

<b>WSESU POLICY</b>	<b>CODE:</b>	<b>F22-A</b>
<b>WINDSOR SOUTHEAST SUPERVISORY UNION POLICY STATEMENT</b>	<b>DATE ADOPTED:</b>	<b>6/22/2011</b>
	<b>REVISION ADOPTED:</b>	<b>7/1/2019</b>

**WINDSOR SOUTHEAST SUPERVISORY UNION  
ACCEPTABLE USE OF INFORMATION AND  
COMMUNICATIONS TECHNOLOGY**

**Policy**

It is the policy of the Windsor Southeast Supervisory Union (Hartland, Mount Ascutney, and Weathersfield School Districts) to use Information and Communication Technology to support and enrich the curriculum. The Board believes that the benefit to students from access to Information and Communication Technology and opportunities for collaboration far exceed the disadvantages.

The Superintendent shall be responsible for developing and implementing administrative procedures concerning the following:

- Implementation of a CIPA-compliant filtering solution
- Access by minors to inappropriate matter on the Internet and the World Wide Web
- The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications
- Unauthorized access including "hacking" and other unlawful activities by minors online
- Unauthorized disclosure, use, and dissemination of personal information regarding minors
- Measures designed to restrict minors' access to materials harmful to minors
- Provide education to minors about appropriate online behavior

**Privileges**

The WSSU believes staff and students will behave in a mature and responsible manner when using WSSU technology. In keeping with this philosophy, a user's access to these resources will be respected unless we have reason to believe the user is in violation of these policies. The use of WSSU information technology is a privilege, not a right. Inappropriate use will result in the cancellation of the privilege. The WSSU reserves the right to terminate, suspend, or otherwise limit access to this technology at any time. Such decisions of the WSSU are final.

**Access to technology resources**

Access to WSSU technology resources is available to staff and students as long as those resources are used in a responsible manner. In order to gain access to the WSSU technology resources, users must sign and return the appropriate permission form to the designee at each school. Additionally, students who are under the age of 18 must have their permission form signed by a parent or guardian.

**Consequences for Violation of Procedures**

Any user account may be closed, suspended or revoked at any time when a System Administrator, or Superintendent, determines an account user or holder has used the Internet or other electronic resource in an inappropriate or unacceptable manner in violation of this or other applicable WSSU policies or procedures.

Violation of this policy and the procedures developed in accordance with this policy may result in disciplinary action or referral to local, state or federal law enforcement officials.

### **Procedures**

The WSSU will establish procedures that define rules of acceptable behavior for Information Technology and Telecommunications Access. These rules will become part of a signed agreement between the WSSU, its employees, students and their parents/guardians. All employees must review and sign this agreement before access to technology resources is granted. All students and their parents/guardians will sign an annual agreement prior to the student's use of information technology or telecommunications, which states, in general, that the parties have read and understood the policy and procedures established by the WSSU.

The above policy and procedures are considered global best practice. The following section provides WSSU leaders with best practice procedure items that address everything from vandalism to Internet safety that can be utilized, depending grade level of students and skill of staff. Additionally, the final section provides procedures that can be adapted to unique local situations. Student electronic records are confidential and should be treated like all other student records.

### **Acceptable Uses of Technology**

All use must be consistent with the educational and operational policies and procedures of the WSSU. In addition, all use must be in support of education and research and must remain consistent with the educational objectives of the WSSU and all laws regarding confidentiality. When using the Internet, the use of other organization's networks or computing resources is subject to the rules and limitations of those organizations or networks. Transmission of any material in violation of any United States or state statute is strictly prohibited. This includes, but is not limited to: copyrighted or trade secret material, threatening, or obscene material, criminal activity and or a violation of school policy. Use of the network for commercial activities, product solicitations, or political lobbying is also prohibited. Inappropriate use, whether by employees or students, will be reported to the Building Administrator(s).

