

# **Windham-Ashland-Jewett Central School Internet Acceptable Use Policy**

## **I. Windham and the Internet**

The Internet is a collection of interconnected computer networks around the world, which expands classroom and library media resources by providing access to information, images, and even computer software from places otherwise impossible to reach. These resources can yield individual and group projects, collaboration, curriculum materials and idea sharing. Internet access also makes possible contacts with people all over the world, bringing into the classroom experts in every content area, as well as students and adults from other nations and cultures.

We are able to provide access to the Internet for our students. It is important for parents and students to realize that access to the Internet is a privilege and demands responsibility. The following sections will outline the guidelines for acceptable use, unacceptable use and the consequences for such, filtering and monitoring software used by WAJ, legal disclaimer, and signature section. Please read the following pages carefully.

## **II. Acceptable Use**

District Board of Education Policy 7314R authorizes that access to the Internet is provided by WAJ for the purposes of enhancing student learning. All Internet access at the school is for educational purposes only. Students should be accessing the Internet for research, information gathering, and viewing of articles, documents, pictures, audio and video for the purposes of learning only.

## **III. Netiquette**

Internet users are expected to abide by the generally accepted rules of network etiquette and guidelines pertinent to the mission of the district. These guidelines include but are not limited to the following:

1. Be courteous and respectful in your writings
2. Use appropriate language. Do not swear; use vulgarities or any other inappropriate language.
3. Do not reveal your home address or phone number or those of other students or colleagues. Use school numbers or addresses of appropriate.
4. Understand that electronic telecommunications are not guaranteed to be private. People who operate systems do have access to messages and transmissions over certain media such as E-Mail, Internet, Distance Learning and Electronic Interlibrary Loan.
5. Respect other people's time and Bandwidth. Remember downloading large files will clog network traffic and slow all machines and access down.

6. Respect other people's privacy.

#### **IV. Unacceptable Uses**

The users of the WAJ Internet are responsible for their actions and the activity within their accounts. Do not give your password out to others, as you will be held responsible for all activity involving your account. Some unacceptable uses are listed below, but are not limited to the following list.

1. Using the network for any illegal activity, including violation of copyright or other contracts.
2. Using the network for financial or commercial gain
3. Degrading or disrupting equipment or system performance.
4. Vandalizing the data of another user, the network, or other networks connected via telecommunications. This includes but is not limited to the uploading of viruses.
5. Gaining unauthorized access to resources of entities.
6. Invading the privacy of individuals.
7. Using an account owned by another user.
8. Posting anonymous messages
9. Transmitting or receiving communications in any format which are pornographic, profane, obscene, depicting explicit sexual scenes, violence, or which contain other material or media with limited educational value according to local community or district standards.
10. The use of any form of social networking/chat sites (ex: myspace, facebook, and instant messenger services)
11. The use of proxy sites with the intent of circumventing in house security filters.
12. Use of e-mail for any purpose other than school-related

#### **V. Consequences for Unacceptable Use**

Consequences of violations may include but are not limited to the following:

1. Suspension/revocation of Internet access
2. Suspension/revocation of Network privileges
3. Suspension/revocation of Computer access
4. School suspension
5. School expulsion
6. Legal action and prosecution by the authorities

#### **VI. Who is Watching?**

The Internet and District Network are public places. You must always remember that you are sharing the space with many other users. Because these connections are granted to you as part of the larger scope of the curriculum, the WAJ school district reserves the right to monitor all traffic on the network. We do this to make sure that the network continues to function properly for all of its users. WAJ uses a number of programs and hardware devices for the purposes of Internet filtering and monitoring. Students should expect only limited privacy in the contents of their personal files on the District system. The situation is similar to the rights students have in the privacy of their lockers. Parents have the right at any time to request to see the contents of student personal files. Content filters are in place that log web page and file access by user accounts. Any attempts at circumventing these in-house filters are subject to penalization. They are in place for your safety.

## **VII. Personal Electronic Devices**

Use of personal electronic devices is limited. Many of them are equipped with internet access which is not approved or monitored by WAJ.

1. Use of personal devices to access the internet is strictly forbidden and may result in revocation of network access, as well as temporary confiscation of the device in question.
2. Cellular phones, personal MP3 players, Compact Disc Players, or other audio devices **are not to be used during school hours.**
3. Personal laptop computers may be used since they will use WAJ's wireless internet system which will be completely monitored and secured. However, the use and access of software and applications housed on personal computers will be held to the standards and regulations outlined within the Acceptable Use Policy.

## **VIII. Student Responsibilities**

All WAJ Students are expected to abide by the guidelines established in this policy while using the school provided internet. In the event of an accidental violation of the policy, the student should notify school personnel immediately so they can minimize the possibility of potential repercussions due to the accidental violation.

## **IX. Teacher Responsibilities**

The faculty at WAJ will be responsible for properly monitoring student Internet access. Teachers will review and remind students of acceptable uses of the Internet while in school. All faculty and staff should model appropriate Internet behavior while using the Internet and abide by all policies stated in the acceptable use policy.

## **X. Parent Responsibilities**

The purpose of the school Internet policy is to educate students on how to use the Internet in an appropriate, educational manner. As a school, we can only monitor the use of the Internet while your child is accessing our network. It is recommended that parents be an extension of the school and monitor their child's Internet activities at home. If you would like information on Internet supervision, you may contact the school and we will provide you with information published by industry leaders in the Internet supervision of the home.

## **XI. Disclaimer**

The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The School District makes no warranties of any kind, whether expressed or implied for the service it is providing in making electronic telecommunications available for students and staff. The School District will not be responsible for the damages suffered by individuals. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence or user errors or omissions. Use of any information obtained via electronic telecommunications is at the risk of the user. The School District specifically denies any responsibility for the accuracy or quality of information obtained through its provision of electronic telecommunications.

## **XII. User Signature**

(See Attached Sheet)

Windham-Ashland-Jewett Central School  
PO Box 429, Main Street  
Windham, NY 12496  
518-734-3400 ext. 1122

**Acceptable Use Agreement  
Student Access to Networked Information Resources**

Students Name: \_\_\_\_\_ Teacher/Grade: \_\_\_\_\_  
(PLEASE PRINT)

**Student and Parent/Guardian Agreements:**

Please read and /or discuss the Acceptable Use Agreement on the previous pages with your child. In accepting an account, your child accepts the responsibility of using the network in a responsible and appropriate manner. It is important that you understand his/her responsibilities as well. Your signature indicating that you have read and agreed to the guidelines is necessary prior to an account being issued.

*I have read, or have had read to me, and/or have discussed the Acceptable Use Agreement and agree to use the network in an appropriate and responsible manner.*

**Student Signature**

\_\_\_\_\_ Date: \_\_/\_\_/\_\_

*I have read and /or discussed the Acceptable Use Agreement with my child and give the school permission to issue and internet account to my child.*

**Parent/Guardian Signature**

\_\_\_\_\_ Date: \_\_/\_\_/\_\_

The Windham-Ashland-Jewett Central School supports and respects each family's decision whether or not to apply for student access and whether to terminate or suspend that access. Parents/guardians have the right to request alternative activities, which do not require access to networked information resources. Access, if issued, shall remain in effect through the remainder of this school year, unless suspended or terminated by the student, the school, or the parent or guardian.

**PLEASE RETURN THIS PAGE ONLY & KEEP THE REST FOR YOUR RECORDS**