

**Wes-Del Community Schools**  
**Acceptable Use Policy for Technology and the Internet**

**Overview**

Wes-Del Community Schools believes that students need access to technology and the Internet. When students act in a responsible, courteous, and legal manner regarding that access then they support the district's mission, goals, and student initiatives. The mission of Wes-Del Community School's digital learning initiative is to use technology effectively to increase student engagement thereby increasing student achievement in all areas. All students will be immersed in a technology rich environment, which motivates, engages, and challenges students to learn the 21<sup>st</sup>-century skills and digital citizenship required in today's world.

The Board of School Trustees of Wes-Del Community Schools recognizes the importance of technology education and computer access in preparing students. While the district's intent is to make Internet access available in order to further educational goals and objectives, not all information that can be accessed from external networks is appropriate to the education of our students; consequently, administration shall develop an agreement for the use of external networks which shall specify guidelines to help ensure appropriate utilization by students and staff members. Additionally, it is the intention of this policy to have student Internet activities monitored by the school corporation to ensure students are not accessing inappropriate websites. Each school corporation device with Internet access, and available to students, will have a filtering device or software that makes our best effort to block and/or monitor access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors. All staff members and students will be expected to sign the agreement before using an external network. The provision of this policy and the content of the accompanying exhibit are subordinate to local, state, and federal statute. Wes-Del Community Schools firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with educational goals of the district.

**Device Acceptable Use**

A specific device will be assigned to each student participating in the Wes-Del Community Schools digital learning initiative. Each student has a responsibility to maintain their device in good working condition for the duration of their involvement in initiative.

**Usage**

Devices are provided to students to assist student learning at school and at home. The device should be used in a manner that achieves this goal.

**Storage and Transport at Home and School**

The device is to remain in its provided protective case and should never be removed. The device should be stored in a safe place where the student can monitor it and away from areas of excessive heat. The device should not be carried around while the screen is open. When in use the device should be placed in a secure, safe position on a flat surface.

**Battery/Charging**

It is the student's responsibility to ensure their device battery is fully charged each night. One power adapter will be issued with each device. Care should be taken when plugging in and removing the cord to avoid damage. If damage to the power adapter occurs, the student is responsible for the purchase of a replacement power adapter. Wes-Del will not have power adapters for sale. Any questions regarding the power adapter model can be directed to the technology department.

**Cleaning and Care Responsibility**

It is the student's responsibility to ensure their device is kept clean. The device can be kept clean by regularly wiping down the outside case with a damp (not wet) cloth. Students are not to deface the device by adhering anything to any part of the device. Devices will be checked regularly by staff.

**Backing Up**

Students must make regular backups of their work. Backups should be done at home or on a portable storage device, such as a USB thumb drive or portable hard drive. Loss of data will not be an immediate excuse for late submission of assignment and other work. Space is provided by the school via Google Drive for students to store data. Nonetheless, it remains the student's responsibility to ensure that all important data is backed up and saved in multiple locations in the case of computer failure or damage to the device.

**Other Usage**

Devices are not to be used by other students or family members except for the parent or caregiver when assisting with school work.

**Food & Beverages**

Students are not permitted to eat or drink while using devices.

## **Unacceptable Use**

### **Inappropriate Usage**

Students must not use the device inappropriately or tamper with the device, software applications and operating system.

Inappropriate usage includes (but is not limited to):

- Deleting any software included in the initial Wes-Del Community Schools' build
- Installing additional software that impacts on the performance of the machine as a learning tool
- Changing any programming code (excluding the allowed configuration settings)
- Modifying, removing, damaging or installing any inappropriate hardware components
- Adding applications or code that modifies or circumvents the intended purpose of an installed application
- Engaging in any activity that has the potential to compromise the security of the Wes-Del network infrastructure
- Connecting to any non-Wes-Del network or Internet device while at school
- Wasting school resources through improper use of the district's technology resources, including sending spam
- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting."
- Using inappropriate language such as swear words, vulgarity, ethnic or racial slurs, and any other inflammatory language

### **Inappropriate Material**

Students are responsible for determining the appropriateness of material in accordance with Wes-Del Community School's policies. Inappropriate material should neither be stored nor installed on the provided device. Material that is deemed inappropriate by Wes-Del Community Schools' includes (but is not limited to):

