

# Washington West Supervisory Union Model Procedures

## Procedures G11-R

### **G11-R: ACCEPTABLE USE OF ELECTRONIC RESOURCES & THE INTERNET PROCEDURES**

#### **Procedures to accompany this policy need to include:**

- Supervision guidelines (directed at student use)
- Regular analysis of the effectiveness of the filtering service, with recommendations for future use, by principal or designee
- Internet Safety protocols
- Information regarding supervision and monitoring activities/limitations on privacy
- Educator training on implementation of RUP
- How the school will provide notice of the policy and procedures. Recommendation is through the handbook. Additionally, you may require annual or regular parent sign-off of the RUP
- A statement on generally accepted rules of behavior regarding technology. Technology rules/expectations will be tied to general school rules/expectations.

#### **Responsible Use of Technology Procedures**

##### ***(Model Set of Procedures)***

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 manor.

#### **Supervision of Student Use**

- Student users will get a staff member's permission before accessing the Internet
- Staff supervising students on the internet are responsible for doing so actively; we do not depend upon filters to guarantee that students are unable to gain access to inappropriate material.
- The use of information technology will be solely in support of the educational goals and objectives of the member district schools of the Washington West Supervisory Union: Fayston Elementary School, Harwood Union High School, Moretown Elementary School, Waitsfield Elementary School, Warren Elementary School, and the Waterbury/Duxbury Union School District (Crossett Brook Middle School and Thatcher Brook Primary School).

#### **Application of (School) Behavioral Expectations in the use of Technology**

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

- Users will not send or display defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
- Users will show respect for technology equipment through proper use and care.
- Student users will not use the system for entertainment or commercial purposes, including online shopping.

- 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 computer networks.

**Internet Safety Protocols**

Student users will not electronically distribute personally identifiable information (addresses, phone numbers, etc.) about themselves or others.

**Monitoring**

The school maintains sole ownership of all network accounts and files. School administration and authorized personnel have the right to routinely monitor all electronic use. Users should not expect that any files and records of their online activity created on the District's system are private.

**Analysis of Filtering Service**

Ongoing analysis of the internet filter in use will occur throughout the school year, with adjustments to the filter being made accordingly. Regular, or at a minimum biennial, a report will be made to school administration and technology committee.

**Educator training on RUP Implementation**

Annual staff training and review of the RUP will occur by Oct 1 of each school year.

**Notification of Policy & Procedures**

Each school will provide written notice to parents/guardians about student use of District electronic resources including the Internet, the policies and procedures governing their use, and the limitation of liability of the District. Initial notification will occur through a signed form and subsequent notification will occur annually through the school handbook.

**Forms (see below: "Employee Technology Responsible Use Contract", "Student Technology Responsible Use Contract")**

## Employee Technology RESPONSIBLE USE CONTRACT

*(Completed and kept in WWSU personnel file; only needs to be completed once in an employee's tenure.)*

I understand that the use of technology and telecommunications resources is for educational purposes, and is a privilege and not a right of employment. I understand that I must behave according to the District's policies in order to maintain that privilege. I also understand that the District extends no rights of privacy or ownership to work completed by me on District-owned technology.

I have read and understand the School District Policy for "Responsible Use of Information Technology" and the "Procedures for Information Technology", and understand that I may be held liable for violations of these procedures or this policy.

I understand that it is my responsibility to keep personally identifiable information about students confidential in accordance with FERPA regulations. This includes protecting access to confidential data and files stored on school computers and networks, laptop computers and portable media storage (flash drives, CDs, portable hard drives, etc.). Staff is responsible for maintaining protection systems so that all personally identifiable information is fully secure (including password locking of computers).

I understand that non-school related files (music, video, etc) should not be stored on the school system or equipment.

I understand that I have the additional responsibility of assuring that students are instructed and supervised in a manner that is appropriate to the age of the students and circumstances regarding the safe, ethical, legal, and responsible use of electronic resources including the Internet.

**Name of Staff member** \_\_\_\_\_

School \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Student Technology RESPONSIBLE CONTRACT

*(Completed once in a student's career in a school. Annual notice of the Responsible Use Policy & Procedures in School Handbook.)*

**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 school access to technology and telecommunications is for educational purposes only. I have read and understand (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 \_\_\_\_\_ School District Policy for "Responsible Use of Information Technology" 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 the School District "Policy on Information Technology." 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 (School) District information technology and telecommunications resources.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_