### **Responsibilities**

The Building Administrator or designee will serve as the building-level coordinator for the use of electronic resources, including the Internet, and will develop building-level procedures necessary to implement this policy. The procedures will include provision for educators to receive proper training, guidelines for the supervision of students using the system, monitoring the use of the system, and overseeing management of the Student Access Contract process.

School staff members are responsible for assuring that students are instructed and supervised in a manner that is appropriate to the age of the students and circumstances regarding the safe, ethical, legal, and responsible use of electronic resources including the Internet. The Building Administrator or designee will develop and disseminate staff supervision guidelines for their respective schools.

Users should not expect that any files or records of their online activity created on the WSSU's system are private. This includes electronic communications such as e-mail and use of any Web 2.0 tools such as web pages, blogs or wikis. An individual's online activity will only be accessed by request of the Superintendent, if there is reasonable suspicion that the user has violated the terms outlined in the signed acceptable use agreement.

### **System Security**

Users of WSSU information technology agree not to violate, or attempt to violate, system security as it relates to computers, peripherals, or Internet access. This means that users will not intentionally interfere with individual

computer or network system performance or attempt to access another person's account, files, or password. Individuals may be denied access to the system based upon security violations or bandwidth misuse of any computer system.

### **Vandalism**

Vandalism will result, as a minimum, in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the WSSU technology and/or data of another user. This includes but is not limited to the alteration of system settings or programs, downloading, creation, or distribution of computer viruses or other malicious programs.

### **Online Fees**

Without the express permission of a faculty member in the case of a student, or the building principal in the case of an employee, users may not use the WSSU telecommunications connections to engage in any activity that would result in a fee for such service or access. If students or employees do any of the above, they (or their parents/guardians, in the case of students) are liable for any and all charges.

### **Unique Local Situations**

**USE OF INTERNET-ENABLED PERSONAL DEVICES** (This includes but is not limited to MP3 Players, E-Readers, cell phones, smartphones, laptop computers...)

The building administrator may, at their discretion, authorize the use of specific personal devices in designated locations at determined times. Without such express authorization, however, personally owned computers and related systems shall not be connected to the WSSU Network, nor shall they be used on school property, even if the connectivity does not require the school network. (This includes, but is not limited to, desktop, laptop and handheld cellular systems owned by individuals.) The integrity and viability of the WSSU Computer Network can only be maintained, and contractual licensing arrangements can only be honored, if connection to other, individually owned systems is not allowed, except under controlled circumstances. Violation of this rule by staff, students, and others, will result in imposition of appropriate consequences and/or disciplinary action, including, as deemed appropriate, denial of network privileges and payment of restitution for all costs associated with repairing, replacing, or restoring the system to operation, if damage is caused by the use of a personal device.

### **Use of electronic communication**

It is the policy of the WSSU to use electronic communication resources (This includes but is not limited to email, online video, pictures and audio along with any and all Web 2.0 tools) to support and enrich the curriculum. The WSSU supports access to electronic resources by both students and staff to both enhance instruction and give students additional appropriate and safe resources to better access, analyze information and develop that information into a cogent format. The WSSU policy complies with the statutory requirements of the Children's Internet Protection Act (CIPA) by providing an environment that is managed by staff and monitored by through active hardware filtration equipment.

### **Limitation of Liability**

The WSSU makes no guarantee that the functions of the services provided by or through the WSSU's electronic system will be error-free or without defect. The WSSU will not be responsible for any damage individual users may suffer, including but not limited to, loss or interruptions of service. Other than for student records, the WSSU is not responsible for the accuracy or quality of the information obtained through or stored on the system. The WSSU will not be responsible for financial obligations arising through the unauthorized student or employee use of

the system. WSSU employees or the parents/guardians of student users may be held financially responsible for any harm to the system as a result of carelessness or intentional misuse.

