Responsible Use Policy

We are pleased to be able to offer our students and staff access to computer technology, including access to the Internet, certain online services, and our local information technology network. We are dedicated to the access and support of appropriate technology which unlocks our potential and connects us locally and globally. We envision a learning environment where technology is a part of us, not apart from us.

We believe that the tremendous value of technology and the information technology network as an educational resource far outweighs the potential risks. We will leverage existing and emerging technology as a means to learn and thrive in the 21st Century and prepare our students for success toward their goals in the competitive global, electronic age. We feel that access to the tools and resources of a world-wide network and understanding when and how these tools are appropriately and effectively used are imperative in each student's education.

The school's information technology resources, including email, Internet access, and emerging Web2.0 tools such as blogs, wikis, and podcasts, are provided for educational purposes. If you have any doubt about whether a contemplated activity is acceptable, consult with your teacher or principal to help decide if its use is appropriate.

We will provide age-appropriate instruction to all students on cyber safety including but not limited to appropriate online behavior, such as interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response

Adherence to the following policy is necessary for continued access to the school's technological resources:

Users must respect and protect the privacy of others by:
1. Using only assigned accounts.
2. Only viewing, using, or copying passwords, data, or networks to which they are authorized.
3. Refraining from distributing private information about others or themselves.

Users must respect and protect the integrity, availability, and security of all electronic resources by:
1. Observing all district Internet filters and network security practices.
2. Reporting security risks or violations to a teacher or network administrator.
3. Not destroying or damaging data, networks, or other resources that do not belong to them, without clear permission of the owner.
4. Conserving, protecting, and sharing these resources with other users.
5. Notifying a staff member or administrator of computer or network malfunctions.

Users must respect and protect the intellectual property of others by.

1. Following copyright laws (not making illegal copies of music, games, or movies).
2. Citing sources when using others' work (not plagiarizing).

Users must respect and practice the principles of community by:

1. Communicating only in ways that are kind and respectful.
2. Reporting threatening or discomforting materials to a teacher or administrator.
3. Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass).
4. Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
5. Not using the resources to further other acts that are criminal or violate the school's code of conduct.
6. Avoiding spam, chain letters, or other mass unsolicited mailings.
7. Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

Users may, if in accord with the policy above:

1. Design and post web pages and other material from school resources.
2. Communicate electronically via tools such as email, chat, text, or videoconferencing (students require a teacher's permission).
3. Install or download software, if also in conformity with laws and licenses.
4. Use the resources for any educational purpose.

BringYourOwnDevice users may access our wireless network (Tiger-Wireless, Webster-Guest) on his/her personal technology device by

1. Not accessing the user's outside network. Access to the user's personal cellular network is a violation of this policy.
2. Engaging in educational activities. Technology access must be of an educational nature and is at the discretion of the supervising staff member.
3. Refraining from questionable activities. Technology devices brought to school may be subject to search and seizure by school officials under certain circumstances.
4. Monitoring the device diligently. The district is not responsible for damaged, lost, or stolen devices used in the classroom nor is staff members accountable for the maintenance of said devices. The district is also not responsible for additional chargers incurred by the student due to the use of such devices.
5. Adhering to the district's responsible use policy.

Users who utilize Webster School District equipment off district grounds will

1. Adhere to this agreement at all times.
2. Not tamper with security messages installed by the district for content filtering of the Internet.
3. Engage in educational activities. The district may investigate reports of unacceptable use of district owned equipment off the district premises.

Consequences for Violation

Inappropriate use of computer networks results in the loss of access, disciplinary action, and/or referral to legal authorities. Users may lose access privileges to the Internet and/or internal network as follows:

- First Offense – conference with parents, teacher, and building principal

- Second Offense – one day ISS

- Third and Subsequent Offenses – three days of ISS

All penalties are subject to review by the building principals. Persons wishing to appeal decisions related to computer network use privileges may do as follows:

Step 1: After a ruling by the building principal that results in a disciplinary action, the user (or parent/guardian) may appeal the decision in writing to the District Administrator, provided the appeal is received within five working/school days from the first day of action.

Step 2: The District Administrator, within five working days of receipt of such written appeal, will set a date for a hearing with the School Board. All decisions made by the School Board are final.

Supervision and Monitoring.

The use of District owned information technology resources is not private. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

ACKNOWLEDGEMENT SHEET

We acknowledge that we have read this policy thoroughly and agree to abide by its provisions and regulations.

_____   _____

(Student Name – PLEASE PRINT)   Grade

_____

Student Signature

_____

Date

_____

Parent/Guardian Signature

_____

Date