

Westosha School District
Responsible Use Guidelines

Students

2011-2012

You have a wonderful opportunity before you! You have the opportunity to use the school's technology resources for your education. These resources will broaden your horizons, provide diverse opportunities, and prepare you for the world of today. You will be able to access the Internet with school resources. Although the Internet has great promise for sharing ideas and knowledge, it also has the potential for misuse. The **Westosha School District** does filter the Internet in an effort to block material that is not appropriate for students. However, as with some tools, there are cautions to be taken. This Responsible Use Policy (RUP) will outline some of those cautions, provide direction for the use of the resources, and allow you to confirm your commitment to comply with this RUP.

1. You agree to act responsibly and with good behavior on any computer or communications system using **Westosha School District's** wired or wireless network services. You agree to follow all school and district rules for behavior and communications.
2. The primary purpose of the district network (including but not limited to the Internet, printers, computers, etc.) is to allow users to conduct school business. Use of district printers will be limited to school related activities. Do not waste school resources by printing excessively.
3. You agree not to tamper with or attempt to illegally access or "hack" any **Westosha School District** computer resources. Intentional damage or misuse of computers or computer networks will not be tolerated. Intentional creation or spreading of a computer virus will not be tolerated.
4. It is your responsibility to protect your privacy; keep your password to yourself. Sharing a password, or logging in for someone else, is strictly forbidden. If you know of a security problem with your account or someone else's, inform the school administration immediately.
5. You agree to abide by the generally accepted rules of "netiquette" and conduct yourself in a responsible, ethical, and polite manner while using any **Westosha School District** technology resource. Suggested netiquette guidelines are on the district web site.
6. The **Westosha School District** makes no warranties of any kind, whether expressed or implied, for the supervision and service it is providing. By signing below you agree that the **Westosha School District** assumes no responsibility or liability for any loss of data. Use of any information obtained via the Internet is at your own risk. The **Westosha School District** specifically denies any responsibility for the accuracy or quality of information obtained through its services. YOU are ultimately responsible for backing up your files.
7. All technological devices brought onto a **Westosha School District** campus are subject to search and seizure.
8. Food and drink do not mix with electronic devices. Liquids, even water, will cause corrosion on the electrical parts inside. You are responsible for damage to district technological resources, including the damage to a broken screen, a corroded electrical part, or a broken keyboard.
9. Help us to help you by reporting any vandalism or misuse of any school resources to the proper school personnel. In addition to the items above the following activities are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian
- Harassing, insulting, cyber bullying, or attacking others
- Damaging or modifying computers, computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting resources
- Employing the network for commercial purposes, financial gain, or fraud

Violations may result in a loss of access as well as other disciplinary or legal action, per student handbook and/or board policy.

Discipline

The best discipline is self-discipline. Should the need arise for discipline beyond that regarding the use, or misuse, of your computer, your school's administration will determine the appropriate action. The administration will follow the school's code of conduct and **Westosha School Board** policies, but there may be additional consequences for misuse of technology with possible disciplinary outcomes that could include: suspension, reduced application permissions, loss of access, or contact with appropriate legal entities such as law enforcement for possible misdemeanor or felony charges. In the event there is an allegation of misuse or violation of the RUP, you will be provided with a written notice of the alleged violation and have an opportunity to present an explanation. These are your Due Process rights. Access to the **Westosha School District** network is a privilege, not a right.

Publishing to the web

Parents, your child may have schoolwork that will be published on the Internet, most likely on the **Central High School** website or the cloud (westosha.k12.wi.us). Such publishing requires that the **Westosha School District** have your permission to publish that work. By agreeing to this RUP, you agree to allow the **Westosha School District** to publish your child's schoolwork where appropriate.

Safety Issues

The Internet has great promise for sharing ideas and knowledge; it also has the potential for misuse. The **Westosha School District** does filter the Internet in an effort to block material that is not appropriate for students. The **Westosha School District** does not provide home Internet service; this service must be purchased from an Internet service provider. Remember, even the best filter will not stop someone who is intent on visiting inappropriate sites. You accept full responsibility for how you use your device.

Some Do's and Don'ts:

1. Keep nothing on your machine that is so private that you would not share it with a teacher, the principal, the tech department, or your parents. Assume that your computer can keep no secrets, because it cannot. Your computer will be treated like a school locker - it can be searched. Files stored on your computer will not be private. You also agree to allow authorized **Westosha School District** personnel the ability to review any and all files, data, messages, and email at any time with or without notice. You understand and agree that your own personal electronic hardware (such as a different computer, laptop or other network device) used on district property falls under this RUP. You also understand and agree that you assume all risks and responsibilities when using your own personal computer equipment. This connection privilege can be revoked without reason or notice.
2. Do not reveal identifying information about yourself or others through email or the Internet. That information includes: name, age, address, phone number, photographs, or parents' names. Check with your teacher if something requires this information. It is better to be safe and guard your information.

Identity theft is a growing problem. We recommend that any personally sensitive files (such as: tax documents, social security, bank records, etc.) are removed from the computer before it is used on campus.

3. Do not attempt to override the Internet filtering software or other network configurations. You also agree not to disrupt **Central's** computer systems and network, or log in as an administrator for the purpose of bypassing or changing restrictions or settings. Attempting to override the filter, use or access proxies, or disrupt the School's systems or networks, will result in disciplinary action, which can include the possibility of felony charges.

