

# Policy

SUPPORT OPERATIONS

5401

## ACCEPTABLE USE POLICY (Employees/Board of Education Members)

- I. The Watertown City School district offers access to electronic resources through the district computer network for instructional use. To gain access to the Internet and network, all employees and board members must sign and return the acceptable use policy to the district. The District will make a reasonable attempt to prevent inappropriate use of electronic resources, but ultimately the responsibility lies with the user.
- II. While our intent is to make Internet access available to enhance learning, employees may have access to other non-instructional materials. We believe that the benefits from access to the Internet, in the form of information resources and opportunities for collaboration, exceed possible disadvantages.
- III. When access to the Internet is granted, it is extremely important that rules be followed. Violations may result in disciplinary action up to and including termination of employment. When applicable, law enforcement agencies may be involved.
- IV. The Board of Education does not sanction any use of the Internet including social media that is not authorized by or conducted strictly in compliance with this Policy. Users who disregard the District's Acceptable Use Policy may have their user privileges suspended or revoked. Users granted access through the Watertown City School District assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by District policy.
- V. Employee/Board of Education Member Responsibilities:
  - A. It is important that employees read and understand the following guidelines. The use of the Internet and other telecommunication networks is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Employees/Board of Education Members who are granted access must remember that they represent the Watertown City School District and must respect the rights of others, protect the integrity of the information technology, and observe all relevant laws, regulations, and contracts including software licensing agreements and copyright laws.
  - B. The Watertown City School District reserves the right to review, monitor and restrict information created, shared, and/or stored on or transmitted via Watertown City School District owned or leased equipment and to investigate suspected inappropriate use of resources. Users should not expect that files and/or communications will be private. Network administrators may review files and communication to maintain system integrity and insure that users are using the system responsibly. Messages related to or in support of illegal activities may be reported to the authorities.
- VI. Electronic use Guidelines

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- A. Commercial purposes, product advertisement, political lobbying or illegal use is prohibited.
- B. Materials that are obscene, offensive, threatening, or otherwise intended to harass or demean others must not be transmitted.
- C. Programs that infiltrate computing systems and/or damage software components are prohibited.
- D. Files, data, web pages or information of others must not be improperly accessed or misused.
- E. Use of the Internet for chat rooms or chatting is prohibited.
- F. Changing settings in any program or the computer operating system is prohibited.
- G. The Watertown City School District is not responsible for loss of data.
- H. Anonymous communications are not allowed.
- I. Security violations must be reported to the principal/appropriate staff member immediately.
- J. Personal information must be given out only in an instructional context or in the performance of Watertown City School District business.
- K. Precautions to prevent viruses on Watertown City School District equipment are the responsibility of the user.
- L. The illegal installation or transmission of copyrighted materials is prohibited.
- M. All files and messages are subject to Watertown City School District review.
- N. Malicious attempts to harm or destroy hardware, software, or data are prohibited.
- O. Any action that violates existing Board policy, public law or classroom/school policy is prohibited.
- P. Use of racist, sexist, pornographic, or inappropriate language or images is prohibited.
- Q. Plagiarism is prohibited.
- R. Any actions to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited. This includes the use of proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content.

#### VII. Purpose:

- A. The Watertown City School District's wireless network is being made available to all staff and students for use on privately owned mobile devices. This service is a privilege and personal wireless access shall be considered an extension of the District's Technology network and will be governed by existing District technology policy.

The following guidelines have been established:

1. Employees/students agree to follow all existing technology policies.
2. An assigned current network account is required for personal access.

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3. Employees/students will not give out their assigned current network account credentials and will be held responsible for any breach in security resulting from not doing so.
4. Employees/students take full responsibility for their devices.
5. The district is NOT responsible for the security, care, repair, replacement, or any modifications required on the device in order to connect to the wireless network.
6. All personal devices are restricted to wireless access and shall not be connected by any other means (i.e., network cable, etc.).
7. Students shall not be allowed to use an Employee's personal device while connected to the wireless network.
8. Employees/students are expected to ensure their devices are not being used in a manner unacceptable to Watertown City School District or that violates any laws, regulations, or standards.
9. The District has the right to terminate any service or connections.
10. Cyber-bullying is strictly prohibited.
11. Employees/students shall not use their personal device to violate any copyright laws.
12. Employees/students shall not use their personal device to access any other device besides their own.
13. These guidelines are subject to change as needed.

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Watertown City School District

Approved: 07/02/02

Revised: 11/03/09, 10/22/13, 11/25/14, 01/02/18



# Watertown City School District

## SUPERINTENDENT'S REGULATION

SUPPORT OPERATIONS

5401.1

### EMPLOYEE/BOARD OF EDUCATION MEMBER ACCESS RELEASE AND AUTHORIZATION FORM

As a condition of using Watertown City School District telecommunications equipment, I understand that access to telecommunication networks (e.g. the Internet) is a privilege, and agree to the following:

1. I will abide by such rules as adopted by the Watertown City School District, including the Watertown City School District Acceptable Use Policy.
2. Watertown City School District has the right to review any material stored on any system provided by the district and to edit or remove any material. I waive any right which I may otherwise have to such material.
3. All information and services are available for informational purposes in pursuit of Watertown City School District goals.
4. I release the Watertown City School District and its officers, employees, and agents from any claims and damages arising from my use of the telecommunication networks.

I have read and understand the Watertown City School District Acceptable Use Policy. I understand that should I commit any violation of this agreement, disciplinary action may be taken.

\_\_\_\_\_  
Employee's/Board of Education Member Name  
(Please Print)

\_\_\_\_\_  
Building

\_\_\_\_\_  
Employee's/Board of Education Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by the Superintendent: 10/22/13, 11/04/14

