Wilson County School District's Acceptable Use Policy AUP

The Wilson County School District (WCSD) is pleased to be able to offer access to the district computer network for electronic storage and Internet Access. All District guidelines and procedures for acceptable use of technology are intended to make the district's equipment, applications/programs and the system network more efficient, accessible and reliable for all "users."

The use of the District's computer equipment and the participation in any online communication services (i.e. Internet, distance learning, Intranet and web pages) is a privilege and not a right. Users must also follow all requirements and expectations of Acceptable Conduct. Users should understand that the Wilson County School District (WCSD) will periodically audit, inspect, and/or monitor the user's Internet access as deemed appropriate.

"User" is defined as WCSD students, volunteers, community members, faculty and guests with access to a computer, Internet, and other technological equipment and software through the District.

To gain access to the storage and the Internet, all students must obtain parental permission and must sign the Student Agreement Authorization Form that is included in the Student Agenda and return this form to the school office. While our intent is to make Internet access available to further educational goals and objectives, users may find ways to access other materials as well. We believe that the benefits from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any possible disadvantages.

Ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow on the use of the Internet just as they do on the use of all media information sources such as television, telephones, movies, and radio.

This educational opportunity also entails a certain amount of responsibility. It is important that employees, students, and parents/guardians read and understand the following guidelines from the WCSD.

When access to the computers, network and the Internet is granted, it is extremely important that rules be followed. Misbehavior could result in temporary or permanent loss of access to the Internet and/or the computer. Violations may result in disciplinary action up to and including suspension/expulsion for students and disciplinary actions for employees. When applicable, law enforcement agencies may be involved.

USERS RESPONSIBILITIES

Users are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for users to conduct research and to develop computer skills. Access to network services is provided to students and faculty who agree to act in a considerate and responsible manner. A student's signature and parent/guardian permission are required. **Access is a privilege, not a right, and entails responsibility.**

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreement they and their parents/guardians have signed.

Network storage areas will be treated like school lockers. WCSD reserves the right to review, monitor, remove, and restrict information stored on or transmitted via WCSD owned or leased equipment and to investigate suspected inappropriate use of resources.

During school, teachers will guide students toward appropriate materials. Outside school, families bear responsibility for guidance on the Internet and proper computer use.

User's Guidelines Purpose and Rights

Audits - Electronic auditing shall be implemented within all unclassified networks that connect to the Internet or other publicity accessible networks to support identification, termination, and prosecution of unauthorized activity. These electronic audit mechanisms shall be capable of recording:
- Access to the system, including successful and failed login attempts, and logouts;
- Inbound and outbound file transfers;
- Terminal connections to and from external systems;
- Sent and received e-mail messages;
- Web sites visited, including uniform resource locator (URL) of pages retrieved;
- Date, Time, and user associated with each event.
- Employees shall not store, save or copy on any type of portable or removable media device (flash drives, C.D's, laptop computers, etc.) protected information, such as but not limited to Social Security Numbers, Health Records, HIPAA information, Special Education data, etc. Such information shall remain only on the Wilson County Schools approved network drives. Every precaution shall be taken to maintain the privacy and integrity of these records.

District Computer/Software Usage
Defining Computer/Software Usage Rights/Purposes:
The Computer/Equipment at Wilson County School District is to be used for instructional and administrative purposes. Instructional purposes include academic research,

completing class assignments, communication, publishing, technology integration, technology proficiencies, software training and any activities that support the District's instructional objectives. The district has the right to monitor, audit, and review any files stored in district computers and any district electronic data devices as deemed appropriate to support identification, termination, and prosecution of unauthorized activity.

The following rights apply to all users:
1. District computers located in public areas (classrooms, labs, media centers) will be available for all users. Certain computers are dedicated as teacher only stations and student use of these computers is prohibited.
2. Some computers/equipment (i.e. software, digital cameras, laptops, etc.) will be available for use on a check-out basis.

