

## STUDENT APPROPRIATE USE POLICY OF INFORMATION TECHNOLOGY RESOURCES

### *Services Provided to Students:*

- The Weston Public Schools provides all students with a network account and password for the purpose of facilitating education.
- Students may access printers and print when given permission by the administration.
- Students have file storage space on WPS servers.
- Students have access to online collaboration tools and online file storage via my.weston (GoogleDocs)
- Students have access to applications remotely (as required for academic use)
- Students have access to online course resources (if currently deployed by his/her teachers)

Note these services and resources are not the same as a private home Internet and e-mail account and therefore all actions including information stored, accessed, viewed, written, or actions performed are logged, and accessible by the Administration. Therefore, the Weston Public Schools has the right to monitor, quarantine, backup, move, archive and/or delete, and access all electronic files, local or remote, on systems managed by the Weston Public Schools. Students should have no expectation of privacy with respect to any of their actions performed on, or information stored on, the Weston Public Schools resources.

The Weston Public Schools filter Internet content to prevent access to material that is inappropriate for access by minors and any other individuals using Weston Public Schools resources. However, it is recognized that this and any filter alone is no guarantee that users will not be able to access Internet resources which are profane, offensive, obscene, or otherwise objectionable. Students should report accidental or inappropriate sites to a teacher or administrator for blocking. Internet usage is logged and monitored for use consistent with educational mission of the WPS.

**Anti-Bullying and Intervention:** All use of the WPS school IT resources must be in full compliance with the Weston Public schools' Anti-Bullying and Intervention Policy which amongst other things, prohibits bullying through the use of WPS's IT resources, or through any non-WPS IT resource where such bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at his/her school or materially and substantially disrupts the education process or the orderly operation of a WPS school. Furthermore, each member of the Weston Public School community is expected to adhere to policies for appropriate use. Students of the Weston Public Schools shall:

*Respect and protect the integrity, availability, and security of all electronic resources.*

- Our network systems provide important access to educational resources. The destruction, vandalism, hacking, or damaging of data, networks, hardware, software, backend systems, or disruption of this or other resources used by the Weston Public Schools is prohibited and may result in disciplinary and/or legal actions.
- Network and account security is the responsibility of all members of the Weston School community. Any security risks should be reported to a teacher or network administrator.
- Resources shall be used in a manner consistent with the mission of the Weston Public Schools. Computers, electronic resources, and network bandwidth are shared limited resources and should be conserved and protected, as such.

- Devices not owned and managed by the Weston Public Schools may not be connected to the Weston Public Schools network without specific permission. Devices that disrupt the educational process or operation of the WPS are prohibited, will be removed, may be held and searched, and may result in disciplinary and/or legal actions.
- Students or guests may use the “Open” wireless network unless otherwise instructed. Please note, any device deemed as directly or indirectly disrupting the educational processes of the school or students may be held and searched until such time that the disruption is discovered, understood, and resolved.

*Respect and protect the intellectual property of others.*

- Do not infringe copyrights. You may not make illegal copies of music, games, movies, software, or other materials under copyright.
- Do not plagiarize other people’s work.
- Do not audio or video record lectures or school activities without permission from the faculty and/or students involved.
- Do not post pictures, audio, or video of lectures or school activities to the Internet without the permission of faculty and the parents of all student's involved.

*Respect and protect the privacy of yourself and others.*

- Only use the network account assigned to you and do not give your WPS network credentials to anyone other than your parents.
- Do not view, use, copy passwords, data, or access networks to which you are not authorized.
- Protect your privacy when using the Internet, do not distribute private information about yourself, or others, without your teachers or parents knowledge and approval.
- Be authentic; do not pretend to be someone else online.

*Respect and practice the principles of community.*

- Communicate only in ways that are kind and respectful. Remember that anything you write online may be discoverable forever.
- Report threatening or discomfoting communication or materials to a teacher and/or parent.
- Do not intentionally access, transmit, copy, or create material that violates the school's respectful climate such as messages that are, threatening, rude, discriminatory, or meant to harass, as these may result in disciplinary and/or legal action.
- Do not intentionally transmit or implant computer viruses, macros, or any type of malicious code within the WPS network or hardware. Do not use any type of hardware device, network device, or software application designed to covertly capture data.
- Do not intentionally access, transmit, copy, or create material that is illegal such as obscenity, pornography, stolen materials, illegal copies of copyrighted works, or use School resources to further other acts that are criminal, as these may result in disciplinary and/or legal action.
- Do not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

**Consequences for Violation.** Violation of any portion of this policy may result in disciplinary measures up to and including suspension/expulsion and/or legal actions.

Adopted: November 21, 2011