

# Policies

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(In accordance with Children's Internet Protection Act [CIPA] and Rhode Island General Law 16-21-33 and 16-21-34)

## RESPONSIBLE USE OF TECHNOLOGY

### Purpose

The Westerly Public Schools shall provide access for employees and students to technology resources, including access to external networks, for educational purposes. Educational purposes shall be defined as classroom activities, career and professional development, and high quality self-discovery activities of an educational nature. The purpose of our technology resources is to assist in preparing students for success in life and work by providing access to a wide range of information and the ability to communicate with others. The technology resources will be used to increase communication (staff, parent, and student), enhance productivity, and assist staff in upgrading existing skills and acquiring new skills through a broader exchange of information. The technology resources will also be utilized to provide information to the community, including parents, governmental agencies, and businesses.

### Availability

The Westerly Public Schools make no warranties of any kind, whether expressed or implied for the service it is providing. The district will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via the district Intranet or the Internet is at your own risk. The Westerly Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Access to technology resources, including external networks, shall be made available to employees and students for instructional and administrative purposes and in accordance with administrative regulations and procedures. Access to technology resources is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations and procedures governing use of technology resources and shall agree in writing to comply with such regulations and procedures. Noncompliance with the Responsible Use Policy may result in suspension or termination of user privileges, confiscation of device, and/or other disciplinary actions consistent with the policies and student handbooks of the Westerly Public Schools. Violations of law may result in criminal prosecution as well as disciplinary action by the Westerly Public Schools.

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## Responsible Use

The Director of Technology or designee shall develop and implement administrative regulations, procedures, and user agreements, consistent with the purposes and mission of the Westerly Public Schools as well as with law and policy governing copyright.

## Internet Responsible Use and Internet Safety Policy

Westerly Public Schools is pleased to offer all students and staff in our district access to network and wired and wireless Internet services. The increased use of Internet and “so-called” cloud based resources requires that administrators, teachers, library media specialists, students and parents take steps to ensure when used responsibly, these tools and the resources available are appropriate for use in K-12 instruction.

The use of the network is a privilege, not a right, which may be revoked at any time for abusive conduct, outlined, but not limited to, the terms within this policy.

1. Security: Referring to the Westerly Public School Safety Plan, the security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a building administrator.
2. Vandalism: Vandalism will result in cancellation of privileges. Vandalism is defined as malicious attempt to harm or destroy physical equipment or data of another user, Internet, or any of the above listed agencies or other networks that are connected to the district Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
3. Filtering: Internet accessibility will be filtered in accordance with Children’s Internet Protection Act, to limit the users to educationally appropriate sites, as determined by Westerly Public Schools. As the same time, we are aware that material on the Internet is uncensored and we can make no guarantee that information found on the Internet will be valuable, reliable or inoffensive.
4. Electronic Theft: Copying software, files or MP3s without the permission of the author is "copyright infringement," for which the law imposes penalties. This is true even in a K12

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education environment. Copyrighted material or software must not be placed on any system without the permission of the author or publisher. This is detailed in an End User License Agreement or EULA Permission must be specified in the document, on the system, or must be obtained directly from the author, or publisher. It is not permissible to install single use copies of software onto multiple computers. Due to system security and standardization, only persons authorized by the Director of Technology may install software.

5. Acceptation of Terms and Conditions: All terms and conditions as stated in this document are applicable to the Westerly Public Schools. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed in accordance with the laws of the State of Rhode Island, and the United States of America.

## **CIPA Compliance**

Westerly Public Schools has taken measures to comply with The Children's Internet Protection Act (CIPA), requiring schools and libraries that receive discounted Internet service and equipment under the Federal "e-rate", ESEA Title III (TLCF) and LSTA programs to implement an Internet Safety Policy. The filtering solution put in place by Westerly Public Schools and delivered by OSHEAN meets the stated requirements specified below as a Technology Protection Measure. Furthermore, this Responsible Use Policy, along with classroom supervision, meets the requirements as outlined in an Internet Safety Policy below. Compliance with CIPA allows our district to apply for E-Rate discounts under guidelines of this program. See the following link for more information:

[http://c.ymcdn.com/sites/www.oshean.org/resource/resmgr/iboss/CIPA\\_Compliance.pdf](http://c.ymcdn.com/sites/www.oshean.org/resource/resmgr/iboss/CIPA_Compliance.pdf)

Adopted: March 16, 2005

Revised: January 3, 2007

Revised: May 29, 2007

Revised: June 20, 2007

Revised: June 3, 2009

Revised: June 5, 2013

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## Westerly Public Schools Internet Responsible Use Policy Signature Page (Student)

### Network User Acknowledgement and Consent Form

I hereby acknowledge that I have received a copy of the Westerly Public School Responsible Use Policy and I have read and understood the Terms and Conditions set forth therein.

I understand that it is the responsibility of all users, staff and students to ensure that Westerly Public School technology resources are being used for educational purposes. Staff members and students that are issued a unique account are responsible for its use at all times. It is therefore important that all users log off the computer at the end of each session.

I further agree and understand that all computer systems and equipment, as well as all information transmitted, received, or stored on such systems are school district property.

I understand I have no expectation of privacy in connection with the use of any of the school district's equipment or the transmission, receipt or storage of information on this equipment or network.

I also acknowledge and consent to the school district's monitoring and use of this equipment at any time. Such monitoring may include, but is not limited to, e-mail, web browsing, and computer files to which I have access. Any computer or user is subject to these rules.

Printed Student Name

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Signature of Student

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Signature of Parent/Guardian

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Date \_\_\_\_\_

Adopted: September 21, 2012

Revised: June 3, 2013

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## Westerly Public Schools Internet Responsible Use Policy Signature Page (Staff)

### Network User Acknowledgement and Consent Form

I hereby acknowledge that I have received a copy of the Westerly Public School Responsible Use Policy and I have read and understood the Terms and Conditions set forth therein.

I understand that it is the responsibility of all users, staff and students to ensure that Westerly Public School technology resources are being used for educational purposes. Staff members and students that are issued a unique account are responsible for its use at all times. It is therefore important that all users log off the computer at the end of each session.

I further agree and understand that all computer systems and equipment, as well as all information transmitted, received, or stored on such systems are school district property. I understand I have no expectation of privacy in connection with the use of any of the school district's equipment or the transmission, receipt or storage of information on this equipment or network.

I also acknowledge and consent to the school district's monitoring and use of this equipment at any time. Such monitoring may include, but is not limited to, e-mail, web browsing, and computer files to which I have access. Any computer or user is subject to these rules.

Staff Printed Name

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Signature of Staff

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Date \_\_\_\_\_

Adopted: September 21, 2012  
Revised: June 5, 2013