



Acceptable Use Agreement for Electronic Resources

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The Westminster School District, hereinafter WSD, recognizes the value of computers and other electronic technologies to improve student learning and enhance administration and operations of its schools. The district network and Internet connections have been developed as tools to promote educational excellence, innovation, and communication for students and staff. As such, the district's business information, telephone, network, computer and software resources including data, records, programs, and files, peripherals, and supplies are district property provided to meet district needs. The district encourages the responsible use of computers, computer networks including the Internet and Intranet, and other electronic resources in support of the mission and goals of the district and its schools. Due to its open nature, there is material available on the Internet that is inappropriate for district use. Every effort is made to scan, log, and monitor all electronic mail coming into or leaving the organization for viruses and offensive content. It is the district's intent to protect students and staff from inappropriate content by:

- meeting or exceeding all state and federal content filtering guidelines;
- requiring staff supervision and monitoring of student Internet use;
- directing each staff member and student to accept personal responsibility for using the resources appropriately.

WSD Rights and Responsibilities

The following expectations apply to everyone using District technology. No user is authorized to access the district network until the Acceptable Use Agreement for Electronic Resources is signed and filed in their personnel or student file.

1. WSD has taken reasonable measures to ensure that our technological resources are utilized only for activities that support classroom instruction and support. Users of any technological resource should have no expectation or assumption of privacy through district e-mail, internet use, or created documents. WSD will monitor individual use of all technological resources and systems to the greatest extent possible.
2. Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, WSD adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on WSD-owned equipment.
3. It is the policy of WSD to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or any other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the



network. Within this general policy, WSD recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, WSD retains the following rights and recognizes the following obligations:

- To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments;
- To remove a user account on the network;
- To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review;
- To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to WSD-owned equipment and, specifically, to exclude those who do not abide by the WSD Acceptable Use Agreement or other policies governing the use of school facilities, equipment, and materials. WSD reserves the right to restrict online destinations through software or other means;
- To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

Staff Responsibilities

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of WSD.
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

User Responsibilities

1. Use of the electronic media provided by WSD is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

Acceptable Use

1. All use of the Internet must be in support of business, educational and research objectives consistent with the mission and objectives of WSD.
2. Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
3. Network access accounts are to be used only by the authorized owner of the account and for the authorized purpose.



4. All communications and information accessible via the network should be assumed to be private property.
5. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
6. From time to time, WSD will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

Unacceptable Use

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Excessive use of the network for personal business shall be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited on the network.
9. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
10. The unauthorized installation of any software, including shareware and freeware, for use on WSD computers is prohibited.
11. The unauthorized installation of network hardware such as routers, switches, or wireless access devices is prohibited.
12. The installation of any hardware device or software designed to circumvent WSD security controls is prohibited.
13. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or site administrator), or files dangerous to the integrity of the WSD network is prohibited.
14. The WSD network may not be used for downloading entertainment software or other files



not related to the mission and objectives of WSD for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of WSD.

15. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
16. Use of the network for any unlawful purpose is prohibited.
17. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
18. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

Right to Privacy

The District respects the individual privacy of its employees and students, however, this privacy does not extend to an employee's or student's work-related conduct or to the use of District provided technical resources or supplies, including District provided Internet or email accounts. Therefore, employees and students have no right of privacy as to any information transmitted through or stored on the District's email system or other internet technologies. To ensure proper use, the District may monitor its technological resources at any time without advance notice or consent.

Disclaimer

1. Even though WSD monitors and filters Internet content in accordance with the Children's Internet Protection Act (CIPA) requirements, WSD cannot be held accountable for all information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. WSD will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.



4. WSD makes no warranties (expressed or implied) with respect to:
 - the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
 - any costs, liability, or damages caused by the way the user chooses to use his or her access to the network;
 - violations of the Acceptable Use Agreement, or any willful act designed to disrupt any technological system or resource, that may result in disciplinary action, including possible termination, suspension or expulsion, as well as civil and/or criminal penalties.
5. WSD reserves the right to change its policies and rules at any time.

