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Computer/Internet/Network Acceptable/Responsible Use Agreement

This document must be read in full prior to indicating your agreement to follow all Walkerville Public Schools Computer/Internet/Network policies.

No person shall be allowed to use any Computer/Internet/Network equipment owned by Walkerville Public Schools (hereafter named WPS) unless he/she has read and indicated his/her agreement to follow all policies stated herein by signing his/her name to this agreement.

POLICIES:

1. No person shall, without prior permission obtained from the Technical Services Manager, remove any Computer/Internet/Network equipment from WPS property.
2. It is the user's responsibility to make sure no hardware of software is destroyed, modified, or abused in any way. It is the user's responsibility to make sure that all food and drinks are kept away from all hardware
3. Only hardware approved by the Technical Services Manager may be attached to the private district network.
4. Any data that resides on Computer/Internet/Network equipment owned by WPS, is the sole property of WPS. WPS may do with this data as it sees fit including, but not limited to, monitoring this data, deleting this data and/or turning this data over to law enforcement officials if necessary. Said data also includes any personal electronic mail or other messages or communications.
5. All information, communication or any other use of Computer/Internet/Network equipment and/or software owned by WPS must be appropriate for all audiences. Vulgarity, inappropriate material and/or data as deemed by WPS authorities are strictly prohibited from being accessed and/or processed through Computer/Internet/Network equipment and/or software owned by WPS.
6. Any media including diskettes, CD ROMs, flash drives, external hard drives, and/or any other media used for storing data on WPS Computer/Internet/Network equipment must get the approval of the Technical Services Manager prior to use on WPS-owned equipment.
7. Only software purchased or approved by WPS may be stored or installed on district hardware. No software may be downloaded off the Internet without the explicit permission and direction of the Technical Services Manager.
8. All network logon and e-mail accounts are the personal responsibility of the account holder. Network logon and e-mail account owners must not for any reason give their account passwords to another person. Network and e-mail account owners must not for any reason allow another person to use his/her network or e-mail account. In order to avoid allowing any person to use another person's network account all account holders must log off any computer he/she is using before leaving that computer. Account holders must not be logged into more than one computer at any given time.
9. No user shall intentionally seek information on, obtain copies of, or modify files or passwords belonging to other users. A user may not in any way attempt to misrepresent or impersonate another user.
10. The user is responsible for all files stored or printed under his/her account without exception. The user will be considered an owner of all files stored under his/her account without exception.
11. All Internet communications are logged and monitored by WPS. WPS knows exactly what Internet sites are accessed by every account holder and the date and time of day that the site is accessed.

This information will be used to monitor and ensure proper use of WPS owned Computer/Internet/Network equipment.

12. When/If any student account holder mistakenly accesses any inappropriate material on any Computer/Internet/Network equipment owned by WPS the student must immediately inform a WPS staff person. The staff person must then inform the Technical Services Manager. This will help WPS authorities to determine a course of action when the access violation information is obtained from the network logs.

13. Any person who attempts to "hack" or maliciously destroy or access Computer/Internet/Network equipment and/or software owned by WPS or any other Computer/Internet/Network equipment and/or software through WPS owned equipment will immediately lose Computer/Internet/Network equipment access and privileges and will be prosecuted to the full extent of the law. This includes the introduction or perpetuation of computer viruses and/or computer worm programs.

14. Any user who discovers any security problem on any Computer/Internet/Network equipment and/or software owned by WPS must immediately report the security problem to a staff person and the Technical Services Manager. The person who discovers the security problem must not tell anyone other than the staff person and the Technical Services Manager about the security problem nor shall the person demonstrate the security problem to anyone other than the Technical Services Manager. If the person who discovers the security problem fails to follow this procedure the incident will be treated as a "hacker" attempt as stated in policy number 13.

15. Computer/Internet/network equipment and/or software owned by WPS shall be used solely for educational purposes. Computer/Internet/network equipment and/or software must not be used for business transactions of any kind other than school related business transactions.

16. Students at WPS are prohibited from accessing and using any free e-mail Internet accounts and/or services from any Computer/Internet/Network equipment and/or software owned by WPS. Students may use an e-mail account given to them by the WPS Technical Services Manager.

17. Any non-email Web enabled chat systems are strictly prohibited for use by students on any Computer/Internet/Network equipment and/or software owned by WPS. Teachers may request appropriate chat areas to be unblocked for educational purposes.

18. Each user is responsible for all material sent electronically through their WPS issued account. This includes hate mail, harassment, discriminatory remarks, and other antisocial behaviors. If a user witnesses any of this behavior, they are to immediately report it to a staff person or the Technical Services Manager.

19. Any person wishing to use data gathered from the Internet or other media sources on any Computer/Internet/Network equipment and/or software owned by WPS must abide by all applicable copyright and/or licensing laws.

