

WEBSTER COUNTY SCHOOL DISTRICT NETWORK AND INTERNET ACCEPTABLE USE POLICY (AUP) 2017-2018

The Webster County School District recognizes the value of computer and other electronic resources to improve student learning and to enhance the administration and operation of its school. To this end, the Webster County School District encourages the responsible use of computers and computer networks, which include Internet usage, e-mail, web applications and other electronic resources in support of the mission and goals of Webster County Schools.

Because the Internet and e-mail is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to fully control. Therefore, the Webster County School District adopts this policy governing the voluntary use of electronic resources, e-mail, and the Internet to provide guidance to individuals and groups obtaining access to these resources on Webster County School District -owned equipment or through Webster County School District -affiliated organizations.

Rights and Responsibilities

It is the policy of the Webster County School District to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of network usage. Within this general policy, the school site recognizes its moral obligation to protect the well being of students in its charge. To this end, the Webster County School District retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining logs of Internet and/or e-mail activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Webster County School District -owned equipment and, specifically, to exclude those who do not abide by the Webster County School District's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. Webster County School District reserves the right to restrict online destinations through software or other means.
5. The Webster County School District complies with the regulations of CIPA, the Children's Internet Protection Act H.R. 4577, by providing Internet content filtering services for staff and students. Filtering services are a means of protection from objectionable sites but cannot provide a 100% guarantee. Therefore, the Webster County School District provides no guarantees but will diligently attempt to protect staff and students from accessing such objectionable Internet sites.
6. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications and e-mail.

Staff Responsibilities

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of the Webster County School District.
2. Although the Webster County School District will maintain an Internet filtering service, staff members will continue to monitor student use to prevent the access of objectionable sites.
3. Staff shall make reasonable efforts to become familiar with the Internet and e-mail use so that effective monitoring, instruction, and assistance may be achieved.
4. Staff shall exercise extreme caution in using any student and other staff member's likeness, picture, personal information, and/or original work of art, prose, or poetry for distribution through any electronic media within the Webster County School District.

User Responsibilities

1. Use of any electronic media including the Internet and e-mail provided by the Webster County School District is a privilege that offers a wealth of information and resources for research.
2. Users agree to learn and comply with all of the provisions of this policy. Through the actual use of any network related service, the user warrants and signifies his agreement to any/all of the provisions of this policy.
3. Webster County School District recognizes the concept of "Free Speech" and individual privacy. The Internet, network, and e-mail services are owned and/or operated by the Webster County School District and reserves the right to exercise reasonable control over any electronic communication and/or publication users may produce.

Internet

The Internet is a global system of interconnected computer networks that use the standard Internet Protocol Suite (TCP/IP) to serve billions of users worldwide. It is a network of networks that consists of millions of private, public, academic, business, and government networks of local to global scope that are linked by a broad array of electronic and optical networking technologies. The Internet carries a vast array of information resources and services, most notably the interlinked hypertext documents of the World Wide Web (WWW) and the infrastructure to support electronic mail.

Guidelines

1. All use of the Internet should be in support of educational and research objectives consistent with the mission and objectives of the Webster County School District.
2. Observe proper etiquette when using electronic communication and never publically display personal information.
3. Respect the legal protections for data and software provided by copyright and licenses.
4. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
5. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite at all times.
6. From time to time, the Webster County School District will make determinations on whether specific uses of the network are consistent with the Acceptable Use Policy.

Unacceptable Uses

1. Giving out personal information about another person, including home address or phone number is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Excessive use of the network for personal reasons shall be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others.
7. Malicious use of the network to develop programs that harass other users, or infiltrate a computer or computing system, and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
9. The unauthorized installation of any software, including shareware and freeware for use on the Webster County School District computers is prohibited.
10. Use of the network to access or process pornographic material, objectionable web sites, inappropriate test files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
11. The Webster County School District network may not be used for downloading entertainment/music/video/movie software or other files for transfer to a user's home computer, other personal computer, DVD, or any music/movie device. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Webster County School District. Software, files, and/or licenses owned by Webster County School District cannot be transferred to staff or student personal or home computers. This violates the copyright laws.
12. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
13. Use of the network for any unlawful purpose is prohibited.
14. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
15. Establishing network or Internet connections to live communications, including voice and/or video (relay chat/live chat), is prohibited unless specifically authorized by the system administrator or building administrator.

