student's activities. Parents/guardians are responsible for the supervision of their child's use of the District's electronic resources from home.

School and District personnel will maintain and implement software to filter inappropriate Internet communications.

School and district personnel will conduct periodic audits of Internet, email, and software use.

All adults are expected to model appropriate behavior on electronic resources, as outlined above.

**Acceptable Use Procedures for Electronic Resources****PENALTIES FOR VIOLATIONS**

Penalties for violations may include legal, financial, loss of access for the remainder of the year or other disciplinary action. The administration, faculty, and staff of Williamstown Schools may request the system administrator deny, revoke, or suspend specific user accounts and/or access to the Internet and other resources. Users whose account or access has been denied, suspended, or revoked do have the following rights:

- To request (in writing) from the Chief Information Officer, a written statement justifying the actions.
- To submit a written appeal to the Superintendent.

**AGREEMENT FOR USERS**

To gain access to any electronic resource, all users must sign and return the Electronic Resources User Agreement to the school's administrative office. Students under the age of eighteen (18) must obtain parental permission.

**RELATED PROCEDURE:**

08.2323 AP.21

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