



Student Acceptable Use Agreement

Version 1.0 | July 17, 2024

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. 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 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 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 Student Acceptable Use Agreement signed and filed in the student's 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 Student 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.

User Responsibilities

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 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 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.

Student Use of Artificial Intelligence

The acceptable use of Artificial Intelligence (AI) for students within the Westminster School District (WSD) should focus on leveraging AI to enhance learning, creativity, and research while adhering to ethical guidelines and district guidelines.

Acceptable use activities for students regarding the use of AI:

1. Educational Enhancement
 - Learning and Research:
AI tools can be used to assist with homework, projects, and research. Students can utilize AI-powered educational platforms to gain personalized learning experiences, receive instant feedback, and access a wealth of resources tailored to their learning needs.
2. Tutoring and Assistance:
 - It can provide tutoring in subjects where students may need extra help. For instance, AI-driven apps can offer practice exercises in math, science, language arts, and other subjects, adapting to the student's proficiency level.
3. Creative Projects
 - Content Creation:
Students can use AI tools for creative projects such as writing, art, music, and video production. AI can help generate ideas, enhance creativity, and provide new ways to express their learning and creativity.



- **Coding and Robotics:**

Students can engage in coding and robotics projects, where AI plays a crucial role. Learning to code AI algorithms or building AI-driven robots can be a valuable educational experience.

4. Collaboration and Communication

- **Collaborative Platforms:**

AI-powered platforms can facilitate collaboration among students. These platforms can help manage group projects, organize tasks, and enhance communication through AI-driven tools like language translation or speech-to-text services.

- **Virtual Classrooms:**

AI can enhance virtual classroom experiences by providing tools for real-time translation, automated note-taking, and interactive content that adjusts to the class's learning pace.

5. Personalized Learning

- **Adaptive Learning Systems:**

AI systems can adapt to the individual learning pace and style of each student, providing customized learning paths, resources, and assessments that align with their specific needs and progress.

- **Assessment and Feedback:**

AI can assist in providing timely and personalized feedback on assignments and assessments, helping students understand their strengths and areas for improvement.

6. Ethical and Responsible Use

- **Digital Citizenship:**

Students should learn about and practice ethical use of AI, understanding the implications of their digital actions. This includes respecting privacy, avoiding plagiarism, and acknowledging the sources of AI-generated content.

- **Privacy and Security:**

Students must be mindful of privacy and security while using AI tools. They should not share personal information unnecessarily and should use AI systems that comply with district privacy policies.



Unacceptable use activities for students regarding the use of AI:

1. Unauthorized Access and Privacy Violations

- **Accessing Personal Information:**
Students are prohibited from giving out personal information about themselves or others, such as home addresses and phone numbers. AI tools should not be used to collect, store, or disseminate personal data without explicit permission.
- **Unauthorized Data Access:**
Students must not seek or obtain copies of, or modify files, other data, or passwords belonging to other users. AI systems should not be employed to hack into or breach the security of district networks or systems.

2. Commercial and Personal Business Use

- **Commercial Activities:**
The use of AI and other district resources for commercial purposes or for-profit activities is strictly prohibited. This includes using AI for product advertisement or engaging in business transactions.
- **Personal Business:**
Excessive use of AI resources for personal business, unrelated to educational purposes, is cause for disciplinary action. AI should primarily serve academic and research objectives.

3. Disruptive and Malicious Activities

- **Network Disruption:**
Any activity that disrupts the use of the network by others is prohibited. This includes using AI to create programs or scripts that interfere with network operations or degrade network performance.
- **Malicious Software:**
The development or use of AI tools to harass others, infiltrate systems, or damage software components is forbidden. This includes deploying malware, viruses, or any form of harmful software.

4. Inappropriate and Offensive Content

- **Profanity and Obscenity:**
Using AI to generate or distribute content that includes profanity, obscenity, or racist terms is prohibited. AI should not be used to create or share offensive language or imagery.
- **Harassment and Discrimination:**
Hate mail, chain letters, harassment, and discriminatory remarks facilitated by AI are strictly forbidden. AI should not be used to engage in cyberbullying or any form of antisocial behavior.



5. Unauthorized Installations

- **Software and Hardware:**
Installing any software, including shareware and freeware, without authorization is prohibited. This includes the unauthorized installation of AI applications or tools.
- **Network Devices:**
Students are not allowed to install network hardware such as routers, switches, or wireless access devices without permission. Any hardware designed to circumvent security controls is also prohibited.

6. Inappropriate Use of Content

- **Pornographic Material:**
Accessing, processing, or distributing pornographic material using AI is strictly forbidden. AI should not be used to manage any inappropriate text files or content deemed dangerous to the network's integrity.
- **Entertainment Software:**
Downloading or using AI for entertainment purposes not related to educational goals is prohibited. This includes transferring entertainment software or files to personal devices.

7. Copyright and Legal Violations

- **Copyright Infringement:**
Students must not use AI to download, copy, or distribute copyrighted materials without the explicit permission of the copyright owner. The use of AI for educational purposes must comply with the Fair Use Doctrine.
- **Unlawful Activities:**
Using AI for any unlawful purposes is prohibited. Students should ensure that all AI-related activities are in compliance with local, state, and federal laws.

8. Games and Live Communications

- **Gaming:**
Playing games using AI or other district resources is prohibited unless specifically authorized by a teacher for instructional purposes.
- **Live Communications:**
Establishing live communication connections, such as voice or video chats, using AI is forbidden unless explicitly authorized by the system administrator.



Right to Privacy

The District respects the individual privacy of its students; however, this privacy does not extend to a student's school work-related conduct or to the use of District provided technical resources or supplies, including District provided Internet or email accounts. Therefore, 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 damage 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 Student Acceptable Use Agreement, or any willful act designed to disrupt any technological system or resource, which 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.



Parent Agreement (to be signed by parents of all student users under the age of 18)

As parent or guardian of [please print name of student] _____, I have read the Student Acceptable Use Agreement. I understand that this access is designed for educational purposes. WSD has taken reasonable steps to control access to the Internet but cannot guarantee that all controversial information will be inaccessible to student users. I agree that I will not hold WSD responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to use network resources, including the Internet, which are available through WSD.

Parent Name (please print)

Parent Signature

Date