

<b>WSESU</b>	<b>WSESU CODE: F42</b>	
<b>POLICY STATEMENT</b>	<b>DATE ADOPTED:</b>	<b>6/22/2011</b>
	<b>REVISION ADOPTED:</b>	<b>7/1/2019</b>

## **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 WSESU believes staff and students will behave in a mature and responsible manner when using WSESU 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 WSESU information technology is a privilege, not a right. Inappropriate use will result in the cancellation of the privilege. The WSESU reserves the right to terminate, suspend, or otherwise limit access to this technology at any time. Such decisions of the WSESU are final.

### **Access to technology resources**

Access to WSESU 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 WSESU 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 WSESU 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 WSESU 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 WSESU, 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 WSESU.

The above policy and procedures are considered global best practice. The following section provides WSESU 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 WSESU. In addition, all use must be in support of education and research and must remain consistent with the educational objectives of the WSESU 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 WSESU'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 WSESU 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 WSESU 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 WSESU 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 WSESU 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 WSESU 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 WSESU 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 WSESU 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 WSESU 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 WSESU makes no guarantee that the functions of the services provided by or through the WSESU’s electronic system will be error-free or without defect. The WSESU 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 WSESU is not responsible for the accuracy or quality of the information obtained through or stored on the system. The WSESU will not be responsible for financial obligations arising through the unauthorized student or employee use of the system. WSESU 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 WarnedAdopted:</i>	June 22, 2011
<i>Date 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