20. All persons agreeing to follow this policy are also agreeing to follow the WPS Internet Safety Policy. The WPS Internet Safety Policy is attached to this document.

21. All persons agreeing to follow this policy are also agreeing to follow the WPS Issued Device Policy. The WPS Issued Device Policy is attached to this document.

The consequences for the violation of any of the above stated WPS Computer/Internet/Network policies, with the exception of policies number 13 and 14 and/or any other illegal activity of any kind which will result in immediate loss of all computer privileges and may include legal prosecution, are as follows.

1st Offense: Loss of Computer/Internet/Network access privileges for a period of one week. If the account holder is a student his/her parents and/or legal guardian may be contacted.

2nd Offense: Loss of Computer/Internet/Network access privileges for a period of one month. If the account holder is a student his/her parents and/or legal guardian will be contacted.

3rd Offense: Loss of Computer/Internet/Network access privileges for a period of one year. If the account holder is a student his/her parents and/or legal guardian will be contacted.

4th Offense: Loss of network privileges indefinitely. If the account holder is a student his/her parents and/or legal guardian will be contacted.

All WPS Computer/Internet/Network accounts and all WPS e-mail accounts are provided free of charge to any staff and/or students of WPS through Google

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Issued Device Policy

It is the policy of WPS that all students, unless requested otherwise, will receive a personal device for use during and, depending on grade level, outside of school hours. This device remains the property of WPS while in student possession. As such, WPS reserves the right to revoke access to the device at any time, and demand the return of said device.

Students must follow both the Computer/Internet/Network Acceptable/Responsible Use Agreement and the Internet Safety Policy at all times when using their personal issued device. This includes any and all use outside of WPS campus areas and networks.

Students issued a personal device are not to use any other personal device issued to another student, nor are they to share their personal issued device with any other student. Students are permitted to share their device with immediate family members if the need arises. The student will remain responsible for any actions taken on their personal device when anyone beside the student is using their device.

While assigned to them, students are responsible for maintaining the condition of the device to the best of their ability. Students may not make any physical changes or additions to their personal issued device without consulting the Technical Services Manager, this includes any cosmetic additions such as stickers, keycaps, inking, etc. Students may not alter the operating system, or any software installed on their issued personal device without consulting the Technical Services Manager.

If a student damages their issued device, or the device of another student, they must inform a WPS staff person or the Technical Services Manager as soon as possible. The Student will be responsible for any cost incurred by WPS for repairs made to their device. This cost will be solely reflected by the cost of any parts necessary to repair the device to working order. If the device is not able to be repaired to working order, the student will be responsible for the cost of the entire device. This cost will be waived if the breakage was not the fault of the student. The decision of assigning fault will be made jointly by the Technical Services Manager, Principal, and Superintendent.

Students issued a personal device will also have access to the Google Workspace collection of software, including Gmail, Google Drive, and the Google Document Editing Suite. If the student using the device is a minor, by agreeing to this policy, you give them permission to use these services. This includes any and all Google services not listed that WPS and the Technical Services Manager deem relevant to student learning. For a full list of applicable services, please contact WPS or the Technical Services Manager.

Internet Safety Policy

It is the policy of Walkerville Public Schools that access to the Internet provided by Walkerville Public Schools is expected to be used as an educational and/or work related resource and that such access shall be made available subject to such rules and regulations as may be established, provided that no use shall be permitted which, in the judgment of Walkerville Public Schools, is in any way prejudicial to the best interest of the unit or in conflict with Walkerville Public Schools.

Walkerville Public Schools reserves the right to refuse access to the Internet by the school district to anyone when it deems it to be necessary in the public interest.

Definitions (as defined in the Federal law for CIPA)

1. Access to the Internet – A computer shall be considered to have access to the Internet if such computer is equipped with a modem or is connected to a computer network that has access to the Internet.
2. Minor shall mean an individual who has not attained the age of 18 and/or is a student at Walkerville Public Schools.
3. Obscene shall have the meaning given such term in section 1460 of title 18, United States Code.
4. Child Sexual Abuse Material (CSAM) shall have the meaning given term in section 2256 of title 18, United States Code.
5. Harmful to minors shall mean any picture, image, graphic image file, or other visual depiction that:

a. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
b. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
c. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

6. Hacking shall mean attempting to gain unauthorized access to computer and network systems connected or not connected to the Internet.
7. Technology protection measure shall refer to a proxy server managed by Walkerville Public Schools that blocks and/or filters Internet access or other means by which access may be blocked and/or filtered.
8. Authorized staff member as used herein shall refer to an adult staff member appointed by the Walkerville Public Schools Technology Committee.
9. Technology Committee as used herein shall refer to a group of Walkerville Public Schools staff including but not limited to the following:

a. Administrator
b. Technical Services Manager
c. At least one (1) staff member appointed by the Administrator
d. At least two (2) teachers appointed by the Administrator

Access to Internet by Minors

Minors accessing Internet services provided by Walkerville Public Schools shall be subject to the following rules and regulations:

1. Minors shall not access material that is obscene, CSAM, harmful to minors, or otherwise inappropriate for the educational setting.

