FY15 WHS AUP/ISP

Wayland Public Schools Acceptable Use/ Internet Safety Policy (AUP/ISP)
WAYLAND HIGH SCHOOL
Computer, Network, and Internet - - Terms and Conditions

The Wayland Public School District (WPS) believes that the use of computer networked services, email, and the Internet have become, if used appropriately, an integral part of the educational program. It is understood that all of our computer networked services are provided exclusively for educational purposes. Educational purposes are those that are related to the preparation and completion of classroom lessons, assignments, online educational resources, independent research and other pertinent school business. This AUP/ISP is intended to comply with the Children's Internet Protection Act (CIPA, NCIPA), and the Protecting Children in the 21st Century Act.

With proper filtering in WPS through our Juniper Firewall, supervision and education in place regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response; it is still the responsibility of all computer users to make sure they comply with providing a safe and secure learning environment when using technology. The District expects that parents/guardians will supervise their child(ren) when using technologies from home.

LARK highlights the guidelines that our students are to follow.

LARK: Legal, Appropriate, Responsible and Kind

Legal: respect copyright laws by copying text, pictures, music and videos only with permission, and by showing where information was found (text, pictures, videos); you must also get permission to take pictures or videos of others before doing so. Illegally copied or downloaded software, files, pictures, music or games may not be used on any WPS computer.

Appropriate: school technology is used for educational purposes and only appropriate words and images may be used and viewed. If inappropriate materials are viewed or received, it is the responsibility of the recipient to delete them. Follow these guidelines set forth in the Acceptable Use and Internet Safety curriculum.

Responsible: meaning that diligent care is taken with all hardware, systems settings (including shared computer screensavers or systems files) and software, so as to prevent damage, changing, or misuse, whether intentional or not. Personal information and passwords will be kept private.

Kind: computer use does not in any way tread on the rights or feelings of others when communicating online. Be polite and kind when using online communications and tell an adult if you observe misuse of online communication that might be harmful to you or to others.

Although the Internet offers vast opportunities to access resources, we must maintain an environment that promotes both responsible and ethical conduct in all computer activities conducted by students and staff. Access to email services and the Internet also brings the possibility, even with the use of our Juniper filtering software, that materials may be accessed by students and staff that is either of no educational value, or violates applicable State or Federal law. Staff and students are to act responsibly in following our Acceptable Use/Internet Safety Policy for educational purposes only. *(See Below)*

Acceptable Use/Internet Safety Policy

Wayland Public School provides computing and network resources for students, employees, and others affiliated with Wayland Public Schools (WPS) for school communication and to support research and

educational teaching and learning. The computers and WPS network are to support education and research which furthers the educational objectives and curriculum established by WPS and the School Committee. It is to provide access to various resources and opportunities for collaborative work. Members of the WPS community are encouraged to use the computers, peripheral hardware (digital cameras, scanners, ENO boards, document cameras, video cameras), software applications, electronic mail and software installed by WPS technology department for educational or school related activities and for the exchange of useful information. The equipment, software and network capacities provided through WPS computer services remain the property of the Wayland Public School District.

There is NO playing computer games at school
You cannot pay games or stream videos (netflix, youtube, hulo, Vimeo, Hudle, etc) while at school. You can do this before 7:30 or after 2:30.

Appropriate or Acceptable Uses
Examples of acceptable practices:
- The use of WPS-owned software, hardware and the WPS intranet for scholastic endeavor.
- Accessing the Internet to retrieve information from libraries, databases and websites to enrich and expand curriculum.
- E-mail and social networking resources to facilitate educational communication, collaboration and distance-learning projects.

Inappropriate or Unacceptable Uses
Inappropriate or unacceptable uses of these resources include, but are not limited to, those uses that violate the law, the rules of the WHS AUP/ISP that are used in a manner disruptive to the educational environment or that hamper the integrity or security of any computer connected to the Internet.

