

## FACULTY / STAFF / ADULT WRSD Information Network Responsible Use Policy

The intent of this document is to serve as a statement for the responsible use of technology on the WRSD Information Network (**WRSD IN**) for all students and staff in the school district. The WRSD understands the importance of providing good access to digital media to support engaged learning and to take necessary steps to protect students from possible inappropriate or harmful content and activities on the Internet.

### Definition:

The definition of "Information Network" is any configuration of hardware and software that connects users. The network includes any hardware (computers/ Chromebooks / tablets etc.), operating system software, application software, and stored data files. This includes the use of the Internet (electronic mail, all web tools and applications, local and external database systems) that is provided by the WRSD whether using district owned devices or personal owned devices. This also encompasses new technologies as they become available.

### Educational Purpose:

The purpose of the **WRSD IN** is educational. Its purpose is to serve as a resource for improving, extending, and enriching teaching and learning in the Winnisquam Regional School District. Users are responsible for ensuring that their activities adhere to generally accepted educational standards and that they conduct themselves in a responsible, decent, ethical and polite manner while using the system. The user is ultimately responsible for his/her actions in accessing the network services. Within reason, freedom of speech and access to information will be honored.

These procedures do not attempt to articulate all required for proscribed behavior by its users.

### Internet:

One component of the Information Network is a connection to the Internet. The Internet is a vast, global information network, linking computers at universities, high schools, science labs and other sites. Through the Internet one can communicate with people all over the world and obtain files and programs of educational value. The WRSD provides district level *Google Apps for Education* for staff and students. This suite of applications includes Google Drive/Docs and additionally district Gmail accounts for students in grades 6 – 12. The use of these tools must be limited to instructional and school-related activities and in line with Internet safety, appropriate online behavior, digital footprint and cyberbully awareness training. Students should not access any other Email accounts through the use of the WRSD IN. In general, Chat rooms, gaming sites and personal blogs/journal sites are not allowed to be used by students. As technology resources develop there are some exceptions made in line with curriculum needs.

Due to the Internet's limitless access to computer systems located all over the world, the potential for abuse exists. Users and parents/guardians of users who are minors must understand that neither the WRSD nor any district staff member controls the vast content of the information available on these other systems. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. **The Winnisquam Regional School District does not condone the use of such materials.** While our intent is to make Internet access available to further educational goals and objectives, students may find ways to or accidentally access other material. **For this purpose and in compliance with the *CHILDREN'S INTERNET PROTECTION ACT, Pub. L. 106-554*, we do maintain current filtering and logging technology that can and does reduce this occurrence.** The filtering system is updated continually to block sites that are harmful or inappropriate for students. As with any filtering system websites emerge constantly that may not be immediately identified by the software. If a student comes across a site that is suspicious they should immediately report it to a teacher or supervisor. Students who attempt to circumvent the filter

will be disciplined under the terms of this policy. Log files are maintained and monitored for a two (2) week period after which time they are purged from the system and no longer available.

### Responsibilities:

All users shall assume full liability - legal, financial or otherwise - for their actions when using the WRSD IN. Users are expected to report policy violations that they observe to the appropriate authority, teacher/supervisor or administrator.

### Irresponsible behaviors that can result in disciplinary action or limitation of access include, but are not limited to:

- involvement in any activity prohibited by law
- using profanity, vulgarity, obscenity or other language which tends to be offensive to or degrade others
- using the network for financial and/or personal gain or for political lobbying except as expressly allowed during a school activity
- intentional use of invasive software such as "viruses", "worms", and/or other detrimental activities such as hacking, spamming, using proxies or any other attempts to override the systems in any manner.
- attempts to capture other user's login information, log-on to the network as the system administrator or any user other than oneself
- viewing, storing or transferring obscene, sexually explicit or pornographic materials
- "chain" type letters, hate mail, anonymous messages, threatening messages, harassment, racial, sexist, or discriminatory remarks or other antisocial behaviors
- sharing passwords or using someone else's password
- transferring, utilizing or storing material in violation of copyright laws or license agreements
- intentionally infringing upon the intellectual property rights of others in computer programs or electronic information including plagiarism and/or unauthorized use or reproduction
- trespassing in another's folder, work or files
- using or attempting to use any of the systems when privileges have been revoked