<i>Date Adopted:</i>	June 22, 2011
<i>Revision Adopted:</i>	July 1, 2019
<i>Legal Reference(s):</i>	<i>15 U.S.C. §6501 (Children’s Online Privacy Protection Act)</i>
	<i>17 U.S.C. §§101-120 (Federal Copyright Act of 1976 as amended)</i>
	<i>18 U.S.C. §2510 (Electronic Communications Privacy Act)</i>
	<i>18 U.S.C. §2251 (Federal Child Pornography Law)</i>
	<i>47 U.S.C. §230 (Computer Decency Act)</i>
	<i>13 V.S.A. §§2802 et seq. (Obscenity, minors)</i>
<i>Cross Reference:</i>	<i>Student Conduct and Discipline (F1)</i>
	<i>Copyrights (G2)</i>
	<i>Selection of Instructional Materials (G5)</i>
	<i>Complaints About Instructional Materials (G6)</i>

**2010 References:**

Vermont Open Meeting Law, 1 V.S.A. § 310 et seq.

Vermont Access to Public Records Act, 1 V.S.A. 315 et seq.

Electronic Messages Best Practice for All Public Agencies (Effective April 1, 2009) Vermont State Archives and Records Administration. <http://vermont-archives.org/records/standards/vermont.htm>.

Rules 34 and 45 of the Federal Rules of Civil Procedure

## **WSSU Student Acceptable Use Procedures Agreement**

### **General Procedures**

Students in the WSSU have access to the school's electronic resources for the purpose of enhancing learning. Students may access the school's electronic resources for educational purposes only. Acceptable use includes classroom activities, career development, curriculum driven research and may involve electronic communication (this may include but is not limited to email, use of web 2.0 tools, online video and audio communication and school related pictures), as designated by instructional practice. The school's electronic resources shall not be used for commercial or entertainment purposes, as a public access service or a public forum, without express written permission of the Superintendent. Students are expected to follow the rules of personal conduct outlined in the student handbook, as well as abide by state and federal laws in the use of the school's electronic resources. The WSSU believes the benefits to students from access to electronic resources and the Internet for information gathering, research and to provide opportunities for collaboration, exceed the potential disadvantages. Ultimately, parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using electronic resources. To that end, we support and respect each family's right to decide whether or not to apply for access.

### **Individual User Responsibilities**

System users shall:

- understand that electronic mail transmissions and other use of the electronic communication system is not confidential and may be monitored at any time by designated staff to ensure appropriate use;
- not distribute personally identifiable information about themselves or others (this may be modified at the discretion of a teacher if the class is engaged in corresponding with electronic-pen pals from another classroom);
- be responsible at all times for the proper use of their account by taking all reasonable precautions to prevent others from gaining access to their system account and password;
- not use another person's system account or password, or present themselves another person, without written permission from the system administrator or school coordinator;
- not purposefully accessing or sending materials, information or communication, which include pictures, video or audio files, that are rude, disrespectful, abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, illegal, or in violation of school policies;
- purge electronic mail in accordance with established school e-mail retention guidelines;
- not use the school's electronic resources and Internet connection for commercial or illegal purposes, or for any other activity prohibited by school policy; not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, school policy, and administrative regulations;
- not plagiarize work using the school's electronic resources (plagiarism is taking the ideas or writings of others and presenting them as one's own);
- not use electronic mail, or other personal online accounts, in any way that causes recipients or other readers to assume the email message represents the opinion of educators or other school officials, or anyone else without their explicit permission;
- not waste school resources related to the electronic communication system, or damage or attempt to damage WSSU hardware or software;
- not abuse the school's electronic communication system by downloading large files or sending annoying or unnecessary messages to a large number of people;

- not gain or attempt to gain unauthorized access to the school's electronic resources, network or restricted information;
- not upload, download or redistribute public domain programs to the system for their own use without advance permission;
- be responsible for determining whether a program is in the public domain and follow the school virus protection procedures in downloading software.

### **Disciplinary Actions**

The school's electronic resources system is a limited forum, similar to the school newspaper, and therefore the school may restrict individual user's speech for valid educational reasons. The WSSU will not restrict speech on the basis disagreement with the opinions expressed. Users should not expect privacy in the contents of their personal files or record of web research activities. Routine maintenance and monitoring of system resources may lead to discovery of violations of SU policy, disciplinary code, or state and federal law. An individual search may also be conducted by the system administrator if there is reasonable suspicion that a user has violated this Acceptable Use Procedures agreement. If there is evidence that a violation has occurred the school Principal shall be notified and will determine appropriate consequences.

