

# **WINCHESTER COMMUNITY UNIT SCHOOL DISTRICT #1**

## **INTERNET SAFETY & ACCEPTABLE USE POLICY FOR STUDENTS**

(rvsd. -7/8/19)

**2019-20**

Computer and Internet access are provided at the Winchester Community Unit School District #1 to enhance the curriculum-related educational experiences of its students, and its use is limited to such purposes. This document outlines the privileges and responsibilities of student technology users of the school district's computer/Internet technology in furtherance of the school district's goals. It applies to all computers and peripherals whether a part of a computer network or a stand-alone system.

All students will receive an @winchesterschools.net email account which is a Google Account. This allows them to use district-approved Google Apps, use district-approved Google Chrome extensions, and access their school work at and away from school when signed in with their school email address.

Administration can direct the District Technology Coordinator to access student accounts at any time.

Students who change the profile picture of their school Google account must use a good picture. Questionable profile pictures will result in their school Google account being locked and disciplinary action being taken.

Upon graduation from high school, the student accounts will be retained for a period of 1 year to allow students the time necessary to move any files to their college accounts or personal accounts. After 1 year, the student accounts are permanently deleted and all information linked to them will be non-recoverable.

Students who dropout of school or move to another school district will have their accounts deleted immediately.

Winchester CUSD #1 has Chromebooks and Windows computers available for student usage when they are available. Students must sign out the device when using it and return it to the proper location when done using it. Students are responsible for the signed out device and any damage that may occur to the device while they have it signed out as determined by the principal of the building the student is enrolled in.

Non-school issued Internet accessible devices are not allowed, except as outlined in the Student Handbook. Students misusing or abusing computer resources for personal entertainment unrelated to course activity or otherwise contrary to this policy will be subject to punishment in accordance with this policy and discipline policy. Intentionally wasting limited resources (such as printer ink or network bandwidth) is also considered abuse of computer resources. Punishment will include denial of all computer access for a period of time up to one year as determined by appropriate district personnel in accordance with rules and policies. In the event of repeated misuse or misuse in direct disobedience of the direction of a teacher or administrator,

punishment may include suspension or expulsion from district programs in accordance with district policy.

Use of district computers and Internet access is limited to the access, service providers, and accounts provided for students' use of the computers, printers, software, scanners, the Internet, and any other available peripheral computer equipment in support of educational goals. In order to monitor student computer and Internet use while on district computers, district staff may monitor, copy, or preview programs used, Internet sites or data viewed, and logs or records of student usage. Therefore, such information may not be assumed by students to be private, and all such data viewed, used, entered, copied, or printed on district computers shall be considered the property of Winchester CUSD #1.

As digital media is created in the classroom for assignments and projects, student images, voice, names, and creations may be published. If the parent or guardian does not authorize the district to publish this material, they must put their request in writing to the building administrator.

Security on the district's computer system is a high priority. Students must protect their passwords to ensure system security. If a student feels their password has been compromised, they must contact the District Technology Coordinator or District Technology Assistant to have their password reset. Privacy is a concern of computing systems. All technology users have the responsibility not to violate any other user's privacy by reading or copying electronic files for which they lack authorization.

Vandalism is defined as any attempt to harm, modify, or destroy data of another user, Internet, computers, other networks connected to the Internet backbone, or any other computer program used at Winchester CUSD #1. Vandalism and harassment (including cyberbullying) will result in cancellation of user privileges, disciplinary action, and possible legal action.

The Internet offers a unique learning opportunity for research, however, with this opportunity additional responsibilities and provisions apply. Contact with websites which are not related to the student's course work must be terminated immediately without opening the site or waiting for the site to open fully. In order to prevent harm to the district's computer resources or potential expense to the district, students shall not order subscriptions, make purchases, upload or download data, install data or programs to a hard drive, alter any systems, or the contents of any computer or webpage without prior approval from an instructor.

Students are prohibited from accessing chatrooms and instant messaging via the Internet. Students are prohibited from using district computers to play any computer games that are not educational. Educational games must be age appropriate. Students are not allowed to access unapproved websites. Such websites (but not inclusive) include: social media (Facebook, Twitter, etc.), hate crime, pornography, gambling, instant messaging software, or violence. Students are not allowed to access anonymous proxy servers to circumvent the web filter or any teacher monitoring software. Internet users have the responsibility not to attempt to represent themselves as another person. Internet users have the responsibility to respect copyright laws on the Internet as it pertains to programs or electronic files belonging to others. Internet users have

the responsibility not to access electronic files considered to be abusive, obscene, offensive, pornographic, or prejudicial against individuals or groups.

Students are also allowed to access a personal, commercial email account (such as Google, Yahoo!, etc.) if approved by their instructor, and if the need is for educational purposes. Internet users have the responsibility to refrain from sending harassing or abusive email to any other computer user on the Internet and to report the receipt of such email to the building principal.

**Should** the district decide to provide a school-issued email account to a student, students will at that time be informed that they will not be able to continue to use their personal, commercial email accounts at school. The school-issued, student email accounts would solely be used for educational purposes and would not be considered private. District administration and the District Technology Coordinator would have access to all school-issued, student e-mail accounts. Messages relating to or in support of illegal activities would be reported to the authorities and would result in loss of user privileges and legal action against the user. Internet users have the responsibility not to involve themselves in the creation or forwarding of chain-letters to other Internet users. Internet users have the responsibility to refrain from sending harassing or abusive email to any other computer user on the Internet and to report the receipt of such email to the building principal. Should the district decide to implement school-issued, student email accounts during the school year, parents would be notified prior to implementation.

The school district reserves the right to monitor the usage of the computing facilities related to the student use of the Internet to ensure all users are adhering to their responsibilities.

Personal storage diskettes and external drives may be used on any computer within the district with approval from the instructor.

In order to use any technology resources at Winchester CUSD #1, a signed Internet and Acceptable Use Contract must be on file for the student. For students under the age of eighteen, the parent/guardian signature is required also.

The following disciplinary actions will be applied for violations of this policy:

- A. First Offense: Parents notified (depending on severity of offense), and student may lose access to computers for a time up to 9 school weeks. Student may also receive a suspension or detention.
- B. Second Offense: Parents notified, and student may lose access to computers for a period not to exceed 18 school weeks. Student may also receive up to a 3-day out-of-school suspension or detention(s).
- C. Third Offense: Parents notified, and student may lose access to computers for a period up to and including 3 school calendar years and is subject to up to 10 days of out-of-school suspension or detention(s).

Depending upon the severity of the rules' violation, district administration reserves the right to bypass steps in this process as deemed necessary and appropriate. The severity of the violation may also give cause for the administration to take action which would result in external suspension and/or expulsion from school.

In addition, any unauthorized Internet access, attempted access, or use of any computer and/or network system that is in violation of applicable state or federal laws will be subject to criminal prosecution.

Winchester CUSD #1 complies with the Protecting Children in the 21<sup>st</sup> Century Act by providing education to students (as specified in state statute) on appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.