

WHEATLAND SCHOOL DISTRICT
Technology Usage Policy

To ensure that students receive a quality education and that employees are able to work in a professional and intellectually stimulating environment, it is the policy of the Wheatland School District to provide all students and employees with access to a variety of technology resources.

The creation of a large and varied technology environment demands that technology usage be conducted in legally and ethically appropriate ways, consistent with the Mission Statement and instructional goals of the Wheatland School District.

Thus, it is the intention of the Wheatland School District that all technology resources will be used in accordance with any and all school system policies and procedures as well as local, state, and federal laws and/or guidelines governing the usage of technology and its component parts. Additionally, it is implied that all students and employees of the Wheatland School District will use the provided technology resources so as not to waste them, abuse them, interfere with or cause harm to other individuals, institutions, or companies.

- The administrators of each school will be responsible for establishing specific practices to enforce this policy at individual schools.
- All Wheatland School District technology resources, regardless of purchase date, location, or fund, are subject to this policy.
- Any questions about this policy, its interpretation, or specific circumstances shall be directed to the District Technology Coordinator and/or District I.T. Director.
- Violators of this policy will be handled in a manner consistent with comparable situations requiring disciplinary and/or legal action.

POLICY STATEMENT:

The primary goal of the technology environment is to support the educational and instructional endeavors of students and employees of the Wheatland School District. Use of any and all technology resources is a privilege and not a right.

I. ACCESS:

- A. The use of all Wheatland School District technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use will result in a cancellation of those privileges pending investigation.
- B. Individuals may use only accounts, files, software, and technology resources that are assigned to him/her.
- C. Individuals may not attempt to log in to the network by using another person's account and/or password or allow someone to use his/her password to access the network, e-mail, or the Internet.
- D. Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and outside the Wheatland School District.
- E. Individuals identified as a security risk may be denied access.
- F. Use of technology resources that reduces the efficiency of use for others (excessive use of bandwidth) may be considered a violation of this policy.

- G. Individuals must not attempt to modify technology resources, utilities, and configurations, or change the restrictions associated with his/her accounts, or attempt to breach any technology resources security system, either with or without malicious intent.
- H. The District I.T. staff, Computer Tech Aides and/or school administrators will determine when inappropriate use has occurred and they have the right to deny, revoke, or suspend specific user accounts. Their decision will be final.

II. PRIVACY:

- A. To maintain network integrity and to insure that the network is being used responsibly, Local and District Technology Coordinators reserve the right to review files and network communications.
- B. Users should not expect that files stored on the Wheatland School District network will be private.
- C. Because communications on the Internet are, often, public in nature, all users should be careful to maintain appropriate and responsible communications.
- D. The Wheatland School District cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet.
- E. Users should be aware that the technology staff routinely monitors and performs maintenance on file servers, e-mail, workstations, the Internet, user accounts, telephones, and telephone systems. During these procedures, it may be necessary to review e-mail and/or files stored on the network.
- F. Users are encouraged to avoid storing personal and/or private information on the district and/or schools technology resources.
- G. The system-wide technology staff does perform routine backups. However, all users are responsible for storage of any critical files and/or data on the space provided on the servers for them.
- H. Student records, media center collections, and accounting information should be backed up to the servers or stored in a safe location.
- I. All files and network communications stored on or sent through Wheatland School District's technology resources shall be and remain the property of the Wheatland School District.
- J. Users should be aware that the technology staff logs and records all Internet and Network access for all users.
- K. *Users are prohibited from violating the privacy of others using hand-held devices such as cell phones, camera phones, and video cameras.***

III. COPYRIGHT:

- A. Illegal copies of software may not be created or used on school equipment.
- B. Any questions about copyright provisions should be directed to the District I.T. staff or Computer Tech Aides. The legal and ethical practices of appropriate use of technology resources will be taught to all students and employees in the system (i.e. during lab orientation, network orientation, faculty meetings, etc).
- C. Copyright is implied for all information (text, data, and graphics) published on the Internet. Web page authors will be held responsible for the contents of their pages
- D. Duplication of any copyrighted software is prohibited unless specifically allowed for in the license agreement.
- E. System-wide software originals will be housed at the District Technology Coordinator's office.