Examples of unacceptable practices:
- The use of IM, iChat, FaceTime or other Instant Messaging programs while at WHS.
- Transmission of any material in violation of any U.S. or state law, including but not limited to: copyrighted material; threatening, harassing, pornographic, or obscene material; or material protected by trade secret. The transmission of copyrighted materials without the written permission of the author or creator through WPS e-mail or other network resources in violation of US copyright law is prohibited.
- As with all forms of communications, e-mail, tweeting or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of messages, images, cartoons or the transmission or use of e-mail or other computer messages that are sexually explicit constitute harassment, which is prohibited by WPS. It is also illegal for anyone to knowingly allow any telecommunications facility under his/her control to be used for the transmission of illegal material.
- The use for personal financial or commercial gain, product advertisement, or the sending of unsolicited junk mail or chain letters is prohibited.
- The forgery, reading, deleting, copying or modifying of electronic mail messages of other users is prohibited.
- The creation, propagation and/or use of computer viruses are prohibited.
- Deleting, examining, copying or modifying files and/or data belonging to other users is prohibited.
- Unauthorized copying/installation of software programs belonging to the school is prohibited.
- The hardware or software shall not be altered, mishandled or abused in any way.
- The installation of unlicensed, beta or prerelease software, whether copyrighted or shareware, for use on the District computer system is prohibited.
- Unauthorized gaming and/or gambling activities are prohibited.
- The District computer system shall not be used to harass others. Hate mail, discriminatory remarks, cyber-bullying, and other antisocial behaviors are prohibited.
- Accessing proxy avoidance sites is prohibited.
- Installing terminal server
- Installing proxy server
- Intentional destruction, deletion or disablement of WPS installed software on any computer is prohibited.
- Vandalism is prohibited. This includes, but is not limited to any attempt to harm or destroy the data of another user, the network/Internet or any networks or sites connected to the network/Internet. Attempts to

breach security codes and/or passwords will also be considered a form of vandalism.
● Destruction of hardware or software or attempts to exceed or modify the parameters of the system is prohibited.
● Nothing in this policy shall prohibit WHS operator from intercepting and stopping e-mail messages that have the capacity to overload the computer resources.
● Discipline may be imposed for intentional overloading of the WPS computer resources.
● If a student needs to be disciplined for inappropriate use of his/her computer, the following will occur:
○ Strike One: Computer will be taken for a period of two weeks.
○ Strike Two: Wayland High School becomes the administrator of the machine
○ Strike Three: Student will loose use of machine, for the remainder of the year.

Standards of Responsibility

Access to WPS computing resources, including the laptop given to you for your use, is a privilege, and certain responsibilities accompany that privilege.

● WPS users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications.
● All users are required to maintain and safeguard password protected access to both personal and confidential WPS files and folders.
● Unauthorized attempts to access another person's e-mail or similar electronic communications or to use another's name, e-mail or computer address or workstation to send e-mail or similar electronic communications are prohibited and may subject the individual to disciplinary action. Anonymous or forged messages will be treated as violations of this policy.
● All users must understand that WPS cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over e-mail.
● WPS reserves the right to access e-mail to retrieve WPS information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, to check Internet access history or to disclose messages data or files to law enforcement authorities.
● Any information contained on any WPS computer's hard drive or computer disks that were purchased by WPS are considered the property of WPS District.

This agreement applies to stand-alone computers as well as computers connected to the network or Internet. Any attempt to violate the provisions of this agreement may result in revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action and/or appropriate legal action may be taken. The decision of WPS regarding inappropriate use of the technology or telecommunication resources is final. Monetary remuneration may be sought for damage necessitating repair or replacement of equipment.

WHS Online AUP/ISP Agreement Form

After careful review of the Wayland Public Schools Acceptable Use/Internet Safety Policies, all students must complete the WHS Online AUP/ISP Agreement Form. This form incorporates our guidelines for following this policy called LARK. It also indicates that the party who has completed the agreement has read the terms and conditions carefully and understands their significance. The WHS Online AUP/ISP Agreement Form is an acknowledgment of the responsibilities of all users. Students will not be permitted to use the District computer network or be given a school-owned laptop unless they have completed this AUP/ISP Agreement Form and for students, their parents or guardians must have signed the Computer Maintenance and Support Agreement and AUP/ISP indicating the student has his/her permission to use a District computer and network technology. The WHS Online AUP/ISP Agreement Form is expressly made a part of the policy.