2. Minors shall not use Walkerville Public Schools technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.
3. Minors shall not engage in any illegal activities on the Internet.
4. Minors must use email only in accordance with the Acceptable Use Agreement.
5. Minors shall not disclose personal identification information on the Internet.
6. Minors shall be monitored while using the Internet.

Access to Internet by Adults

Adults accessing Internet services provided by Walkerville Public Schools shall be subject to the following rules and regulations:

1. Adults shall not access material that is obscene, CSAM, or otherwise inappropriate for training or work-related uses.
2. Adults shall not use Walkerville Public Schools technology resources to engage in unauthorized hacking or attempts to otherwise compromise any computer or network system's security.
3. Adults shall not engage in illegal activities on the Internet.

Technology Protection Measure

Walkerville Public Schools shall use a technology protection measure(s) that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with the policies of Walkerville Public Schools.

1. The technology protection measure that blocks and/or filters Internet access may be disabled by an authorized staff member for bona fide research purposes with permission of the immediate supervisor of the staff member requesting said disabling or with the permission of one of the administrators of Walkerville Public Schools.

Policy Violations

Any violation of this policy may result in the loss of access to the Internet administered by Walkerville Public Schools. Additional disciplinary action may be determined in accordance with existing procedures and practices, both administrative and as stipulated in Walkerville Public Schools board policy, and including applicable law enforcement agencies when necessary.

Policy Challenge Procedure

An individual who has been granted access to the Internet by Walkerville Public Schools and desires to access an Internet site that is not compliant with this policy may challenge the enforcement of the policy according to the following provisions:

1. Internet site review requests should be directed to the Walkerville Public Schools Technology Committee in writing for consideration.
2. The Technology Committee will review the site within a reasonable period of time of the submission of the request and, if deemed appropriate for educational or work-related purposes, may vote to unblock the site.
3. Walkerville Public Schools' principals will regulate enforcement of the policy, including disciplinary actions, and shall forward to the administrator of Walkerville Public Schools any challenges to the severity of the applied discipline.
4. Challenges to the application or enforcement of Walkerville Public Schools Internet Safety Policy that cannot be resolved at the levels outlined in the preceding step will be handled in accordance with Walkerville Public Schools established grievance policy or at the Walkerville Public Schools administrator and/or board level for challenges presented in writing.

WPS Computer/Internet/Network Acceptable/Responsible Use Agreement, Internet Safety Policy, and Issued Device Policy

(Sign and Return This Page Only To the Principal)

Student's Name:_____ Year of Graduation: _____

Account Holder:
I have read, (or have had read to me), the entire WPS Computer/Internet/Network Acceptable/Responsible Use Agreement and the WPS Internet Safety Policy. I understand the entire contents of this document. I agree to abide by the entire contents of the WPS Computer/Internet/Network Acceptable/Responsible Use Agreement and the WPS Internet Safety Policy or else face the above outlined consequences for not abiding by the contents of the WPS Computer/Internet/Network Acceptable/Responsible Use Agreement and the WPS Internet Safety Policy. I understand that none of the information or data which I use, store, access or input into Computer/Internet/Network equipment and/or software owned by WPS does not belong to me but is the property of WPS and can and will be monitored, deleted and/or turned over to law enforcement officials if necessary by WPS authorities.

Account Holder's Name, Staff and/or Students, (Please print):

_____ _____ _____
First Middle Initial Last

Signature:_____Date: _____/_____/_____
MM / DD/YYYY

For minors only:
Parent and/or Legal Guardian:
As the parent and/or legal guardian of the above-listed minor, I have read, (or have had read to me), the entire WPS Computer/Internet/Network Acceptable/Responsible Use Agreement and the WPS Internet Safety Policy. I understand the entire contents of this document. I agree to insure that the above listed minor will abide by the entire contents of the WPS Computer/Internet/Network Acceptable/Responsible Use Agreement and the WPS Internet Safety Policy to the best of my ability. I certify that the above listed information about the minor is correct. I hereby grant permission for the above listed minor to obtain a WPS account as indicated by my signature at the bottom of this page.

Please place an 'X' in either of the following boxes only if they apply to you:

☐ If my child accidentally accessed inappropriate material on the Internet I would like to be informed no matter what the circumstances.
☐ My child may not receive a personal device as outlined in the Issued Device Policy, or receive an individual Walkerville email address. I acknowledge this will severely limit my child's ability to participate in a majority of classroom activities.

Parent and/or Legal Guardian's Name (Please print):

_____ _____ _____
First Middle Initial Last

Signature:_____Date: _____/_____/_____
MM / DD/YYYY