- F. If a single copy of a given software package is purchased, it may only be used on one computer at a time. Multiple loading or "loading the contents of one disk onto multiple computers," (1987 Statement on Software Copyright) is NOT allowed.
- G. If more than one copy of a software package is needed, a site license, lab pack, or network version must be purchased. The District I.T. staff, Computer Tech Aides, Local Administrator and the person requesting the software will be responsible for determining how many copies should be purchased.
- H. The District I.T. staff or Computer Tech Aides are responsible for installation of all authorized software in use on the local area network and/or individual workstations within the Wheatland School District.

IV. ELECTRONIC MAIL:

- A. The Wheatland School District provides access to electronic mail for all employees, class accounts upon request and, on a limited basis, for students.
- B. Access to e-mail is for employee, class, and/or student use in any educational and instructional business that they may conduct.
- C. Personal use of electronic mail is permitted as long as it does not violate Wheatland School District policy and/or adversely affect others or the speed of the network.
- D. Electronic mail should reflect professional standards at all time.
- E. Wheatland School District's e-mail accounts may not be used for political or personal gain.
- F. Wheatland School District's e-mail accounts may not be used for attempting or successfully sending anonymous messages.
- G. Wheatland School District's e-mail accounts may not be used for sending mass e-mails.
- H. Wheatland School District's e-mail accounts may not be used for posting or forwarding other user's personal communication without the author's consent.

V. INTERNET:

Introduction: The Wheatland School District provides student and staff access to the Internet, which may include services such as e-mail, forums, bulletin boards, and web sites. This access to the Internet is provided solely for the purposes of education and educational research. The District desires to encourage responsible use of this technology.

For students, The ultimate accountability for the responsible use of the Internet lies with the each student and, if a minor, the student's parent, guardian, or custodian. Access to the Internet is a privilege, which may be restricted or denied in the event of failure to comply with any of the terms of the Wheatland School District Technology Usage Policy. This policy must be read and approved, in writing, by each student, and, in the case of students under the age of eighteen, the student's parent, guardian or custodian.

Wheatland School District does comply fully with current and pending State and Federal Law on Computer and Internet Safety for children, but we cannot provide 100% assurance that all materials are appropriate for children.

1) **Acceptable Use** – Access to the Internet is for the purpose of supporting educational research, and collaboration in and among educational institutions in the United States and elsewhere. All Internet usage must be consistent with these purposes, the terms of the policy, and all provisions of law governing the actions of the student.

2) **Uses Not Acceptable** - The following are examples of specific types of conduct that are not acceptable Internet uses.

a. The transmission or reception of any material in violation of any United States or California Law or regulation, including the unauthorized transmission or reception of copyrighted material; the transmission of any harassing or threatening material; the transmission of material protected by trade secret; and/or the transmission of any vulgar or obscene material.

b. The use of the Internet for any commercial purpose (unless approved by the school's principal) or for political lobbying (other than the expression of personal views).

3) **Privileges** – The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The District administrator will deem what is inappropriate use and his/her decision is final. Also, the District administrator may close an account at any time as required. The administration, faculty, and staff of Wheatland School District may request the site principal to deny, revoke, or suspend specific student user accounts.

4) **Privacy** - The District reserves the right to monitor, inspect, copy and review at any time and without prior notice any and all Internet usage and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the district and no user shall have any expectation of privacy in such material.

5) **Network Etiquette** – Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- a. Be polite. Do not be abusive in your messages to others.
- b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- c. Students are not to reveal their personal address or phone number.
- d. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in such a way that you would disrupt the use of the network for other users.
- f. All communications and information accessible via the network should be assumed to be private property.

6) **Warranties** - Wheatland School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Wheatland School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Wheatland School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

7) **Security** – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network or Internet, you must notify a school site administrator. Do not demonstrate the problem to other users. Do not use another individual's account without the written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

8) **Vandalism** – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to any of the Internet backbones. This includes, but is not limited to, the uploading or creation of computer viruses.

