

4510-R Technology-Internet-Usage

Teachers are encouraged to use the District network in researching material for classes, collaborating with colleagues, developing innovative approaches, meeting needs of individual students, or otherwise enhancing a teacher's skills and teaching. Teachers are encouraged to make use of the District network in their classes when the use of this resource enhances the education of students, is appropriately supervised, and is consistent with District goals and objectives. School administrators shall monitor technology use in the curriculum to ensure its effectiveness and develop ideas for further in-service instruction of staff.

Any staff member who becomes aware of student network use in violation of the District's acceptable use rules shall refer the incident to the building administrator for action. The result may be that the student is removed from the computer and no longer has access to the District network.

Personal Accounts

Personal accounts and all uses of District technology resources are considered a privilege, not a right and are subject to the District's policies and rules and regulations. No student, staff, or Board member's network account shall be activated until the individual agrees to comply with the District policy and rules for acceptable use of the network. The District Technology Director will provide account, password, and other log-on information and instruction.

Network

With access to computers and people from around the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Families should be warned that some material obtained via the Net may contain items that are illegal, defamatory, inaccurate, or potentially offensive. The District will take precautions to restrict access to controversial materials. On a global network, it is impossible to control all materials and an industrious user may discover controversial information, either by accident or deliberately. However, the benefits to students from online access far outweighs the possibility that users may procure material that is not consistent with our educational goals.

Williamston Community Schools will issue student and staff accounts for *Google Apps for Education*, an online suite of applications designed for schools that includes email, word processing, spreadsheets, presentations, calendars, web pages and more. While these accounts will be created on servers that are hosted off-site by Google, Williamston Community Schools maintains the ability to manage users and settings like other locally hosted systems to ensure a safe and secure environment for students and staff. The rules contained in this agreement apply to the *Google Apps for Education* service as well.

Users may bring personally owned electronic devices (i.e. laptops, tablets, smart phones, etc.) to school and may use them for educational purposes at the discretion of the classroom teacher and/or building principal. The District shall not be liable for the loss, damage, misuse and/or theft of any personally owned electronic device brought to school. The rules of Network Use contained in this policy apply to personally owned electronic devices being used at school.

Prior to use of District technology and internet connections, individuals will consent to an agreement ensuring compliance consistent with District policy and rules. Students and faculty must adhere to strict guidelines of acceptable use. If a user violates any of these provisions, accounts will be terminated and future access could be denied prior to signing the agreement.

To gain access to the Internet, all students under the age of 18 must obtain parental consent. Consent on this form is legally binding and indicates the parties who signed have read the terms and conditions carefully and understand the significance.

Computer and Acceptable Network Use

Use of the computer network is a privilege, not a right. The fundamental rule for use of District computer network resources is that all use must be consistent with the District's educational goals and behavior expectations. Because electronic communications are so varied and diverse, these rules do not attempt to enumerate all required or proscribed behavior by system users. Users are expected to use common sense and adhere to the norms of behavior in the school community.

In particular, users shall:

- Be polite and courteous in all communications and language.
- Always use the network as a resource to further their own education and that of others.
- Be mindful of network security, and immediately report any bugs, errors, or security problems to the system administrator.

Users shall not:

- Use the District equipment for anything contrary to law, or to solicit others to break any law.
- Illegally copy, send, or distribute any copyrighted software, work, or other material. Plagiarism, in any form, will not be tolerated.
- Send, publish, download, access, or retrieve any communication or material which may be defamatory, abusive, obscene, profane, sexually explicit, threatening, racially or ethnically offensive, harassing, or illegal, or anything which violates or infringes on the rights of any person.
- Use the network for harassment, discriminatory remarks, bullying or other aggressive behavior.
- Use the network for any commercial purpose or financial gain.
- Use the network for any advertisement or solicitation without approval from the Superintendent.
- Access, attempt to access, modify, or delete any record or file without permission or authorization.
- Make any attempt to harm or destroy the data of any other user or any system on the network, including creating or sending computer viruses, Trojan horses, or similar computer code.
- Use electronic mail to send unsolicited, bulk, chain, harassing, anonymous, or other messages which are commonly considered an annoyance to recipients or degrade system performance.
- Use vulgarity, obscenity, or swearing in messages or electronic postings, or send e-mail/message "flames" or other attacks.
- Attempt to access material or sites which are blocked by the District.
- Attempt to use the network while access privileges are suspended.

Security on any computer system is a high priority, especially when the system involves many users. If a security problem is identified in the school's computers, network, or Internet connection, notification to building administration or the District Technology Director must occur immediately. The use of someone else's password or trespassing in another's folders, work, or files without written permission is prohibited. Attempts to log onto the Internet as someone else may result in cancellation of user privileges.

Williamston Community Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. We assume no responsibility or liability for any charges, usage fees, nor for any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Internet is at the user's risk. It is the user's responsibility for the accuracy or quality of information obtained through its services.

All communication and information accessible via the computer resources shall be regarded as private property. However, people who operate the system may review files and messages to maintain system integrity and insure that users are using the system responsibly. Messages relating to or in support of illegal activities must be reported to the authorities.

Any violations may result in a loss of computer access, as well as other disciplinary or legal action. Users are considered subject to all local, state, and federal laws.

Violations of Conditions

Upon receiving notification of a violation of District rules or policies, the District Technology Director may suspend or terminate a staff member's or student's personal account. The District Technology Director may access any and all relevant files of the user in attempting to determine the veracity and/or the extent of the violation.