Acceptable Conduct
1. Users shall protect the security and privacy of WCSD's systems and networks.
2. Users shall treat computers with care in use and handling.
3. Users who check out equipment/software shall be responsible for it and must make sure that equipment is operating properly prior to being checked out. It is also the responsibility of the user to return the equipment in the same condition as it was checked out and to report any problems with the equipment.
    4. The District has the right to monitor all computer usage at all times.

Limitation of Uses

1. Users are not allowed to bring any personal electronics in and attach or attempt to attach to the school or the districts network. These items include but are not limited to Laptop computers, Desktop computers, PDA's Phones, Gaming Systems, Network devices such as wireless routers, hubs, switches, etc. Violation of this policy may result in the loss of the equipment and disciplinary actions.
 2. Any offers of donations of computer equipment or equipment that is normally supported by the Technology Department must first be cleared by the Technology Department and then have board approval before being accepted into the system. Approval of the donations does not mean that the equipment will be supported by the Technology Department nor does it mean that this equipment will be allowed to access the district or the school's network. All donation offerings will be evaluated on an individual basis.
3. Users shall not hack or otherwise alter programs or files belonging to other users or the District.
4. Users shall not take actions that are harmful to the district's equipment (vandalism).
5. Users shall not install software (i.e. games, internet browsers) not approved by the Technology Department.
6. Users shall not use the computer/equipment in any way that may harass, defame or demean others with language, image, threats or actions consistent with bullying.
7. Users shall not use computer/equipment for personal use such as for commercial purposes, financial gain, advertisement, political campaigning or supporting illegal activities.
8. Users shall not use/download any peer-to-peer (PTP) software such as Napster,

Imesh, Morpheus, Kazza, etc. or any software or service that allows the sharing of files.

9. Users shall not make or attempt to make any changes to the computer/equipment configurations (i.e. network settings, display settings, backgrounds and screen savers).

10. Users shall not use unauthorized logins and passwords without written approval from the Technology Department.

11. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, software or E-mail system. Such software is often called a bug, virus, worm, Trojan Horse, or similar name.

12. Users shall not assemble or disassemble computers/equipment.

13. Users shall not move computer/equipment from designated areas without teacher/principal guidance and the written permission of the Technology Department. (An Inventory Transfer Form must be completed and turned in to the school office before the move is made.)

14. Users shall not waste district resources (paper, ink, disk space, diskettes, etc.).

15. Users shall not share their login or password with anyone or attempt to gain other's password.

Software Installation/Usage Policy

Users shall not install any software to the computers or the network drives. If additional software is required to meet a curriculum the request must be made by the teacher to the Technology Department.

1. District technology staff has the right to remove any unauthorized software on any District computers. This includes but is not limited to:

- any peer-to-peer (PTP) software such as Napster, Imesh, Morpheus, Kazza, etc.
- screen savers or desktop themes Spyware/Malware
- software without license or documentation or that is no longer supported by the software vendor
- unauthorized downloaded software
- software that has not been approved or was not obtained through a purchase order
- software that is deemed harmful to the computers or the network.

2. Restrict the use/listening of internet radio stations or streaming of internet video to preserve District bandwidth.

3. Stop the use of games for staff and students with the exception of educational software that has been approved by the District.

<u>**Internet Usage**</u>

Defining Internet Usage Rights/Purpose

WCSD is providing access to the Internet with the purpose to facilitate teaching and learning of the curriculum in accordance with WCSD educational objectives. Therefore, Internet users must restrict their activities to endeavors in support of district educational and administrative objectives. The district has the right to monitor, audit, and review user's Internet access in district computers and any district electronic data devices as deemed appropriate to support identification, termination, and prosecution of

unauthorized activity.

The following procedures will be applied at all campuses:

1. The district shall monitor and/or review individual usage of the Internet to ensure its proper use. The district uses equipment to filter content and sites that are considered inappropriate.
2. The district has the right to generate a User Access Report detailing all violations and when required these reports will be turned over to authorities. A report will be generated if the user abuses the privilege of Internet access, account is locked out, violates any of the guidelines, or is suspected of misusing the Internet.

