

## Washington-Nile Local School District Acceptable Use Policy

### **Introduction**

The Washington-Nile Local School District Acceptable Use Policy outlines examples of acceptable and unacceptable uses of technology resources in the Washington-Nile Local School District. This policy applies to, but is not limited to, the following types of technology: desktop computers, laptop computers, DVD players/recorders, televisions, telephones, scanners, printers, cameras, cell phones/PDA's, iPods and other forms of multimedia players/recorders, district computer networks, online services, software, tablets, district databases and use of the internet. The district reserves the right to prioritize the use of and limit access to any technology resources.

The Washington-Nile Local School District understands the importance of technology in an educational environment. Technology provides users with the ability to communicate more effectively, participate in meaningful discussions on diverse topics, collaborate on projects, and access enormous databases of information. These capabilities make technology a valuable educational resource to both students and staff in our district. The goal of the Washington-Nile Local School District in providing technology services is to promote educational excellence in our schools by modeling and facilitating the proper use of technology among our students and staff.

### **Acceptable Use of Technology Resources**

The Washington-Nile Local School District defines acceptable use as employing technology as an educational tool, using guidelines that the computing community at large and/or school district deems permissible. Examples of actions that violate this accepted standard are listed below under the topic of prohibited uses. Access to and use of the internet, like other educational tools, is provided by the school district to foster those learning experiences which are part of the district educational program or the approved extra curricular activities of the district. Any material accessed by students must be related to the educational program or to the approved extracurricular activities of the schools.

### **Use of Internet**

Although the internet contains many materials beneficial for students and educators, it also contains material which is inappropriate for elementary, middle, and secondary students or does not possess educational value in the context of our school curriculum. This policy seeks to balance issues of intellectual inquiry, freedom of speech and privacy with the responsibility of the district to ensure that students do not access or produce inappropriate or illegal material.

### **Prohibited Uses of Technology Resources**

The following have been deemed inappropriate uses of technology by either the broad community of computer users or by legal judgment. The list is not all inclusive, but includes the major categories of misuse of technology.

- Using technology for illegal activities as outlined in federal and state laws.
- Bypassing or attempting to bypass the school's content management filter (i.e. anonymous proxy servers, backdoors, etc.)
- Disrupting or damaging equipment, software, networks, or the proper operation of district technology.
- Gaining unauthorized access to another account, confidential school records, or network resources.
- Vandalizing the account or data of another user.
- Using another person's account or name without permission.
- Using abusive, obscene language, sending hate mail or harassing another individual.
- Seeking out or obtaining pornographic text, graphics or photographs.
- Sending or receiving material that is racist, sexist or offensive to the religious beliefs of other people.
- Knowingly creating, installing, or distributing a computer virus, malware, or other destructive software.
- Disabling the district-provided anti-virus software.
- Using district technology resources for personal or financial gain.
- Using district technology resources for political campaigns in local, state, federal, or board of education contexts.
- Downloading or installing unauthorized software (without prior approval from an Administrator)
- Sending unsolicited or unwanted emails (spamming).
- Students using cellular phones to transmit and/or receive data or voice communication during school hours (without prior approval from an Administrator).
- Using personal laptops, electronics, and other data communication devices on school premises that do not belong to the district (without prior approval from an Administrator).

### **Usage of Personal Mobile or Portable Devices**

All student use of personal cell phones, laptops, tablets, digital cameras or other electronic devices is subject to the guidelines outlined in the Student Handbook and this Acceptable Use Policy.

Student use of personal cell phones, laptops, tablets, digital cameras or other electronic devices is limited to designated times and areas as outlined in the Student Handbook or with the permission of District Staff or Administration for legitimate educational purposes.

Students may not collect, share, or post images of, or personal information about, any other student or staff member.

All network access or internet access made by personal mobile or personal electronic devices is to be made through the District's computer network and is subject to this Acceptable Use Policy. Accessing other networks (such as cellular networks) is considered a violation of this Acceptable Use Policy and the student is subject to disciplinary action.

If a student is found to have used a personal device in a manner not in accordance with District Policy or this Acceptable Use Policy, in addition to other disciplinary actions, the administrator may ban the student's use of any personal electronic device.

#### **Network Etiquette and Child Safety**

All users must conform to etiquette and safety guidelines generally accepted by the computer community at large. This includes the use of polite language when communicating electronically. Users must never reveal personal information about themselves or others. This includes age, home address, and home telephone numbers. Users must never agree to meet people in person that they have communicated with electronically. Users must report to a teacher or other district representative any information they access that appears dangerous or makes the user feel uncomfortable.

#### **Authorization to Use District Technology**

Any student who seeks to use technology resources of the Washington-Nile Local School District must sign a Technology Use Agreement, which will be kept on file with the district for the school year. In addition, all students under age of 18 must have a signed parent/guardian consent form.

#### **Privilege to Use the Technology**

While in schools, student access to technology resources will be under the direct supervision of teaching staff and will be monitored by the staff member in the same manner as any other classroom activity. Using technology in the context of a school setting is not a right, but a privilege. Inappropriate use will minimally result in a suspension of that privilege. Any student who uses the technology resources of the district consents to having all activities regarding this use monitored by a systems administrator. District provided email services, network storage, online services, and hardware devices are not private property and are subject to search or screening at any time.

#### **Policy Violations**

All users who violate the Acceptable Use Policy of the Washington-Nile Local School District will be subject to both disciplinary action and legal action. This can include warnings, suspension of user privileges, suspension and/or expulsion from school, criminal prosecution, and monetary restitution for damages that may have occurred.



Washington-Nile Local School District  
Acceptable Use Policy  
Technology Use Agreement

Student's Name (Please Print)

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

**Student Agreement**

I have read, understood, and will abide by the Acceptable Use Policy of the Washington-Nile Local School District as printed in the aforementioned document. I also understand that a violation of the policy may result in the revocation of my technology privileges, possible expulsion from the course(s) involved, and disciplinary action by the school as well as appropriate legal action if local, state, or federal laws are violated. I also understand that I and my parent/guardian will be responsible for reimbursement to the district for damage caused by misuse of technology resources. As a member of a community of learners, I recognize that I have the personal responsibility to engage in appropriate use of technology and to report inappropriate uses of technology to the supervising staff member.

\_\_\_\_\_  
Student's Signature

Grade: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian Consent**

As the parent/guardian of \_\_\_\_\_, I have read and understood the Acceptable Use Policy of the Washington-Nile Local School District. I have also read and discussed with my child the implications of the student use agreement and the penalties involved for violating the agreement. I have witnessed my child signing the Technology Use Agreement above. I understand that the technology resources of the district are for educational use only and that the school district has taken reasonable safeguards to prevent access by students to objectionable material. However, I also understand that it is impossible for the district to prevent unauthorized access to all sources of inappropriate information and I will not hold the district responsible for any materials obtained through the use of district technology. I hereby give permission for my child to use the technology resources of the Washington-Nile Local School District.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

(Please sign and return this page to school)

BOARD APPROVED -- LAST REVISED ON 6/15/2016