

WEST DELAWARE COUNTY COMMUNITY SCHOOL DISTRICT

Technology/Internet Acceptable Use

Code No. 603.10

Acceptable Use Policy/Parent Information

The West Delaware County Community Schools (WDECCSD) is pleased to offer Internet and computer access for student, staff and Board member use. The ability to communicate electronically with others and to gain access to primary source data is an invaluable benefit for staff, students and Board members. There are, however, information areas within the structure of the Internet which may be inappropriate for access and use by some or all of our students. The district uses the AEA Internet filter to guide access, makes every effort to block inappropriate materials, and staff members make every effort to ensure student use of the Internet is appropriate and educational. The district reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the Acceptable Use Policy.

Students, Staff and Board Members are expected to follow these guidelines:

Acceptable Use

- Use all computers and other equipment for educational purposes. This includes, but is not limited to, classroom activities, research activities, peer review of assignments, and the exchange of project-related ideas, opinions, and questions.
- Abide by the generally accepted rules of network etiquette and safety guidelines.
- Material created and/or stored on the district's network/computers is not guaranteed to be private.
- Adhere to copyright laws and restrictions.
- Follow all school, state and national policies/laws.

Unacceptable Use

- The network should not be used to download, copy, or store any software, shareware, or freeware without prior permission from the information services department.
- The network should not be used to buy or sell products and services for personal use. If there is a question please check with the information services department.
- Network users may not use vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about another person.
- Users may not log in as someone else.
- Vandalism and/or theft of any technology in the district may result in removal of the user from the system. Restitution and/or legal charges may be brought as a result of the violation. The person will be charged no less than \$50, but no more than the actual cost of either repair or replacement of the device depending on what is cheaper and available.
- Unauthorized access or attempts to access others' data is prohibited.
- Users cannot use any technology, personal or school-owned, to circumvent school procedures.

The use of the district's technology services is a privilege. All violations of technology use are subject to disciplinary action by the school and may be turned over to authorities for legal actions. Parents will be notified of actions taken with their student.

Student's Level of Access

Students will follow a sequential, structured approach to gaining skills, which will allow them to become independent, responsible users of the Internet. They will be educated in interactions online including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response.

In the elementary schools (JK-4), teachers will actively supervise students' use of the Internet. Students will access Internet resources that the teacher has previously explored and selected. Teachers will make every effort to ensure the students are directed to sites with only age and topic appropriate material and resources.

In the middle school (5-8), teachers will provide guided practice and model appropriate use of the Internet. Teachers will supervise students as they move from teacher guided search activities to a more independent student use. Teachers will make every effort to ensure that students explore only sites with age and topic appropriate materials and resources.

In the high school (9-12), students have the opportunity to experiment with independent Internet use with teachers assuming less of a monitoring role and more of an advisory role. The goal is to make each student a responsible user of the information available on the Internet.

Safety Guidelines for Students

- Don't post/give out personal information (name, address, phone number, passwords, etc.)
- Don't post pictures of yourself and keep identifiers to a minimum
- Things that come up inappropriately should be shared with parent/teacher/supervisor
- If something seems wrong, then leave the site immediately
- Keep passwords safe
- Posting something online is permanent, you can't take it back.
- Post only what you would want everyone to see
- Keep it clear/Keep it clean/Keep it yours

Copyright Guidelines

Staff, students and Board members of the West Delaware County Community School District are subject to the provisions of the Copyright Act of 1976. Teachers, administrators, media specialists, and other District personnel take an active role in assuring compliance with the United States copyright law and congressional guidelines. US copyright laws protect most creative works. Examples of creative works include books, computer software, music, and films. The District does not sanction illegal use or duplication of copyrighted materials in any form. Unlawful copies may not be produced or used on District equipment, within District facilities, or at District-sponsored functions. Staff, students or Board members who knowingly and/or willingly violate the District's copyright policies do so at their own risk and may be required to reimburse the District for expenses incurred as the result of a violation. Principals or administrators are responsible for establishing procedures to ensure that offices and schools adhere to copyright law. These procedures should include informing students and staff and Board members of District copyright policy, and periodically reminding them of their rights and responsibilities. All school sites and work locations must keep a copy of their computer software site license agreements on file.

Email Use

All staff and students grades 5-12 are provided an email account (unless declined by a parent/guardian). It is the responsibility of the user to comply with the Acceptable Use Policy. The email account is for school-related purposes; it should not be used for personal use. The student or staff member should use a personal email account for such purposes.

Social Networking Sites

- Only use social networking sites approved by our district (ones that are not blocked by our firewall).
- Social networking sites used at school are for school-related purposes, not personal. This also means that school connections with social networking sites are for school uses, not personal uses no matter where they are used.
- The use of personal devices (personal laptops, other direct electronic communication devices, etc.) to get to blocked social networking sites outside of our firewall is prohibited.
- Be aware of copyright laws. Copying information, pictures, music, etc. and putting online (or reposting) may be against copyright laws if a person doesn't have permission. Always make sure to have permission before posting online.

