

Wes-Del Community Schools

Acceptable Use Policy for Technology and the Internet

Wes-Del Community Schools (WDCS) believes that students need access to technology and the internet. When students act in a responsible, courteous, and legal manner regarding that access then they support the district's mission, goals, and student initiatives.

The mission of WDCS's iPad Digital Learning Initiative is to use technology effectively to increase student engagement thereby increasing student achievement in all areas. All students will be immersed in a technology rich environment, which motivates, engages, and challenges students to learn the 21st-century skills and digital citizenship required in today's world.

It is important that all users understand their responsibilities and conduct themselves as responsible learners at all times. Responsible uses of technology are those that are devoted to activities that support teaching and learning.

The following statements represent the students' agreement about the Acceptable Use of Technology.

I will:

- bring my iPad to school fully charged each day.
- keep private information private. (My password and identity are mine and not to be shared with anyone other than my parent/guardian.)
- treat others with respect, both online and offline.
- strive to be a responsible digital citizen.
- encourage others to be good digital citizens.
- use computers for school-related purposes during school hours.
- credit my sources when I am using other people's information, images, or other material.
- respect the work of other students and not copy, alter, or otherwise damage work that is not mine.
- follow all WDCS policies, rules, and regulations.
- take care of WDCS technology equipment.
- notify an adult immediately if I violate the Responsible Use Policy.

I will not:

- share my iTunes Account information with anyone.
- use other students' iTunes accounts.
- read another student's private communications and schoolwork without permission.
- use improper or inappropriate language or pictures.
- use any form of electronic communication to harass, intimidate, ridicule, or otherwise harm others.
- pretend to be someone else online.
- give out my full name, address, or any other personal information to someone I don't know.
- give out names, addresses, or any other personal information of others.
- take any pictures and/or record audio/video without the consent of a staff member.
- search for, possess, read, view, or copy inappropriate pictures or information.
- damage, change, or tamper with the hardware or network in any way.

- decorate the iPad with stickers, writing, or other markings.

I understand:

- my work can be lost and I should be careful to backup important work.
- the Internet and WDCS technology may not work at all times.
- not all content available on the Internet is true.
- it is my responsibility to validate information or research on the Internet.
- the use of the Internet provided by WDCS is a privilege and not a right.
- the full use of the iPad is a privilege and not a right.
- School Administrators have the right to limit the use of the iPad due to:
 - behavioral issues.
 - attendance.
 - tardies.
 - poor academic performance.
 - any other behavior that is deemed inappropriate by administration.
- the full use of the iPad *may be restricted* due to:
 - the failure to pay for iPad damages within one week of being billed for the damage.
 - the failure to pay for textbook/technology rental (if applicable) by the end of the first semester.
 - multiple instances of iPad damage.
- the iPad is the sole property of WDCS.
- school personnel have full authority over the iPad.
- there is no expectation of privacy with the school-owned iPad, and therefore the iPad is always subject to inspection in order to ensure that the iPad is being used for school purposes only.

Consequences for misuse:

- school administrators may revoke the use of iPad features due to my poor performance in academics,
- attendance, and/or behavior.
- I may be *disciplined at school up to and including suspension or expulsion* if I act irresponsibly.

Repair cost:

<u>Damage</u>	<u>Cost</u>
First Instance	Repair cost or \$50, Whichever is less
All Instances After First	Cost of Repair

****Any issue covered by the standard warranty of the iPad will result in no charge to the student.***

****School administrators reserve the right to charge the cost of replacement or repair in instances of overt, intentional damage.***

The Board of School Trustees of the Wes-Del Community Schools recognizes the importance of technology education and computer access in preparing students. While the district's intent is to make Internet access available in order to further educational goals and objectives, not all information that can be accessed from external networks is appropriate to the education of our students; consequently, administration shall develop an agreement for the use of external networks which shall specify guidelines to help ensure appropriate utilization by students and staff members. Additionally, it is the intention of this policy to have student Internet activities monitored by the school corporation to ensure students are not accessing inappropriate sites. Each school corporation computer with Internet access, and available to students, will have a filtering device or software that makes our best effort to block and/or monitor access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors. All staff members and students will be expected to sign the agreement before using an external network. The provisions of this policy and the content of the accompanying exhibit are subordinate to local, state, and federal statute.

Wes-Del Community Schools firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

INTERNET / TECHNOLOGY - TERMS AND CONDITIONS

- 1) **Acceptable Use** - The use of your account must be in support of education and research and consistent with the educational objectives of the WDCS.
- 2) **Privileges** - The use of the Internet/computer is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. (Each student/staff member who receives an account will be part of a discussion with a WDCS faculty member pertaining to the proper use of the network.) The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of Wes-Del Community Schools may request the system administrator to deny, revoke, or suspend specific user accounts.
- 3) **Disclaimer** – Wes-Del Community Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. WDCS will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. WDCS specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- 4) **Security** - If you feel you can identify a security problem on the system, you must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's account. Any user identified as a security risk or having a history of problems with other computer systems may be restricted from user privileges.
- 5) **Prohibitions** - Users of the Wes-Del Community Schools' Internet resources, hardware and computer accounts may not:
 - a) Access, upload, download, or distribute pornographic, obscene, or sexually explicit materials.
 - b) Transmit obscene, abusive, or sexually explicit language.
 - c) Violate any local, state, or federal statute.
 - d) Vandalize, damage, or disable the property of another person or organization. This would include uploading or downloading e-mail attachments and executable files infected with a virus.
 - e) Access another person's materials information, or files without the implied or direct permission of that person.
 - f) Violate copyright, or otherwise use another person's intellectual property without his or her prior approval or proper citation.
 - g) Participate in any form of harassment or bullying or make threats of any kind.

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STUDENT

I have read, understand and will abide by the Acceptable Use Policy. Should I commit any violation, my access privileges may be revoked, disciplinary action may be taken, and/or appropriate legal action may be pursued.

Student Name: _____

Date: _____

Student Signature: _____

PARENT/GUARDIAN

I have read the Acceptable Use Policy and understand that the use of technology tools and/or the Internet is a privilege designed for educational purposes. I understand that Wes-Del Community Schools will take appropriate precautions to prevent technology users from being exposed to inappropriate material. However, I also recognize it is impossible for Wes-Del Community Schools to totally restrict access to all inappropriate material, and I will not hold the corporation or any employee responsible for materials acquired on the network or through the use of Internet. I understand the consequences of unacceptable use of technology tools and/or the Internet. Further, this agreement will remain in effect until such time as the student leaves the Wes-Del Community Schools or is revoked by written notification from the Parent or Guardian.

I give my permission to issue a Login Code and password if necessary that will provide access to the school network and/or the Internet. Parent or guardian signature is required if student is under 18 years old.

Parent/Guardian Signature _____

Date: _____

STAFF

I understand that hardware issued to me for professional use by Wes-Del Community Schools remains the property of the corporation and that I am responsible for payment of any damages that may occur while the hardware is in my possession.

Faculty will be charged according to the student schedule for any damage/repair that occurs to the corporation-owned hardware while in the possession of the employee.

Replacement Fees

iPad Mini: Up to \$279.00

MacBook Pro: Up to \$999.00

I have read, understand and will abide by the Acceptable Use Policy. Should I commit any violation, my access privileges may be revoked, disciplinary action may be taken, and/or appropriate legal action may be pursued

Staff Name: _____

Date: _____

Staff Signature: _____