Prior to a suspension or termination, or as soon after as is practicable, the system administrator will inform the student or staff member user of the suspected violation and provide an opportunity for explanation. If the alleged violation should involve a member of the Board of Education, the D.T.D. shall relay that information to the Superintendent who shall relay the complaint to the President of the Board, or, in the case of a complaint against the President, to the Vice-President of the Board. A Board member's personal account shall not be terminated unless by a majority vote of the Board.

System Integrity and Security

Computer file servers containing student records, employee records, or other sensitive administrative documents shall be maintained on an independent network separated by an electronic "firewall" from unauthorized access by outside entities, including student users. If dial-in access is permitted to this equipment, that number will not be published.

All users, particularly staff, shall be instructed in password security. Passwords in general should not be (solely) English words available in common electronic dictionaries, nor should they be based on information which is readily associated with the user (addresses, phone number, favorite flower, etc.). The District Technology Director may require a user to change a password if it fails to meet these criteria, or may issue randomly generated passwords to all users. Staff passwords should be changed every three months.

No user in a District building should leave a computer which is logged on to the network unattended, and all users should promptly report any suspected breach of security or data integrity to the building administrator or the District Technology Director.

Limiting Access

School servers may incorporate blocking and filtering software. Sites may be blocked by the District Technology Director in response to a complaint by a student, staff member, Board member or parent in accord with the District's procedures on controversial material.

E-mail sites which deposit unsolicited, bulk, chain, or offensive messages on the District server will be blocked. District Technology Director may also block e-mail following a complaint from any user. The District Technology Director shall refer repeated violators, along with any case of solicitation for child abuse or other illegal act, to the Superintendent for action in concert with law enforcement authorities.

Adopted: August 14, 2000

Revised: March 19, 2012

Revised: May 18, 2015

Attachment B

WILLIAMSTON COMMUNITY SCHOOLS INTERNET USE AGREEMENT

STUDENT SECTION

I have read the District Internet Use Agreement. I agree to follow the rules contained in this Policy. I understand that if I violate the rules my account can be terminated and I may face other disciplinary measures.

User Name (please print) _____ Grade _____

School _____

User's signature: _____ Date _____

PARENT OR GUARDIAN SECTION

As the parent or legal guardian of the student signing above, I have read this Internet Use Agreement and grant permission for my son or daughter to access the Internet and use the Google Apps for Education service. I understand that the district's computing resources are designed for educational purposes. I also understand that it is impossible for Williamston Community Schools to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. I understand that individuals and families may be held liable for violations. Furthermore, I accept full responsibility for supervision if and when my child's use is not in a school setting.

Parent Signature _____ Date _____

Parent Name (please print) _____

Home Address _____ Phone _____

Adopted: August 14, 2000

Revised: March 19, 2012

Revised: May 18, 2015

Attachment C

STAFF/BOARD MEMBER REQUEST FOR COMPUTER NETWORK ACCESS

The District provides access to our computer network to members of the Board of Education so as to promote and enhance the work of the Board as a public body through communication, innovation, and sharing of resources. Access to the network is a privilege, not a right, and the Board, by majority vote, may restrict, suspend, or terminate any Board member user's account for proven violations of Board policy or these rules. In requesting an account for access to the network, the Board member agrees to the following terms and conditions.

1. Use of the network must be for the purpose of legitimate Board business consistent with the goals of the District and the laws of the State of Michigan.
2. All use of the network must be in accord with the District's rules on acceptable use of network resources, as updated from time to time by the District.
3. The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers, including but not limited to the loss of data, delays, non-deliveries, or service interruptions caused by its negligence or the users' errors or omissions.
4. The network provides access to third-party data and information over which the District has no control. Though the District may make efforts to block inappropriate material, users may be exposed to defamatory, inaccurate, or otherwise offensive material. Use of the network or any information obtained via the network is at the user's own risk. The District specifically denies any responsibility for the accuracy or content of information obtained through its services.
5. The user is solely responsible for all charges and fees, including outside telephone, printing, and merchandise purchases made through the network. The District is not a party to such transactions and shall not be liable for any costs or damages, whether direct or indirect, arising out of network transactions by the user.
6. The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney's fees, incurred by the District relating to or arising out of any breach of the terms of this request for network access.
7. The user acknowledges that the District's computer network belongs solely to the District and that any files, records, electronic mail or other communication may be examined, edited, or deleted by the District at any time, in accord with District policy or regulations. In general, electronic mail in personal accounts will not be inspected without the consent of the sender or a recipient, except as necessary to investigate a complaint.

8. The user acknowledges and understands that correspondence sent or received over the District's network may be subject to retrieval under the State of Michigan Freedom of Information Act, MCL [15.231](#) - 246.

I, as a member of the Williamston School District Staff or Williamston Board of Education, understand and agree to abide by the terms of this request for network access, and the District rules for acceptable use of network resources. I further understand that should I commit any violation, my access privileges may be revoked by the Superintendent or majority vote of the Board. In consideration for using the District's network connection and having access to public networks, I hereby release the school District and its Board members, employees, and agents from any claims and damages arising from my use, or inability to use, the network.

Staff Member/Board Member's Signature

Date

Adopted: August 14, 2000

Revised: March 19, 2012

Revised: May 18, 2015