



ADDISON NORTHWEST SCHOOL DISTRICT PROCEDURE

PROCEDURE	Acceptable Use of Electronic Resources & Internet PROCEDURES		
SECTION	Instruction	CODE	D3R

Last Updated: March 13, 2020

Responsible Use of Technology Procedures *(Model Set of Procedures)*

For the purpose of this document Information Technology refers to computers and all peripheral equipment such as printers, scanners, digital and video cameras, voice recorders, disk drives, etc. The Internet refers to the worldwide network of computers that enables users to share information. Having access to computer technology and the Internet is an exciting opportunity, however the Internet is a largely unregulated system containing material that may be inappropriate in the school setting and offensive to some people. All users carry the responsibility of using school-based and Internet-based resources in an appropriate and ethical manner.

Supervision of Student Use

- Staff supervising students on the Internet are responsible for doing so actively; students working from home should realize that the district does have the ability to search browsing history. We do not depend upon filters to guarantee that students are unable to gain access to inappropriate material.
- The use of information technology will be solely in support of the educational goals and objectives of the member district schools of the Addison Northwest School District: Addison Central School, Ferrisburgh Central School, Vergennes Union Elementary School and the Vergennes Union High School.

Application of (School) Behavioral Expectations in the use of Technology

All users are expected to comply with generally accepted rules of behavior. These include, but are not limited to the following:

- Users will not send or display defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
- It is expected that devices and accessories be returned to ANWSD in the same condition as when they were assigned to students. Users will show respect for technology equipment through proper use and care.
- Student users will not use the system for entertainment or commercial purposes, including online shopping. Technology is to be used only by students for educational purposes.
- Users will only access the system with their own username and will take reasonable precautions to protect passwords. No user will disrupt another person's use of the system

or attempt to gain unauthorized access to another person's data or to the software, data, and settings belonging to the Addison Northwest School District's computer networks.

Internet Safety Protocols

Student users will not electronically distribute personally identifiable information (addresses, phone numbers, etc.) about themselves or others.

Monitoring

The school maintains sole ownership of all network accounts and files. School administration and authorized personnel have the right to routinely monitor all electronic use. Users should not expect that any files and records of their online activity created on the District's system are private.

Analysis of Filtering Service

Ongoing analysis of the internet filter in use will occur throughout the school year, with adjustments to the filter being made accordingly.

Notification of Policy & Procedures

Each school will provide written notice to parents/guardians about student use of District electronic resources including the Internet, the policies and procedures governing their use, and the limitation of liability of the District. Initial notification will occur through a signed form and subsequent notification will occur annually through the school handbook.

The Addison Northwest School District Policy for "Responsible Use of Information Technology" is available on our web site in the Student/Parent Handbook, or paper copies can be requested from our offices.

Students and parents/guardians may be held liable for violations of stated procedures. All devices assigned to students for home use are district devices and are expected to be returned in good working order.

This most recent procedure is the one that is to be used. All prior drafts are null and void.