E-Mail

Electronic mail, most commonly abbreviated email or e-mail, is a method of exchanging digital messages. E-mail systems are based on a store-and-forward model in which e-mail server computer systems accept, forward, deliver and store messages on behalf of users, who only need to connect to the e-mail infrastructure, typically an e-mail server, with a network-enabled device for the duration of message submission or retrieval. Originally, e-mail was always transmitted directly from one user's device to another's; nowadays this is rarely the case.

Guidelines

1. E-mail is provided by the Webster County School District and is NOT considered private. The Webster County School District can monitor and review any messages sent or received by the users as deemed appropriate by the system administrator.
2. Check electronic e-mail often to see if there are any messages.
3. Respect the legal protections for data and software provided by copyright and licenses.
4. Take care not to express personal views that could be regarded as defamatory or libelous.
5. Always be mindful that e-mail use is a privilege, and the user is a representative of the Webster County School District.
6. Be aware that all electronic mail activity may be monitored and logged or scanned for viruses and/or offensive material.

Unacceptable Uses

1. Do not send excessively large electronic mail messages or attachments. There is a size limit to messages and attachments.
2. Do not indiscriminately forward electronic mail messages to users and/or groups without knowing whether the group users wish to receive such messages. For example: these messages would be personal items sent to you such as recipes, quotes, pictures, stories, jokes, songs, and etc. These messages take up time and space and are not useful for the purpose and objectives of the Webster County School District.
3. Limit messages such as festive greetings or other non-work related items by electronic mail, particularly to several people.
4. Do not participate in chain or pyramid messages or similar schemes.
5. Do not represent yourself as another person.
6. Do not use electronic mail to send or forward material that could be construed as confidential, political, obscene, threatening, offensive, discriminatory, or libelous.

Publications

Acceptable Uses

1. Make sure any web design is appropriate to the educational, administrative, or research objectives of the Webster County School District.
2. Any use of the Webster County School District name and/or school site names, likeness, pictures, graphics must have prior approval of the system administrator or building administrator.
3. Any use of staff or student likeness, pictures, graphics, art, prose, or poetry must have written permission before usage. Staff members must give their written signature permission while a student must give his/her written signature in addition to the parents written signatures before publication use.
4. The system administrator and/or building administrator will make the final determination whether any web item(s), which identify the Webster County School District, are appropriate for web publication before that publication occurs.
5. All web publications will abide by the *Family Education Rights and Privacy Act (FERPA)* for the dissemination of student information.

Unacceptable Uses

1. Do not publish personal information concerning staff or students. The only phone numbers, addresses, and/or locations allowed are those of the school site available to the public.
2. Staff and/or students are prohibited from publishing a website using the Webster County School District name and/or school site names, likeness, pictures, graphics without prior approval of the system administrator or building administrator.
3. Webster County School District recognizes the concept of “Free Speech”, however, staff and/or students are prohibited from publishing any work that that may be discriminatory, offensive, racists, threatening to district, school, staff, or other students. The final decision as to whether any work meets these criteria will be determined by system administrator and/or building administrator.
4. Right to “Freedom of Speech” will NOT allow staff and/or students to publish offensive materials through any Webster County School District electronic media. The final decision as to whether any work meets these criteria will be determined by the system administrator and/or building administrator.

Cyberbullying

A safe and positive environment in school is necessary for students to learn and achieve high academic standards. Bullying/cyber bullying by an individual in the district directed toward another school district student or school staff member is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its pupils in a safe environment. Therefore, it shall be the policy of the Webster County School District to maintain an educational environment in which bullying and cyber bullying in any form are not tolerated.

