



# ADDISON NORTHWEST SCHOOL DISTRICT POLICY

SECTION	Instruction	CODE	D3 Required <sup>1</sup>
TITLE	Responsible Computer, Network, and Internet Use		

## Policy

It is the policy of the Addison Northwest School District to: (a) ensure that students are educated about appropriate usage of the online computer network and internet; (b) prevent user access over its computer network to, or transmission of, inappropriate material via internet, electronic mail, or other forms of direct electronic communications; (c) prevent unauthorized access and other unlawful online activity; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) comply with the Children’s Internet Protection Act and any other applicable state and federal laws.

This policy applies to any users who access the District’s network, collaboration and communication tools, and/or student information systems either on-site or via a remote location. Anyone who uses the District’s IT devices either on-site or via a remote location shall have no expectation of privacy in anything they create, store, send, receive or display on or over the district’s computers or network resources, including personal files and electronic communications.

## Administrative Responsibilities

The Superintendent or designee shall ensure the following:

1. An annual process for educating students about responsible digital citizenship. As defined in this policy, a responsible digital citizen is one who:
  - **Respects One’s Self.** Users will maintain appropriate standards of language and behavior when sharing information and images on social networking websites and elsewhere online. Users refrain from distributing personally identifiable information about themselves and others.
  - **Respects Others.** Users refrain from using technologies to bully, tease or harass other people. Users will report incidents of cyber bullying and harassment in accordance with the District’s policies on bullying and harassment. Users will also refrain from using another person’s system account or password or from presenting themselves as another person.
  - **Protects One’s Self and Others.** Users protect themselves and others by reporting abuse and not forwarding inappropriate materials and communications.

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<sup>1</sup> See the policy and certification requirements in 20 U.S.C. §9134, 20 U.S.C. §7131, 47 U.S.C. §254, 47 C.F.R. §54.520.

They are responsible at all times for the proper use of their account by not sharing their system account password.

- **Respects Intellectual Property.** Users suitably cite any and all use of websites, books, media, etc.
  - **Protects Intellectual Property.** Users request to use the software and media others produce.
2. The same rules and expectations govern student use of IT resources as apply to other student conduct and communications, including but not limited to the District's harassment and bullying policies.
  3. That internet service provider and other contractors comply with applicable restrictions on the collection and disclosure of student data and any other confidential information stored in District electronic resources.
    - The use of technology protection measures that provide for the monitoring and filtering of online activities by all users of District IT resources, including measures that protect against access to content that is obscene, child pornography, or harmful to minors.
  4. Procedures to address the following:
    - a. Control of access by minors to inappropriate matter on the Internet and World Wide Web that is:
      - i. Obscene;
      - ii. Child pornography; or
      - iii. Harmful to minors
    - b. The safety and security of minors when using electronic mail, social media sites, and other forms of direct electronic communications.
    - c. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
    - d. Unauthorized disclosure, use, dissemination of personal information regarding minors.
    - e. Subject to approval by authorized personnel, technology protection measures may be disabled for use by adults to enable access to bona fide research or other lawful purposes.

### **Limitation/Disclaimer of Liability**

The District is not liable for unacceptable use or violations of copyright restrictions or other laws, user mistakes or negligence, and costs incurred by users. The District is not responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the District's electronic resources network including the Internet. The District is not responsible for any damage experienced, including, but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of information obtained through or

stored on the electronic resources system including the Internet, or for financial obligations arising through their unauthorized use. The duties imposed on the District by this policy do not operate to make the District vicariously or directly responsible for the conduct of its users which violate this policy, or any of the general code of conduct of other policies.

### **Enforcement**

The District reserves the right to revoke access privileges and/or administer appropriate disciplinary action for misuse of its IT resources, including for any conduct which separately violates the Prevention of Harassment, Hazing and Bullying Policy, or other code of conduct or District policies, and for anyone using another person's system account or password or presenting themselves as another person.

In the event there is an allegation that a user has violated this policy, the School District shall handle the allegation consistent with the student disciplinary policy.

Allegations of staff member violations of this policy shall be processed in accord with contractual agreements and legal requirements.

*Date Warned: March 29, 2017; Sept 13, 2024*

*Date Adopted: April 26, 2017; Sept 16, 2024*

*Legal Reference(s): 47 U.S.C. §254 (Children's Internet Protection Act)*

*20 U.S.C. §9134*

*20 U.S.C. §7131*

*17 U.S.C. §§101-120 (Federal Copyright Act of 1976 as amended)*

*18 U.S.C. §2251 (Federal Child Pornography Law – Sexual Exploitation and Other Abuse of Children)*

*13 V.S.A. §§2802 et seq. (Obscenity, minors)*

*47 CFR §54.520 (CIPA Certifications)*

*13 V.S.A. §1027 (Disturbing Peace by Use of ...Electronic Means)*

*13 V.S.A. §2605 (Voyeurism)*

*Policy Cross Reference: Student Conduct and Discipline (C20)*

*Prevention of Harassment, Hazing, and Bullying*