- Material that infringes copyright laws, such as illegal or unlicensed software and pirated music or videos
- Offensive documents
- Inappropriate or offensive images
- Any content not suitable for viewing, publication and/or distribution to persons under the age of 18

### **Cyber Bullying**

If the student believes they have received a computer virus or spam (unsolicited email), or if they have received a message that is inappropriate or makes them feel uncomfortable, they must inform their parent/guardian or supervising teacher as soon as is possible. Students must seek advice if another user, internal or external to Wes-Del Community Schools' seeks personal information, asks to be telephoned, offers gifts by email or asks to meet a student. Students must never initiate or knowingly forward emails or other messages containing:

- A message sent to them in confidence
- A computer virus or attachment that is capable of damaging the recipient's computer
- Chain letters or hoax emails
- Spam (e.g. unsolicited advertising)
- Inappropriate material

### **Commitment to Privacy**

Students accessing Wes-Del provided devices must comply with the following privacy policies:

- Students will never publish or disclose the email address of a staff member or student without that person's explicit permission
- Students will not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others
- Students must ensure that privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interest.

### **Intellectual Property and Copyright**

Students must observe copyright laws and avoid plagiarism by acknowledging the original author or source of any information used. Students will ensure that permission is gained before electronically publishing other people's works. Material published by a student on the Internet or intranet must have the approval of the Principal or their delegate and have appropriate copyright clearance.

### **Misuse and Breaches of Acceptable Usage**

Students will be held responsible for their actions while using their Wes-Del provided device. Students will be held responsible for any breaches caused by allowing any other person to use their device or account to access Internet and online communication services. The misuse of the device or Internet and online communication services may result in disciplinary action including, but is not limited to, the withdrawal of access to services or usage of the device.

## Device Applications

### Applications Loaded on the Device

The Wes-Del provided device is preloaded with the Wes-Del Schools' Managed Operating Environment. There are a number of components that make up this operating environment. Applications are one of these components.

### Removing or Disabling School Installed Software

The software installed on the provided device is licensed to Wes-Del Community Schools and has been installed for either subject specific use or for the safe management of the device. Students are not allowed to delete or disable from running any pre-installed software without prior written consent from the school. Devices will be periodically audited by the technology department and students found to be in breach of this policy will be at risk of losing their access to the device. Continued misuse may result in disciplinary action which includes, but is not limited to, the withdrawal of access to the digital learning initiative.

## Lost or Stolen Device Process

### How to report my device as Lost or Stolen

If your Wes-Del provided device is lost or stolen, it is important that you note the following.

- You will need to report the incident to the police and ensure you have the following:
  - Your device Incident Report
  - Police crime number
  - Statutory declaration
- As the device belongs to Wes-Del Community Schools, you will need to inform the school and provide the details when informing the school of the incident.
- The school will then inform the technology department of the incident and initiate the recovery procedure via the built-in protection software.

### Associated Costs

If the device cannot be recovered, an invoice for the full replacement cost of the device will be issued.

Examples of theft would be:

- Where a device is taken in a house or vehicle burglary.
- Where a device is left in a school bag and the school bag is taken.

Examples of Loss would be:

- The student has left their device at the bus stop and the device is gone when the student returns.
- The device was misplaced at the student's home and cannot be located.

## Damaged Device Process

### Overview

There is an expectation that students will be responsible and take care of their Wes-Del provided device.

### Repair

Under NO circumstances should the device be taken by parents or students to outside service providers for repair. All repairs must be done through Wes-Del Community Schools. Only Wes-Del technology staff employees are authorized to approve off site repairs. All charges pertaining to repairs are outlined in the Student Device Pre-Paid Service Plan.

### What is accidental damage?

Accidental damage occurs where the device is damaged as the result of an unexpected and non-deliberate external action. For example, a student trips dropping the device and resulting in damage to the device.

### What is willful or malicious damage?

Deliberate damage occurs where a reasonable person could expect that their action will cause damage to the device but completes the action anyway. For example, a student forces a foreign object into the USB port.

### How to report my device as damaged

If your Wes-Del provided device becomes damaged the Wes-Del technology department must be immediately informed so repairs can be made and device usage can be optimized. Failure to notify the technology department of damages can cause further damage and delay the device repair time. If a student repeatedly requires their device to be repaired due to willful, malicious, or accidental damage this may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services or usage of the device.