9) **Controversial or Offensive Material** - Students and parents, guardians, or custodians are advised that use of the Internet has the potential for access to materials inappropriate for school-aged students. It is the responsibility of each individual student to use the system in an appropriate manner and to avoid access to or use of inappropriate material. Any student becoming aware of the access to such material by any other person shall immediately report that access to his/her teacher.

VI. INTERNET FILTERING:

- A. Internet access for all users is filtered, through one central point, by URL and IP address.
- B. Internet services for all users are filtered.
- C. Internet searches are filtered by keyword.
- D. URLs and IP addresses may be added to or deleted from the filtered list by the District office.
- E. Internet services may be added to or deleted from the filtered list by the District office.
- F. Staff members may request review of filtered sites and blocked services. The District I.T. staff decision will be final.

VII. WEB PUBLISHING:

- A. The Wheatland School District web server cannot be used for profit, commercial purposes, to express personal opinions, or to editorialize.
- B. All posted work must be of publishable quality with regard to spelling, usage, and mechanics.
- C. All web page authors are responsible for the maintenance of their own pages.
- D. All links should be checked regularly to make sure they are current and working.
- E. Pages that are not updated in a timely fashion, that contain inaccurate or inappropriate information, or contain links that do not work may be removed and the author will be notified.
- F. Teacher created web pages stored on a commercial or private server may be a link from a teacher created web page stored on the Wheatland School District Internet server.
- G. Pictures and other personally identifiable information should only be used with permission in writing from the parent/guardian of the student involved. No full names should be used-*only first name*. No written permission is required for in-school broadcasts (i.e. morning news, announcements, class profiles, etc.)
- H. Student posting of personal information of any kind is prohibited. Personal information includes: home and/or school address, work address, home and/or school phone numbers, full name, social security number, etc.
- I. No written permission is required to list faculty/staff and their school contact information (phone extension, e-mail address, etc.)
- J. Infringement of copyright laws, obscene, harassing or threatening materials on web sites are against the law and are subject to prosecution.

VIII. PARENTAL PERMISSIONS:

It is the responsibility of the staff posting information on the web, requesting videos, or designing publicity or public relations information to obtain written parental permission.

IX. Personal Equipment:

- A. The Wheatland School District is not responsible for personal equipment brought onto the Wheatland School District's network or the damages / changes made to that equipment by the policies of the Wheatland School District network.
- B. All personal equipment on the Wheatland School District network is bound by the same policies and rules as Wheatland School District owned equipment.

X. Software:

The District I.T. staff or Computer Tech Aides are not responsible for non-authorized software on the individual workstations and will remove all non-authorized software from the network.

XI. EXAMPLES OF INAPPROPRIATE USE OF RESOURCES:

The following activities are examples of inappropriate activities for any Wheatland School District network, e-mail system, or the Internet. This list is not all-inclusive. Anything that would be considered inappropriate in "paper form" is also considered inappropriate in electronic form.

- A. Using another user's password or attempting to find out what another user's password is
- B. Sharing your own password
- C. Trespassing in another user's files, folders, home directory, or work
- D. Saving information on ANY network drive or directory other than your personal Home directory.
- E. Harassing, insulting **bullying**, or attacking others via technology resources, **including hand-held devices**.
- F. Damaging computers, computer systems, or computer networks (this includes changing workstation configurations such as screen savers, backgrounds, printers, BIOS information, preset passwords, etc.)
- G. Intentionally wasting limited resources such as disk space and printing capacity.
- H. Accessing inappropriate web sites (sites containing information that is violent, illegal, satanic, sexual, etc.)
- I. Sending, displaying, or downloading offensive messages or pictures.
- J. Using obscene, racist, profane, discriminatory, threatening, or inflammatory language.
- K. Participating in on-line chat rooms without the permission/supervision of an adult staff member.
- L. Posting any false or damaging information about other people, the school system, or other organizations.
- M. Posting of any personal information about another person without his/her written consent.
- N. Broadcasting network messages and/or participating in sending/perpetuating chain letters.
- O. Violating copyright laws.
- P. Plagiarism of materials that are found on the Internet.
- Q. Use of technology resources to create illegal materials (i.e. counterfeit money, fake identification, etc.)

- R. Use of any Wheatland School District Technology resource for personal gain, commercial or political purposes