**** including any electronic device that connects to Central High School or any other Westosha School District network***

4. Do not access, send, create, or forward any materials, communications, files, or images that are defamatory, obscene, pornographic, harassing, threatening, or illegal. If you receive any of those items, report it to a school administrator. This includes creating a website or webpage (this includes blogs or sites such as MySpace.com), or adding to an existing website or webpage in order to "bully", intimidate, denigrate, or harass another student or staff member even if you did not use district resources to create, modify, or access the site as this will be considered an interruption of the educational process at school.
5. Do not use your computer to gain access to the school's or other computer systems for any illegal activities, or go beyond their authorized access. This includes trying to login as another user or use another person's account. This behavior is related to trespassing and will be treated as such.
6. Do not use our network for commercial, political, or other private purposes. Our network is for your schoolwork.

Connecting to your home Internet service

Home Internet service cost is the responsibility of the parents, and is not required for enrollment at Central.

Computer Bags

You have sole responsibility for protecting your computer. We highly recommend you use a quality bag to protect your device. Bags should be specifically designed to protect a computer. Just putting your computer into your backpack is not sufficient protection, even if your backpack is padded. The computer needs its own individual padding.

District computers and/or wireless electronic devices that are checked out will come with a protective case.

Take good care of your computer. Repairs are expensive. Keep your computer safe. It is a target for thieves. Do not leave it sitting in a car in plain view. Better yet, don't leave it in a car at all (heat will damage the computer). Do not leave your computer sitting around unattended. Keeping your computer in a computer bag that has padding is the best place for it.

You have the responsibility to treat your computer correctly. Dropping it onto a desk or the floor can be damaging. Do not fling it around. Don't stack things on top of it. Don't hold it by one corner; instead use two hands. If you think about how it might fall before it does fall, you can usually prevent that fall from happening in the first place. Do not loan your computer to someone else. Remember you are responsible for any content on your computer regardless of how it originated.

You are the person responsible for what happens to your computer as well as district equipment. You can't blame someone else for damage if you had the opportunity to stop damage from occurring. If an unfortunate event occurs, you or your parents are responsible for the repair or replacement cost.

Email

Students will be provided a district sponsored email account. It is very important that you keep your password secret! Someone else logging into your email and sending inappropriate messages will get you into trouble. You will be expected to use your school email for communicating with teachers and other staff.

E-mail etiquette:

- 1.** Keep your communications school-appropriate.
- 2.** Do not engage in personal attacks or harassment.
- 3.** Use clear, concise, and appropriate language. Think about what you have to say and how you say it; e-mail does not show sarcasm or wit as well as you might think.
- 4.** Respect privacy (yours and everyone else's). Do not re-post a message without the permission

of the person who sent it. Do not share personal information.

5. Your district e-mail can and will be monitored. Please use it appropriately. Infractions may result in the loss of e-mail use or other consequences.

Copyright Infringement and Plagiarism

You must respect the rights of copyright owners. Copyright infringement happens when you inappropriately copy someone else's work that is protected by copyright. If you are unsure if something can be legally copied or not, request permission to copy from the copyright holder. You and/or your parents are responsible for any copyright penalties that you commit while using your computer. You agree to abide by all patent, trademark, trade name, and copyright laws.

Plagiarism is when you take someone else's work and present it as if it were your own. Plagiarism is illegal and is not tolerated. All sources must be cited.

Central High will record the following information on each computer:

Computer Serial Number
Ethernet ID Number
Wireless ID Number

Wireless Access

CHS – Guest Access is granted via the Technology Department. Visitors can request access, as can those planning an event that will require Internet access.

CHS – Internet Access for staff (fall 2010) and students (spring 2011) who bring in personal wifi capable equipment.

CHS – Network District owned equipment should always access the network via CHS – Network.

Printing

In an effort to conserve paper and resources, the use of electronic documents and shared spaces for assignments is encouraged. Printing will be tracked through a central print server and will be limited. Color printing must be approved by the appropriate teacher.

Miscellaneous

- From time to time you will need to update your computer. The latest system and anti-virus updates should be loaded when they become available.
- Files: you are ultimately responsible for backing up your files. Files lost are not the responsibility of **Central High School**. If you can not bear to lose a file, then you should back it up yourself. You could e-mail your files to yourself. The **Westosha School District** is not responsible for replacing lost files or reimbursing for the time and money

necessary to replace those files, whether they are purchased music or important final exams.

- As batteries age, they tend to weaken. It is your responsibility to make sure your machine can hold a charge.
- If you are experiencing printing difficulties please contact the technology department.
- Not all networked equipment works on the Central High School network. A list of minimal requirements is listed on the Moodle technology page and the Technology webpage.
- District hardware that is experiencing problems will be reimaged. Please keep a backup of all items.
- Should the need arise, the Responsible Use Policy may be modified by the **Westosha School District**, preferably with notice.
- *Central High School is not responsible for lost, damaged, or stolen computers or other wireless electronic devices.*

Westosha School District

Central High School

Responsible Use Policy

2011-2012

By signing below, we accept and agree to the above Responsible Use Policy.

Name (Print) _____ Grade _____

Signature _____ Date _____

Parent Name (Print) _____

Parent Signature _____ Date _____

Updated 4/26/10

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