

## ACCEPTABLE USE POLICY (Students)

- I. The Watertown City School district offers access to electronic resources through the district computer network for instructional use. To gain access to the Internet and network, all students must obtain parental permission and must sign and return the student authorization form to the school office. The District will make a reasonable attempt to prevent inappropriate use of electronic resources, but ultimately the responsibility lies with the user.
- II. While our intent is to make Internet access available to enhance learning, students may have access to other non-instructional materials. We believe that the benefits from access to the Internet, in the form of information resources and opportunities for collaboration, exceed possible disadvantages.
- III. This educational opportunity entails responsibility, and it is important that students and parents/guardians read and understand the following guidelines. The use of the Internet and other electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of that privilege.
- IV. When access to 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. Violations may result in disciplinary action up to and including suspension/expulsion. When applicable, law enforcement agencies may be involved.
- V. The Board of Education does not sanction any use of the Internet including social media that is not authorized by or conducted strictly in compliance with this policy. Anyone who disregards the District's Acceptable Use Policy may have their user privileges suspended or revoked. Users granted access through the Watertown City School District assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by District policy.
- VI. Student Responsibilities:
  - A. It is important that parents and students read the Watertown City School District Acceptable Use Policy and discuss these requirements together.
  - B. Students are responsible for good behavior on school computer networks. General school rules for behavior and communications apply.
  - C. Access to network services is provided to students who agree to act in a considerate and responsible manner. The computer network is provided for students to conduct research and limited communication with others. Your child

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will have access to software applications, databases, libraries and computer services from all over the world through the Internet.

- D. Individual users of the district computer networks are responsible for their behavior and communications over those networks. Communications on the network are often public in nature. It is presumed that users will comply with district standards and will honor the agreement they and their parent/guardian have signed.
- E. Watertown City School District reserves the right to review, monitor and restrict information created, shared, and/or stored on or transmitted via Watertown City School District owned or leased equipment and to investigate suspected inappropriate use of resources. Users should not expect that files and/or communications will be private. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Messages related to or in support of illegal activities may be reported to authorities.
- F. During school, staff will guide students toward appropriate materials. Outside school, families bear responsibility for guidance on the internet just as they do with information sources such as television, telephones, movies, radio and other potentially offensive media.

#### VII. Electronic use Guidelines

- A. Commercial purposes, product advertisement, political lobbying or illegal use is prohibited.
- B. Materials that are obscene, offensive, threatening, or otherwise intended to harass or demean others must not be transmitted.
- C. Programs that infiltrate computing systems and/or damage software components are prohibited.
- D. Files, data, web pages or information of others must not be improperly accessed or misused.
- E. Use of the Internet for chat rooms or chatting is prohibited.
- F. Changing settings in any program or the computer operating system is prohibited.
- G. The Watertown City School District is not responsible for loss of data.
- H. Anonymous communications are not allowed.
- I. Security violations must be reported to the principal/appropriate staff member immediately.
- J. Personal information must be given out only in an instructional context or in the performance of Watertown City School District business.
- K. Remote access to the Watertown City School District network is not allowed.

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- L. Precautions to prevent viruses on Watertown City School District equipment are the responsibility of the user.
- M. The illegal installation or transmission of copyrighted materials is prohibited.
- N. All files and messages are subject to Watertown City School District review.
- O. Malicious attempts to harm or destroy hardware, software, or data are prohibited.
- P. Any action that violates existing Board policy, public law or classroom/school policy is prohibited.
- Q. Use of racist, sexist, pornographic, or inappropriate language or images is prohibited.
- R. Plagiarism is prohibited.
- S. Any actions to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited. This includes the use of proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content.

#### VIII. Purpose:

- A. The Watertown City School District's wireless network is being made available to all staff and students for use on privately owned mobile devices. This service is a privilege and personal wireless access shall be considered an extension of the District's Technology network and will be governed by existing District technology policies.

The following guidelines have been established:

1. Employees/students agree to follow all existing technology policies.
2. An assigned current network account is required for personal access.
3. Employees/students will not give out their assigned current network account credentials and will be held responsible for any breach in security resulting from not doing so.
4. Employees/students take full responsibility for his/her device.
5. The district is NOT responsible for the security, care, repair, replacement, or any modifications required on the device in order to connect to the wireless network.
6. All personal devices are restricted to wireless access and shall not be connected by any other means (i.e., network cable, etc.).
7. Students shall not be allowed to use an Employee's personal device while connected to the wireless network.

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8. Employees/students are expected to ensure their devices are not being used in a manner unacceptable to Watertown City School District or that violates any laws, regulations, or standards.
9. The District has the right to terminate any service or connections.
10. Cyber-bullying is strictly prohibited.
11. Employees/students shall not use their personal device to violate any copyright laws.
12. Employees/students shall not use their personal device to access any other device besides their own.
13. These guidelines are subject to change as needed.

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Watertown City School District

Approved: 07/02/02

Revised: 11/03/09, 10/22/13, 01/02/18

# Watertown City School District

## SUPERINTENDENT'S REGULATION

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### STUDENT ACCESS RELEASE AND AUTHORIZATION FORM

As a user of the Watertown City School District computer network, I hereby agree to comply with the Acceptable Use Policy (AUP). Should I commit any violation, my access privileges may be revoked, and disciplinary action may be taken up to and including suspension/expulsion.

Student Signature: \_\_\_\_\_

As the parent or legal guardian of the student signing above, I grant permission for him/her to access networked computer services such as the Internet and electronic mail (e-mail) for educational purposes. I understand that he/she is expected to use good judgment and follow rules and guidelines in making contact on the telecommunication networks (e.g. the Internet). I also recognize it is impossible to restrict access to all inappropriate or controversial materials and I will not hold Watertown City School District, Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES, and/or the Mohawk Regional Information Center responsible for materials acquired on the network.

I understand and accept the conditions stated and agree to hold harmless, and release from liability, the school and school district.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
School District

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Approved by the Superintendent: 10/22/13, 01/02/18