Definitions

1. Bullying shall mean unwelcome verbal, written or physical conduct directed at a student or staff member that has the effect of:
 - Physically, emotionally or mentally harming a student or staff member;
 - Damaging, extorting or taking personal property;
 - Placing a student or staff member in reasonable fear of physical, emotional or mental harm; or
 - Creating an intimidating or hostile environment that substantially interferes with educational opportunities.
2. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website posting (including blogs) which has the effect of:
 - Physically, emotionally or mentally harming a student or staff member;
 - Placing a student or staff member in reasonable fear or physical, emotional or mental harm;
 - Placing a student or staff member in reasonable fear of damage to or loss of personal property;
 - or
 - Creating an intimidating or hostile environment that substantially interferes with educational opportunities.

Reporting Procedure and Investigation

1. A student or school staff member shall report a complaint of bullying or cyber bullying, orally or in writing, to the principal or designee. If a parent initiates the complaint, the appropriate individual will follow-up with the student.
2. The principal or designee will gather the information to determine if the alleged bullying or cyber bullying conduct occurred. The building principal is encouraged to contact the Technology Department for assistance in the investigation. In the event the alleged bullying or cyber bullying did not occur during the school day or on school property, the administration has no responsibility to investigate the allegation.
3. After the information has been gathered, the building principal will determine the need for further investigation or the appropriate intervention, which may result in administrative discipline consistent with the Student Code of Conduct and Board Policy to ensure that the conduct ceases.

Disclaimer

1. The Webster County School District cannot be held accountable for the information that is retrieved via the Internet, network, or e-mail.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and may monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. The Webster County School District will not be responsible for any damages any user may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by user negligence, errors or omissions. Use of any information obtained is at the user's own risk.
4. The Webster County School District makes no warranties (expressed or implied) with respect to:
 - The content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information.
 - Any costs, liability, or damages caused by the way the user chooses to use his or her access to the Internet, network, or e-mail.
5. All staff and students of the Webster County School District shall be responsible for abiding by the policies of this AUP. No signature is required to make this AUP binding on staff and students. The use of Webster County School District's electronic media denotes the user's agreement of responsibility. However, the Webster County School District shall make a concerted effort to inform staff and students of this AUP through such means as publications in student and staff handbooks, notices in all school offices, oral information from supervisors and/or teachers, and distribution of AUP copies.
6. Any staff or student who violates any of the AUP policies will be subject to disciplinary action, which may include but not limited to the loss of use privilege for the Internet, network, and/or equipment, loss of the e-mail account assignment, and/or any other disciplinary deemed appropriate by the Webster County School District authorities.

AGREEMENT

I HAVE READ THE WEBSTER COUNTY SCHOOL DISTRICT NETWORK AND INTERNET ACCEPTABLE USE POLICY (AUP) 2017-2018. I UNDERSTAND AND WILL ABIDE BY THE STATED APPROPRIATE USE POLICY. I FURTHER UNDERSTAND THAT IF I VIOLATE THIS POLICY IN ANY WAY, MY PRIVILEGES MAY BE REVOKED AS WELL AS SCHOOL DISCIPLINARY ACTION MAY BE TAKEN.

NAME _____
PLEASE PRINT

SIGNATURE _____

LOCATION _____

TODAY'S DATE: ____/____/____

MAC ADDRESS ____:____:____:____:____:____

Example: 72:21:b1:f8:40:26

APPLE:

Select System Preferences from the **Apple** menu at the top left of your screen. Choose Wi-Fi from the list of interfaces on the left and click the Advanced button. Choose the Hardware tab under which you will see the **MAC address** of your wireless card. Press Cancel to return to the Network menu.

PC:

1. Press the Windows Start key to open the Start screen.
2. Type cmd and press Enter to launch the command prompt.
3. Type "ipconfig/all" into the command prompt.
4. Look for the Wireless Adapter MAC address listed as Physical Address.

IPAD:

1. Tap Settings.
2. Select General.
3. Then select About.
4. The MAC address is listed as WiFi Address.

*****LOAD SECURITY CERTIFICATE*****