

PROCEDURES FOR USE OF INFORMATION TECHNOLOGY RESOURCES

For the purpose of this document Information Technology refers to computers and all peripheral equipment such as printers, scanners, digital and video cameras, voice recorders, disk drives, etc. The Internet refers to the worldwide network of computers that enables users to share information. Having access to computer technology and the Internet is an exciting opportunity, however the Internet is a largely unregulated system containing material that may be inappropriate in the school setting and offensive to some people. All users carry the responsibility of using school-based and Internet-based resources in an appropriate and ethical manner.

All users are expected to comply with generally accepted rules of behavior. These include, but are not limited to the following:

- Users will show respect for technology equipment through proper use and care.
- The use of information technology will be solely in support of the educational goals and objectives of the Waterbury/Duxbury School District.
- Users will only access the system with their own username, and will take reasonable precautions to protect passwords. No user will disrupt another person's use of the system or attempt to gain unauthorized access to another person's data or to the software, data, and settings belonging to the School District's computers and networks.
- Student users will get a staff member's permission before accessing the Internet.
- Users will not send or display defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
- Student users will not use the system for entertainment or commercial purposes, including online shopping. Personal use by staff will be restricted to non-school hours.
- Users will not download, store or transfer large files or materials not related to educational goals (MP3 files, pictures, videos, software, etc.). School network storage will not be used to store personal data or files.
- Student users will not access personal/home communication services (email, instant messaging services, blogs, wikis, chat rooms or other online communication services including web-based document storage). Online student accounts established for academic work will be used for school purposes only.
- Student users will not electronically distribute personally identifiable information (addresses, phone numbers, etc.) about themselves or others.

Any violation of these rules should be reported to a building administrator for appropriate action.

- In order to protect a student from a claim that s/he intentionally violated school policy should s/he mistakenly gain access to inappropriate material, s/he will immediately tell the supervising teacher or staff person if any such situation arises.

- If a student received information or a message that makes him or her uncomfortable in any way, the student will immediately tell the supervising teacher or staff person.

Consequences for Violations of these rules or the School District Policy on Information Technology and Telecommunications Access:

Loss of information technology privileges means loss of privileges throughout the school system regardless of where the violation occurred.

Whenever there is a malicious attempt to harm or destroy School District information technology or data of another user, the student will immediately lose all access privileges for a minimum of 90 school days. If appropriate, the student and/or the parents/guardians will also be obligated to reimburse the district for any information technology knowingly destroyed.

1st violation: Student will lose all access privileges until the student and parents/guardians meet with the appropriate staff members to develop a mutually agreed upon plan that will reestablish the student's privileges.

2nd violation: Student will lose all access privileges for a period of up to 90 school days. (If a student has not completed the 90-day period before the end of the school year ends, the remaining days would be applied to the next school year.)

Student and parents/guardians will meet with the appropriate staff members to develop a mutually agreed upon plan that will reestablish the student's privileges.

3rd violation: Student will lose all access privileges for a period of up to 180 school days. (If a student has not completed the 180-day period before the school year ends, the remaining days would be applied to the next school year.)

Students and parents/guardians will meet with the appropriate staff members to develop a mutually agreed upon plan that will reestablish the student's privileges.

In order for a student to use School District information technology, a copy of the "Information Technology and Telecommunications Student Technology Access Contract" must be signed and on file at the student's school.

**INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS
STUDENT TECHNOLOGY ACCESS CONTRACT**

Name of Student _____

I understand that school access to information technology is a privilege, not a right, and I agree to behave accordingly in order to maintain that right. I understand that access to technology and telecommunications at school is for educational purposes only. I have read and understand (and/or discussed with my parent/guardians) this Technology Access Contract, and agree to use technology resources in a responsible and appropriate manner and abide by the rules of this contract.

Student Signature _____ Date _____

The Waterbury/Duxbury Policy for “Acceptable Use of Information and Telecommunications Resources” is available on our web site, or paper copies can be requested from our offices. In order for a student to use School District information technology, a copy of this contract must be signed and on file at the student’s school.

I have read and understand the “Procedures for Information Technology and Telecommunications Resources” and the School District “Policy on Information Technology and Telecommunications Resources.” I understand that students and parents/guardians may be held liable for violations of these procedures.

I understand that school access to computers and the Internet is for educational purposes only. I recognize that the school has taken precautions in an attempt to eliminate student access to controversial materials on the Internet, but that it is impossible for the school to restrict access to all controversial materials. Thus I will not hold teachers, staff, administrators, or the school board responsible for materials acquired on the school system. I accept responsibility for guiding my son or daughter in use of computers and the Internet and for setting and conveying standards for my son or daughter to follow when selecting, sharing, or exploring information.

As parent or legal guardian of the student signing above, I give permission for my son or daughter to use the Waterbury-Duxbury School District information technology and telecommunications resources.

Parent/Guardian Signature _____

Date _____