Acceptable Conduct
1. Users shall use the Internet for educational and administrative purposes and as a tool to enhance teaching and learning in the classroom.
2. Users shall use Internet resources in accordance with copyright law. Copyright is implied in all cases whether or not explicit reference to copyright is mentioned.
3. Users shall use the Internet in accordance with civic and federal laws.
4. Users shall conserve district resources (paper in printer, disk space, bandwidth, etc.).

Limitation of Uses
1. System users shall not use or redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, district policy, and administrative regulations. Users will be held accountable for the use of copyright protected material obtained from third parties in the case where these parties are in violation of copyright law.
2. Students shall not use the Internet unless they have returned the Student Agenda Agreement Form signed and parents have agreed to allow the use of the Internet.
3. Users shall not distribute personal information about themselves or others through the Internet.
4. Users shall not use the Internet or WCSD's network in any capacity to gain unauthorized access to resources or information, or to maliciously attempt to harm or destroy district equipment or data, or the equipment or data of any of the agencies or other networks that are connected to the Internet.
5. Users shall not use District Internet access to conduct buying, selling, or promotion of commercial items.
6. Internet users shall not purposefully access or post materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's image, or illegal. These items include, but are not limited to, the following categories:
a) Adult URLs with content intended for adults only. Examples include: Images or text that are provocative, suggestive, and erotic.
b) Sites which promote activities which are illegal for minors (such as drinking alcohol).
c) Other contents which many people may find repulsive or disgusting.
d) Crime URLs which are intended to teach/instruct the reader in skills which are

generally only useful for pursuing criminal activities.
e) Drugs URLs which promote the use of illegal controlled substances or instruct the reader how to grow/make/process these substances.
f) Entertainment URLs which allow the playing or downloading of games.
g) Gambling URLs which allow for on-line gambling or are dedicated to gambling information and instructions.
h) Intolerance URLs which advocate intolerance or hatred of a person or group of people.
i) Violence URLs which show or advocate violence. Examples include: Images containing graphic violence (blood/murder), promotion of violence or terrorist acts against others.
7. Users shall not waste system resources while using the Internet. Examples of resource waste violations are:
a) Printing items that are not educational or multiple printings of the same document.
b) Downloading large files, such as games, programs, music and videos.
8. Users shall not connect or attempt to connect to other computers through the network or the internet.
9. Users shall not bypass or attempt to bypass any security mechanism or network filters.
10. All of these guidelines are applicable to personal web spaces.

Chat Rooms and Newsgroups Usage
Defining Chat and Newsgroup Usage Rights/Purpose
Users shall not participate in newsgroups or chat rooms without prior approval from the District.
1. The district has the right to block chats and newsgroups.
2. Even if user has district approval to use a chat line/room the user will not upload or download files or pictures, the district has the right to lock out any user that uses chats excessively, in an inappropriate manner, and/or in violation of the guidelines outlined below.
3. The district has the right to decide which chat lines are educational.

Acceptable Conduct
1. With prior, written permission, users shall use educational chat rooms, network chat, or newsgroups accessed on the Internet for educational purposes.

Limitation of Uses
1. Users are prohibited from participating in any chat room, without proper approval.

Developing and Publishing of Web Pages
Defining Web Pages Usage Rights/Purposes
WCSD provides web space for student learning and projects for our web design classes. This web server is only accessible from inside the WCSD network and is used solely for academic purposes. The web design teachers are responsible for the content that the students place on this web site and the teachers must review all pages before posting.