### Responsible use of the WRSD IN requires that users NOT:

- interfere with the normal and proper operation of the network, computers, printers or the Internet, intentionally or unintentionally
- change computer settings, displays, or any other configurations without appropriate authority
- download files or programs without express permission from an instructor or supervisor
- load unauthorized programs or files onto the computers (e.g. games, video clips, wav files, unlicensed software, etc.)
- adversely affect the ability of others to use equipment or services
- conduct themselves in ways that are harmful or deliberately offensive to others
- use the network for illegal purpose
- change computer files that do not belong to the user
- store / download or transfer unnecessarily large files
- create, transfer or otherwise use any text, image, movie, or sound recording that contains pornography, profanity, obscenity, or language that offends or tends to degrade others

All users of the network are held fully responsible for the use of their account to transfer or store materials (this includes maintaining a current back-up of any important files the individual uses). Any inappropriate activities from use of the account will be considered to be the actions of the account holder. Therefore, system and application **passwords must not be shared or transferred.**

Students are not to reveal their name, personal home address, home phone number, or other personal information about themselves or any other individual on the Internet. Students must notify a parent/guardian and teacher or the system administrator immediately if anyone is trying to contact them for illicit or suspicious activities.

The WRSD reserves the right to change and/or include additional activities that can result in disciplinary actions or limit access privileges.

**Copyrighted and other proprietary materials:**

All users shall respect copyright and ownership rights of any materials accessed through the WRSD IN. Users may not duplicate copyrighted software, including school owned software, without permission from the copyright holder, whether for personal use or the use of others. Duplicating copyrighted materials or the use of such materials are offenses subject to criminal prosecution.

**Disciplinary actions:**

The use of the WRSD IN is a privilege and not a right. Irresponsible use will result in disciplinary actions. These actions will be determined by factors such as the actual incident, and the particular user (grade level / staff position). Violation of this Responsible Use Policy may result in one or more of the following disciplinary actions:

**Students:**

- Suspension / revocation of use of any equipment to access the WRSD IN
- Suspension / revocation of access to the Internet
- Removal from a class activity
- Removal from a course
- Student detention, suspension or expulsion
- Financial retribution for damages
- Referral to the appropriate legal authorities for possible criminal prosecution

**Staff:**

- Incident(s) referred to appropriate district administrator(s) for further action which may lead up to and include dismissal
- Referral to the appropriate legal authorities for possible criminal prosecution

**Privacy:**

The WRSD IN is maintained and managed by the system administrator in such a way as to ensure its availability and reliability in performing its educational mission. Users have no reasonable expectation of privacy concerning any materials transferred over or stored within the network or made available in online applications and programs provided by the WRSD. These total materials remain the property of the WRSD. The WRSD will cooperate fully with legal services that may require this information.

**Liability:**

The school district shall not be liable for any direct or indirect, incidental, or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use district networks and resources.

-----

FACULTY / STAFF / ADULT RUP ADDENDUM

School Year 2014-15

All WRSD Staff are encouraged to be familiar with the Policy Manual available on the WRSD website. Along with the district RUP is the requirement for all adults to know and abide to any specific policies that pertain to the use of technology in the WRSD. These policies are:

Policy **JIEA** (Student Records – Content, Access, Disclosure, and Confidentiality Protocol)

Policy **EHAA** (Computer Security, E-Mail and Internet Communications Policy)

Policy **GBC** (Policy Regarding Off-Duty Internet/Email use)

Policy **GBEBD** (Employee Use of Social Technologies)

Policy **EDCA** (Employee Use of Cellular Telephones)

Policy **GBEF** (School District Internet Access for Staff)

---

STATEMENT OF RECOGNITION and ACCEPTANCE

Any violation of the WRSD Responsible Use Policy may result in disciplinary action up to and including termination.

I have read the WRSD IN "Responsible Use Policy", "Faculty/Staff/Adult RUP ADDENDUM" and the referred to policies and I agree to follow and enforce them.

---

Faculty/Staff/Adult Signature

Date

---

Principal's/Supervisor's Signature

Date