

# NORTH WARREN REGIONAL SCHOOL DISTRICT ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES IN THE SCHOOLS

## Introduction

North Warren is pleased to offer students access to the District's Information Technology resources. To use these resources, Students, together with their Guardians must sign and return the attached form. Guardians please discuss these rules and advice with your student to ensure he or she understands them.

## General Computer Network Use

District Information technology resources, including Internet access, are provided for educational purposes, to allow students to conduct research, complete classwork and assignments, communicate with others, and publish their work online. On signing this agreement, students agree to conduct themselves in a considerate, ethical and responsible manner on school computer networks, the same as in any classroom or school hallway. The school conduct code applies to the use of school technology resources, and students must honor the agreements they have signed. Beyond the clarification of such standards, the District is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Students must not assume that actions on the School Network are private. Network storage areas, files, system logs and web activity logs are similar to school lockers, and administrators may review these to maintain system integrity, ensure responsible use, and may furnish evidence of crime to law enforcement.

When using school technology resources students **may not**:

- Obtain, or use any other person's user name and password, or share their user name and password with anyone,
- Access any other persons folders or files without permission,
- Attempt, or acquire unauthorized access to District data and systems,
- Damage equipment, systems or services or otherwise disrupt the operation of the school's technology resources,
- Deface equipment,
- Move equipment,
- Modify cables, plugs, connectors, or configuration settings,
- Install software on school computers,
- Use obscene language, harass, attack or insult others,
- Create, display or intentionally access offensive messages or pictures,
- Share personal information on the public web, such as complete name, phone number, address or photo,
- Plagiarize or violate copyright laws,
- Deliberately waste limited shared resources, (e.g. paper or Internet bandwidth), or
- Use the network for commercial purposes, financial gain or fraud.

## Internet, the World Wide Web, E-Mail and Internet Safety

Our intent is to make Internet access available in ways that respect freedom of speech, access to information, and further educational goals and objectives. Guardians should be aware that students may be able to access material that is illegal, defamatory, inaccurate or offensive to some people. In compliance with the Children's Internet Protection Act, Internet protection measures are in place on all devices that use the School's Internet service. However, it is technically impossible for any Internet filtering system to identify every piece of inappropriate content on the Internet. Similarly, valid educational resources are sometimes blocked by the filtering system. If the content filter is not working correctly, students should ask the teacher to inform Information Technology Services. Students may not attempt to bypass the content filter.

Although most student work at North Warren is carried out on the School's private network within a closed environment, students will occasionally publish work to the web. This provides students with an opportunity to share their work to a global audience, and receive feedback. Students agree to only use their first names, and not disclose their last names or other personal identifying information such as age, address, phone number, photos, etc. Students should not publish work that contains copyrighted materials without proper permission and/or citation when appropriate.

## Acceptable Use Consent Duration

Students may not use the North Warren computer network if this form is not signed and on file. This agreement is in effect for the duration of the student's school career at North Warren unless this form or the underlying policy and regulation (2361) is changed, in which case the student will be required to turn in a new form.

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**Consequences for Violation:** Consequences are handled by the Vice-Principal's office through the procedural mechanisms of the Student Conduct Code. The District has identified five categories of AUP violations. Each category has a different severity based on the level of threat to the integrity of the District's technology systems, and threats to the privacy and well-being of the District technology user community. These categories are listed in sequence below.

- 1. *Inappropriate Use of Equipment:*** May include, but not limited to offenses that are mischievous in nature but do not corrupt settings, software or physically damage equipment.

**Consequences:** Refer to AUP on the code of conduct grid. Further consequences may apply based on Administrator's discretion.

- 2. *Vandalism and Defacing Equipment:*** May include, but not limited to defacing equipment, damaging equipment, tampering with, moving or removing equipment, changing cabling and connections, tampering with configuration settings, installing software.

**Consequences:** After confirmation of an AUP offence, the student's computer network access will be discontinued. If any network lockout could jeopardize a student's grades, or other student's work, temporary access for these activities will be provided under direct supervision.

Further consequences apply based on Administrator's discretion and according to Vandalism, Defacing and Destruction on the code of conduct grid.

Whether the District uses a contracted service or in-house personnel to restore service, students will be billed for time and materials required to investigate, troubleshoot, perform repairs, replace equipment, or restore data and systems.

- 3. *Cyber-bullying and cyber-harassment or Sexting:***

**Consequences:** After confirmation of an AUP offence, the student's computer network access will be discontinued. If any network lockout could jeopardize a student's grades, or other student's work, temporary access for these activities will be provided under direct supervision.

Further consequences apply based on Administrator's discretion or according to harassment and intimidation on the code of conduct grid, or sexting on the code of conduct grid.

- 4. *Plagiarism and Copying:***

**Consequences:** According to District Academic Dishonesty/Plagiarism policy.

- 5. *Attempting to, or acquiring unauthorized access to District data or systems:*** May include but not limited to attempting to bypass network permission levels or network security systems such as the web content filter, attempting to bypass firewalls, using another person's network user name and password to gain access to District computing resources, attempting to hack into, or otherwise gain unauthorized access to District data or systems, attempting to disrupt the service of the North Warren computer network.

**Consequences:** After confirmation of an AUP offence, the student's computer network access will be discontinued. If any network lockout could jeopardize a student's grades, or other student's work, temporary access for these activities will be provided under direct supervision. Further consequences apply based on Administrator's discretion. Refer to Disturbance and Disruption on the conduct code grid. Refer to Failure to follow school procedures on the conduct code grid. Refer to Theft on the conduct code grid if identity theft is involved. Refer to Vandalism – Destruction on the conduct code grid if data is lost or compromised, or systems and services are disrupted or damaged by these actions. In cases of identity theft or data theft, law enforcement may be involved.

Whether the District uses a contracted service or in-house personnel to restore service, students will be billed for time and materials required to investigate, troubleshoot, perform repairs, replace equipment, or restore data and systems.

**Please return this page to the North Warren Regional School District. You may keep the first two pages. I have spoken with my son or daughter about the responsibilities outlined above when using school technology resources.**

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**STUDENT ACCEPTABLE USE AGREEMENT**

Student (Name, Please write clearly)

Grade Level

\_\_\_\_\_  
Student (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_