Borrowing of Equipment (including school-issued devices)

School-issued device references the device that a student receives at the beginning of the year and is in charge of over the course of the whole school year.

Use of the technology is a privilege and not a right. Failure to use the technology in an appropriate manner could result in consequences, as determined by the staff and administration of WDCCSO.

This technology is provided for educational purposes only and is intended to support the learning objectives of the WDCCSO. The technology is the property of WDCCSO. WDCCSO is not liable for lost data or time spent on data. Students and their parents/guardians must agree in writing to the following before students will be allowed to take any technology home:

- Student agrees to follow all WDCCSO regulations and policies governing the use of the technology as well as all applicable State and Federal laws including copyright and intellectual property law pertaining to software and information.
- Student shall not remove or alter any WDCCSO identification labels attached to or displayed on the technology nor shall the student change identification within the technology, such as the technology name.
- Student agrees to handle the technology carefully and protect it from the weather and other potential sources of damage, including but not limited to the following:
 - Avoid leaving technology in extreme hot or cold temperatures, such as in a car.
 - Avoid liquids and food while using technology.
 - Avoid leaving technology unattended around children or pets.
 - Avoid placing or stacking heavy objects on top of technology.
 - Avoid operating technology on soft items such as pillows, chairs, sofa cushions, blankets, etc.
 - Avoid leaving technology in an unsecure location when not in use.

- The student and their parents/guardians will assume the risk of loss by theft, destruction, or damage. If during the loan period, the technology is damaged or returned with any accessories missing, WDCCSO may charge the student based on this criteria.
 - If the damage is deemed accidental the person will be charged no less than \$25, but no more than \$300 which will cover half the cost of either repair or replacement of the device depending on what is cheaper and available. The total repair bill will not exceed half of the original cost of the device.
 - If the damage is deemed carelessness (see list above on what to avoid) or vandalism/destruction, the person will be charged no less than \$50, but no more than \$600 which will cover the whole cost of either repair or replacement of the device depending on what is cheaper and available. The total repair bill will not exceed the original cost of the device.
 - If damage is caused because it was not transported using the carrying case that is provided, the cause may be deemed carelessness.
- Student agrees if the technology malfunctions or is damaged or not working properly, it must be turned in to the technology staff for repair or replacement. Parents/guardians are not authorized to attempt repairs themselves or contract with any other individual or business for repair.
- Student agrees to be responsible for recharging the technology at home on a daily basis. One suggestion would be to charge it at the same time you charge your cell phone at night.
- Student agrees to be responsible for bringing the charged device, cases, and accessories (if applicable) back to school every day.
- Student agrees to not leave any school device unsupervised to help prevent against theft. This would be deemed as carelessness.
- Student agrees to use the devices for school-related purpose only. If it is found that the student is using the device for personal reasons or has altered computer settings in any manner it is the right of the school to suspend usage for a period of time determined by the school.
- The student is permitted to alter or add files to customize the school-issued device to their own working style as long as it does not interfere with the rest of the Acceptable Use Policy.
- The student is permitted to apply identifiers to the school-issued device as long as any are completely removable. If not removable there will be a fine attached. Seniors or students leaving the district must remove the identifiers before the school-issued device is turned in.
- Student agrees to turn a school-issued device at the end of the year or at the time that their enrollment at WDCCSO has ended. Failure to turn in a school-issued device or any other devices borrowed may be considered theft.

Bringing Own Devices

Students may bring their own devices as long as it is approved by the teacher or other certified school personnel in that particular class/activity. This is in addition to any school-issued devices the student is given. Students are responsible for bringing school-issued devices every day.

Please remember the following:

- Even though it is a personal device, the user must still comply with the Acceptable Use Policy while in the district.

- Students assume responsibility for only visiting appropriate sites, even on their own devices. Teachers may question the student’s rationale for visiting a site. If the student unintentionally logs into something inappropriate, please exit.
- Students are not allowed to access documents, etc. that may be deemed not appropriate for school.
- The school will provide basic networking connectivity. It is not the responsibility of the information services department to troubleshoot a personal computer.
- The school may confiscate and hold a device as per building policy if a problem arises. The device may also be suspended from school property if the problem continues.

Direct Electronic Communication Devices (ie. Cell phones, PDA’s, iPods, cameras, etc.)

- A teacher may allow students to utilize direct electronic communication devices for education purposes in that teacher’s class. Although teachers monitor student online activity, it is the direct responsibility of the user to comply with this acceptable use policy.
- There may be other acceptable uses as set by each building.
- No Direct Electronic Communication devices with audio and/or video recording capability may be used in restrooms or locker rooms.
- Teachers may hold a phone that is becoming a disruption in class, ask that it be placed in another location, or send it to the office, etc.
- People are not allowed to access sites, pictures, videos, etc. that are currently blocked with the school firewall; or considered not appropriate for school.

In compliance with federal law, this policy will be maintained, with appropriate revisions, at least five years beyond the termination of funding under the Children’s Internet Protection Act (CIPA) or E-rate.

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