

*Please read this document carefully before signing.*

## **WATERFORD SCHOOL DISTRICT**

### **TECHNOLOGY/INTERNET ACCEPTABLE USE POLICY**

All students and Waterford School District employees or representatives with a network ID issued through the Waterford School Network Connection must comply with the Acceptable Use Policy. The intent of this policy is to make clear certain uses that are consistent with the purpose of the Waterford Schools Network Connection, not to exhaustively enumerate all such possible uses.

Internet access is available to students and staff in the Waterford School District. Our goal in providing this service to students and staff is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

With the access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network it is impossible to control or restrict all controversial materials. The Waterford School District firmly believes that the valuable information and interaction available on the worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district.

#### **USER RIGHTS**

Each user has the conditional right to make use of approved hardware and software found on district property in order to promote personal academic growth.

Users have the conditional right to access the Internet for personal academic growth, information gathering, and communication, as long as they do so in a manner consistent with the responsibilities listed below.

#### **RESPONSIBILITIES**

- Users exercising the right to use any hardware or software as an educational resource shall also accept the responsibility for the preservation and care of that hardware and/or software.
- Users accessing the Internet as an educational resource shall accept the responsibility for the appropriate use of all material received under his/her user account.
- Users will be held accountable for any deliberate attempts at allowing and/or running a computer virus on district equipment.
- It is the user's responsibility to maintain the integrity of electronic mail systems. Users are responsible for reporting all violations of privacy. All students and staff are prohibited from: sending e-mail which contains pornographic material, inappropriate text files, or files dangerous to the integrity of the network; use of the network to access pornographic material; use of the network for commercial or for-profit purposes, or fund-raising without district approval. A student is responsible for reporting, to a teacher or administrator, e-mail received by him/her which contains inappropriate information or text files.
- All users must receive permission to install software applications or download files on school district equipment. Students will not remove, relocate, or modify any hardware, software or files, or enter the system folder or control panel.
- Unauthorized altering of another user's files or password is prohibited. Sharing network identifications (ID) for the purpose of allowing others access to the network is not allowed. All violations of this policy that can be traced to a network ID will be treated as the responsibility of the owner of that ID.
- The user shall not intentionally use programs that harass others or infiltrate a computer or computing system and/or damage or alter the software components of a computer or computing system.
- Use of technology to cause a disturbance, intimidate, slander, harass, or threaten another person is prohibited.
- Use of technology (e.g. PDAs, laptops, cell phones) to transfer or view inappropriate files or data is prohibited.
- Use of the network for recreational games and gambling is prohibited.
- Users will adhere to copyright and license rules and laws.
- Users are responsible for making sure that subscriptions (i.e., newsgroups, listservs) they request are appropriate.

**WATERFORD SCHOOL DISTRICT RIGHTS**

The Waterford School District has the right to review any material stored in files to which users have access, to edit or remove any material which the District, in its sole discretion, believes is unlawful, obscene, abusive or objectionable, and to take appropriate legal action.

The Waterford School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for loss of data, service interruptions, or for the accuracy or quality of information obtained through Internet services.

**DISCIPLINARY ACTION**

Waterford Schools reserves the right to monitor employee and student use of the Waterford Schools Network Connection. When inappropriate use is discovered, one or all of the following actions may be taken:

- The user who inappropriately uses the Waterford Schools Network Connection will be requested to end the practice.
- The user's Waterford Schools Network Connection privileges will be terminated.
- Additional disciplinary action in accordance with existing policy (e.g. Student Code of Conduct, section GBCB on Staff Conduct in District Policy Book) and procedures may be taken.

**TECHNOLOGY/INTERNET USE AGREEMENT**

I have read the Acceptable Use Policy and agree to abide by its provisions. I understand that violation of the use provisions stated in this policy may result in loss of my privilege of using the Waterford Schools Network Connection, or other disciplinary action in accordance with existing Board of Education policy.

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USER NAME (Please print)

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BUILDING

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USER SIGNATURE

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DATE