1. Users shall not work on personal web pages or business web pages from any computers inside of the WCSD network.
2. All web pages must be approved by the teacher before posting to the student server.
3. The District has the right to change or remove any web page that is in violation of WCSD's policies.
4. The district's web master has the right to delete any web page that uses excessive system resources or network bandwidth.
5. Web pages' content and the intent shall be in accordance with the Wilson County School District's Internet policies and guidelines.
6. Users of web pages shall be in compliance with federal copyright laws.
7. Users shall obtain permission from originator in order to publish information, graphics or photographs on any related web page. All graphics, photos, and art must include site references.
8. Users' web pages shall be appropriate in relation to the objectives of the class/school/district.
9. Users shall use only the District's student web servers to publish their webpages.
10. Users shall not use excessive resources on web pages.
11. Users who create school-related web pages shall not publish their work outside of the district's web server. (i.e. local provider, geocities.com, myspace.com etc)
12. Users shall not identify students on school's web pages. Users shall follow these guidelines:
a) Student work shall not reveal family or personal details that may be construed as invasion of privacy for student or family members.
b) Student pictures shall not be published unless written parental permission or student (i.e., 18yrs +) permission is obtained. Group pictures are recommended, with references to teacher's class rather than individual names.

Distance Learning Videoconference Usage
Defining Certain Rights/Purposes
Distance learning is two-way communication between a teacher and student separated by distance, using technology for facilitating and supporting the curriculum.
Videoconferencing is one form of distance learning where two or more distant groups communicate face-to-face, in real time, by using audio and video equipment. It brings people in one location together with those in another-whether it be from a university to a medical institution or from a junior high to a library-allowing them to share their knowledge, experiences, and backgrounds.
Note: Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District.

Only a district employee may request to use the distance learning system and in doing so will be ultimately responsible for use of the system.

The District's system is provided on an as is, as available basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided

by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements or that the system will not be interrupted or error free, or that defects will be corrected. The District has the right to deny a request for a Distant Learning session or system as it deems necessary. Charges may apply in order to accommodate a Distance Learning session or system. The teacher is solely responsible for the content and images that are broadcast during the session.

Acceptable Conduct
1. Users shall be observant that the use of a school-related videoconference system might cause some recipients to assume they represent the District or school, whether or not that was the user's intention.
2. Users (students) shall follow all rules as specified by the teacher.

Limitation of Uses
1. Users shall not use the system in any way that violates copyright laws. Educational institutions and organizations are not exempt from copyright laws. These laws provide protection for literary works; musical works, including accompanying words; dramatic works, including accompanying music. In addition, pantomimes and choreographic works; pictorial, graphic and sculptural work; motion pictures and other audiovisual works; and sound recordings are also protected. In the distance learning setting, what may have been considered fair use in the traditional classroom may be transformed into a public performance. Therefore, educators must have permission from the owner of the copyright to use copyrighted materials during the performance.
2. Users in grades Pre-Kindergarten through twelfth shall not participate in the District's videoconferencing system with their teacher or facilitator without consent from their parents.
3. Users shall not bring prohibited materials into the school's electronic environment.
4. Users shall not say, send, post messages, or use hand gestures that are abusive, obscene, sexually oriented, threatening, harassing, or damaging to another's reputation.
5. Users shall not maliciously attempt to harm or destroy the district's Distance Learning Videoconference System, or any of the agencies or other networks that are connected to the District's system.
6. Users shall not use the system for illegal purposes, in support of illegal activities, or for any other activity prohibited by the District's policy or guidelines.
7. Any original work created by users shall not be included in a videoconference session under the District's control unless the District has received written consent from the student and the student's parent.
8. Users shall not interfere with the teaching or learning in the classroom.

Disciplinary Action

Electronic Communication and Data Management System (Technology)
Users must follow all Acceptable Use Policy Guidelines when using district computers or when participating in a school-related activity.

Violations of the Student Code of Conduct with the use of district computers and networks will result in disciplinary action as stated in the Student Code of Conduct. The severity of the violation committed using technology will determine the severity of disciplinary action.

Deliberate attempts to degrade or disrupt system performance are violations of this Acceptable Use Policy and may constitute criminal activity under applicable state and federal laws. The district will cooperate fully with local, state, and federal officials in an investigation concerning or relating to the misuse of any electronic communication and the data management system.

The user causing the system's damage must reimburse any costs that the district incurs due to the misuse or abuse of the system.