### **Due Process**

If any of the conditions of this Acceptable Use Procedures agreement are breached, parents/guardians will be notified (if student is under 18 years of age) and may be given an opportunity to review the contents of their child's electronic files. The school will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the school's electronic system or the Internet. In the event there is a claim that an individual user has violated school policy, procedures or disciplinary code, the user will be provided with written notice and the opportunity to be heard in the manner set forth by the school disciplinary policy.

**Student Permission**

I have read, understand and agree to abide by the “Student Acceptable Use Procedures Agreement.” I further understand that any violation of the Procedures may result in school disciplinary action or constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary actions may be taken, and/or appropriate legal action may be initiated.

Student's Name (please print): \_\_\_\_\_

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

**Parent/Guardian Permission and Signature**

As the parent/guardian of this student, I have read the “Student Acceptable Use Procedures Agreement.” I understand that school access is designed for educational purposes only. The school has taken precautions in an attempt to eliminate student access to controversial materials. However, I also recognize it is impossible for the school to restrict access to all controversial materials. Thus, I will not hold teachers, staff, administrators or the school board responsible for materials acquired on the school system. Further, I accept full responsibility for supervision if and when my child's electronic resources use is not in the school setting. I hereby give permission for the school to issue an account for my child and certify that I have read the Student Acceptable Use Procedures agreement and have signed below giving my son/daughter permission to access the school's electronic resources.

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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

## **WSSU Staff/Other Adult Agreement on Use of Technology**

I have been given the privilege of using technology owned by the WSSU in the form of access to telecommunications and computer hardware and software. I understand that this is a privilege and not a right of my employment and that I must employ this technology in a manner that complies with the SU's policies.

Use of personally owned computers or related devices, may be used as long as authorization is given by a building administrator and such use does not place an unfair burden on the network's bandwidth.

I understand that the SU extends no rights of privacy or ownership to work completed (including email) by me on SU-owned technology.

I understand that this policy and procedure:

- informs me that electronic mail transmissions and other use of the electronic communication system is not confidential and may be monitored at any time by designated staff to ensure appropriate use;
- does not allow me to distribute personally identifiable information about myself or others;
- requires me to be responsible at all times for the proper use of my account by taking all reasonable precautions to prevent others from gaining access to my system account and password;
- does not allow me to use another person's system account or password, or present myself as another person, without written permission from the system administrator or school coordinator;
- does not allow me to purposefully access or send materials, information or communication, which include pictures, video or audio files, that are rude, disrespectful, abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, illegal, or in violation of school polices;
- requires me to purge electronic mail in accordance with established school e-mail retention guidelines;
- does not allow me to use the school's electronic resources and Internet connection for commercial or illegal purposes, or for any other activity prohibited by school policy; to redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, school policy, and administrative regulations;
- does not allow me to use electronic mail, or other personal online accounts, in any way that causes recipients or other readers to assume the email message represents the opinion of educators or other school officials, or anyone else without their explicit permission;
- requires me to effectively and efficiently utilize school resources related to the electronic communication system, to avoid waste, as well as avoiding damage to or attempts to damage WSSU hardware or software;
- does not allow me to abuse the school's electronic communication system by downloading large files or sending annoying or unnecessary messages to a large number of people;
- does not allow me to gain or attempt to gain unauthorized access to the school's electronic resources, network or restricted information;
- does not allow me to upload, download or redistribute public domain programs to the system for my own use without advance permission;
- requires me to be responsible for determining whether a program is in the public domain and to
- follow the school virus protection procedures in downloading software.

My signature on this document indicates that I have received and understand the WSSU's policy and regulations and that I agree to abide by their terms.

Name (Printed) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

cc: central personnel file, school personnel file