

ADMINISTRATIVE REGULATION

RE: Board Policy 605.6-E1

POLICY TITLE: STUDENT NETWORK USER GUIDELINES & CONSENT FORM

Because technology is a vital part of the Williamsburg School District curriculum, computers, computer network, and the Internet will be made available to staff and students. Appropriate and equitable use of computer resources will allow staff and students to access resources unavailable through traditional means.

Individual student accounts will be issued to students for access to school computers, the computer network, and the Internet. The Internet can provide a vast collection of educational resources for staff and students. It is a global network which makes it impossible to control all available information. Because information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate. The Williamsburg School District makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on school computers, it is not possible to constantly monitor individual students and what they are accessing on the network or Internet. Some students might encounter information that may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Student Network and Internet activities will be monitored by district staff to ensure students are not accessing inappropriate sites that violate conditions of the Network User Guidelines. The Williamsburg School District will use technology protection measures to protect students from inappropriate access.

Staff and students will be instructed on appropriate use of school computers, networks, and the Internet. Students and their parents will sign a form acknowledging that they have read and understand the Student Network User Guidelines, that they will comply with the policy, and understand the consequences for violation of the policy. This form also serves as the permission form to allow students to access the Internet.

Every user of the Williamsburg Community School District's Network is expected to comply with the District Policy and Administrative Regulation and to recognize his/her responsibility when using its services, sites, systems, and personnel. Each user is responsible for his/her actions in accessing network services.

In regard to the Williamsburg Community School District's Network and Internet services, I understand and agree to the following:

1. **Personal Safety and Personal Privacy:** I will not post personal contact information about myself or another person. Personal contact information includes my address, telephone, school address, work address, etc. This information may not be provided to an individual, organization, or company, including web sites that solicit personal information. I will not access chat rooms or electronic bulletin boards.
2. **Illegal and Unacceptable Activities:** I will not attempt to gain unauthorized access to the Williamsburg Community School's network or computers, or to any other computer system through the Williamsburg Community Schools network or computers. I will not

attempt to log in through another person's account or access another person's files. I will not make deliberate attempts to disrupt the computer system or to destroy data by spreading computer viruses or by any other means (including, but not limited to: port scanning, network monitoring, circumventing user authentication or security of a computer or network device, using any program/script/command with the intent to gain unauthorized access or information, providing information about or lists of WCS staff or students to outside parties. I will not use the Williamsburg Community School's network or computers to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of persons, etc.

3. **System Security:** I am responsible for my individual account and password, and will take all reasonable precautions to prevent others from being able to use my account. I will not give my password information to another person. I will immediately notify a teacher or the system administrator if I have identified a possible security problem. I will not seek out security problems, because this may be construed as an illegal attempt to gain unauthorized access.
4. **Inappropriate Language:** Restrictions against inappropriate language apply to public and private messages and material posted on web pages. I will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. I will not post information that could cause damage or a danger of disruption. I will not engage in personal attacks, including prejudicial or discriminatory attacks. I will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. I will not knowingly or recklessly post false or defamatory information about a person or organization.
5. **Respecting Resource Limits:** I will use the system only for educational, career development, and limited self-discovery activities and will not waste system resources such as printing, network bandwidth, and storage space. I will not download or use games, executable files or scripts, music or video (except as part of a class project), and will not store these files in my network folder.
6. **Plagiarism:** I will not plagiarize works that I find on the network or Internet. Plagiarism is taking the ideas, writings, or pictures of others and presenting them as if they were your own. Teachers may make use of anti-plagiarism software to check student work.
7. **Copyright:** I will respect the rights of copyright owners. Copyright infringement occurs when a person inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, I will follow the expressed requirements. If I am unsure whether or not I can use a work, I will request permission from the copyright owner. If I have questions, I will ask a teacher.
8. **Access to Inappropriate Material:** I will not use the Williamsburg Community Schools network or computers to access material that is designated for adults only or is profane or obscene, that advocates illegal or dangerous acts, or that advocates violence or discrimination toward other people. A special exception may be made for some materials with teacher permission. If I mistakenly access inappropriate materials, I will immediately tell my teacher. This will protect me against a claim that I have intentionally violated this policy. My parents should instruct the school if there is additional material

that they think would be inappropriate for me to access. The District expects that students will follow their parent's instructions in this matter. The District uses Internet filtering software to limit access to inappropriate Internet materials from school computers.

9. **You should expect only limited privacy in the contents of your personal files, email, or web research activities on the school computers and network.** Routine maintenance and monitoring of the school computers and network system may lead to discovery that you have violated this Policy, the Williamsburg Community School District disciplinary code, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the Williamsburg Community School District disciplinary code, or the law. The school has the right to eliminate any expectation of privacy by providing notice to students and staff.

The District will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the Williamsburg Community School's network or computers. In the event there is a claim that you have violated this Policy or Williamsburg Community School district disciplinary code in your use of the Williamsburg Community Schools network or computers, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before a neutral administrator will be provided with notice and opportunity to be heard in the manner set forth in the Williamsburg Community School District disciplinary code.

10. **Limitation of Liability:** The District makes no guarantee that the functions or services provided by or through the District computers or network system will be error-free or without defect. The District will not be responsible for any damage you suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. Parents/Employees can be held financially responsible for any harm to Williamsburg Community School's network or computers as a result of intentional misuse.

Violation of the student network user guidelines will result in a written notice to the student and parent. Consequences for violation of the use guidelines may include any or all of the following (depending on the severity of the violation):

- Detention
- Short and/or long-term suspension
- Saturday school
- Parent/student meeting
- Loss of Network privileges
- Loss of LMC privileges
- Expulsion

Revised: August 18, 2010

Consent Form for Parent or Guardian
Permission to use Computers and Computer Network
Williamsburg Community Schools

Please read before signing

I am the parent or guardian of the student named below and I hereby certify that I have received and read the attached Student Network User Guidelines.

I accept full responsibility for supervision of my student's use of the school computers and network in accordance with the terms, conditions, and guidelines provided by the school.

Please print

Student Name: _____

Year Expected to Graduate: _____

My student may use the school computers, network, and Internet. Yes ____ No ____

Parent/Guardian Signature

Date

Student's Consent

I have read the Student Network User Guidelines and agree to abide by these provisions. I understand that violation of these provisions may result in suspension or revocation of computer privileges.

Student Signature

Date