CODE D3 - RESPONSIBLE COMPUTER, NETWORK & INTERNET USE

Purpose
The Grand Isle Supervisory Union and its member School Districts recognize that information technology (IT) is integral to learning and educating today’s children for success in the global community and fully supports the access of these electronic resources by students and staff. The purpose of this policy is to:

a. Create an environment that fosters the use of information technology in a manner that supports and enriches the curriculum, provides opportunities for collaboration, and enhances staff professional development.
b. Ensure the district takes appropriate measures to maintain the safety of everyone that accesses the district’s information technology devices, network and web resources.
c. Comply with the requirements of applicable federal and state laws that regulate the provision of access to the internet and other electronic resources by school districts.

Policy
It is the policy of the Grand Isle Supervisory Union and its member School Districts to provide students and staff access to a multitude of information technology (IT) resources including the Internet. These resources provide opportunities to enhance learning and improve communication within our community and with the global community beyond. However, with the privilege of access comes the responsibility of students, teachers, staff and the public to exercise responsible use of these resources. The use by students, staff or others of district IT resources is a privilege, not a right.

The same rules and expectations govern student use of IT resources as apply to other student conduct and communications, including but not limited to the district’s harassment and bullying policies.

The district’s computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, receive or display on or over the district’s computers or network resources, including personal files and electronic communications.

The superintendent is responsible for establishing procedures governing use of IT resources consistent with the provisions of this policy. These procedures must include:

1. The Principal or their designee will develop annually, a program for educating students about responsible digital citizenship. As defined in this policy, a responsible digital citizen is one who:
   1. **Respects One's Self.** Users will maintain appropriate standards of language and behavior when sharing information and images on social networking websites and elsewhere online. Users refrain from distributing personally identifiable information about themselves and others.
   2. **Respects Others.** Users refrain from using technologies to bully, tease or harass other people. Users will report incidents of cyber bullying and harassment in accordance with the district's policies on bullying and harassment. Users will also refrain from using another person’s system account or password or from presenting themselves as another person.
3. **Protects One's Self and Others.** Users protect themselves and others by reporting abuse and not forwarding inappropriate materials and communications. They are responsible at all times for the proper use of their account by not sharing their system account password.

4. **Respects Intellectual Property.** Users suitably cite any and all use of websites, books, media, etc.

5. **Protects Intellectual Property.** Users request to use the software and media others produce.

2. Provisions necessary to ensure that Internet service provider(s) and other contractors comply with applicable restrictions on the collection and disclosure of student data and any other confidential information stored in district electronic resources.

3. Technology protection measures that provide for the monitoring and filtering of online activities by all users of district IT, including measures that protect against access to content that is obscene, child pornography, or harmful to minors.

4. Methods to address the following:
   a. Control of access by minors to sites on the Internet that include inappropriate content, such as content that is:
      1. Lewd, vulgar, or profane
      2. Threatening
      3. Harassing or discriminatory
      4. Bullying
      5. Terroristic
      6. Obscene or pornographic
   b. The safety and security of minors when using electronic mail, social media sites, and other forms of direct electronic communications.
   c. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
   d. Unauthorized disclosure, use, dissemination of personal information regarding minors.
   e. Restriction of minors’ access to materials harmful to them.

5. A process whereby authorized persons may temporarily disable the district’s Internet filtering measures during use by an adult to enable access for bona fide research or other lawful purpose.

**Policy Application**

This policy applies to anyone who accesses the district's network, collaboration and communication tools, and/or student information systems either on-site or via a remote location, and anyone who uses the district’s IT devices either on or off-site.

**Limitation/Disclaimer of Liability**

The District is not liable for unacceptable use or violations of copyright restrictions or other laws, user mistakes or negligence, and costs incurred by users. The District is not responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the District's electronic resources network including the Internet. The District is not responsible for any damage experienced, including, but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of information obtained through or stored on the electronic
resources system including the Internet, or for financial obligations arising through their unauthorized use.

**Enforcement**

The District reserves the right to revoke access privileges and/or administer appropriate disciplinary action for misuse of its IT resources. In the event there is an allegation that a user has violated this policy, a student will be provided with notice and opportunity to be heard in the manner set forth in the student disciplinary policy.

Allegations of staff member violations of this policy will be processed in accord with contractual agreements and legal requirements.

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**Legal Reference(s):**
- 17 USC §§101-120 (Federal Copyright Act of 1976 as amended)
- 20 USC § 6777 et seq. (Enhancing Education Through Technology Act)
- 18 USC §2251 (Federal Child Pornography Law—Sexual Exploitation and Other Abuse of Children)
- 47 USC §254 (Children’s Internet Protection Act)
- 47 CFR §54.520 (CIPA Certifications)
- 13 VSA §§2802 et seq. (Obscenity, minors)
- 13 VSA § 1027 (Disturbing Peace by Use of...Electronic Means)
- 13 VSA §2605 (Voyeurism)
General Procedures

Students in the <School> District have access to the school's electronic resources for the purpose of enhancing learning. To gain access to these resources, all students under the age of 18 must obtain parental permission and must sign and return this form to the person designated. Students 18 and over may sign their own forms.

Students may access the school's electronic resources for educational purposes only. Acceptable use includes classroom activities, career development, and curriculum driven research and may involve electronic communication, as designated by the school. The school's electronic resources shall not be used for commercial or entertainment purposes, as a public access service or a public forum, unless permission is allowed by the school. Students are expected to follow the rules of personal conduct outlined in the student handbook, as well as abide by state and federal laws in the use of the school's electronic resources.

Parents/guardians are warned that some material accessible via the Internet, through the school's electronic resources, may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While it is the school's intent to provide appropriate electronic resources to enhance the curriculum, students may find ways to access other materials as well. The District believes the benefits to students from access to electronic resources and the Internet for information gathering, research and to provide opportunities for collaboration, exceed the potential disadvantages. Ultimately, parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using electronic resources. To that end, we support and respect each family's right to decide whether or not to apply for access.

Individual User Responsibilities

System users shall:

1. Understand that electronic mail transmissions and other use of the electronic communication system is not confidential and may be monitored at any time by designated staff to ensure appropriate use;
2. Not distribute personally identifiable information about themselves or others by means of the school's electronic communication system;
3. Be responsible at all times for the proper use of their account by taking all reasonable precautions to prevent others from gaining access to their system account and password;
4. Not use another person's system account or password, or present themselves another person, without written permission from the system administrator or school coordinator;
5. Not purposefully access or send materials, which include pictures, video or audio files, that are rude, disrespectful, abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal;
6. Purge electronic mail in accordance with established school e-mail retention guidelines;
7. Not use the school's electronic resources and internet connection for commercial or illegal purposes, or for any other activity prohibited by school policy; not redistribute copyrighted
programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, school policy, and administrative regulations;

8. Not plagiarize work using the school's electronic resources (plagiarism is taking the ideas or writings of others and presenting them as one's own);

9. Not use the school's electronic mail, or other personal email accounts, in any way that causes recipients or other readers to assume the email message represents the opinion of educators or other school officials, or anyone else without their explicit permission;

10. Not waste school resources related to the electronic communication system, or damage or attempt to damage computers, computer systems, computer networks or software;

11. Not abuse the school's electronic communication system by downloading large files or sending annoying or unnecessary messages to a large number of people;

12. Not gain or attempt to gain unauthorized access to the school's electronic resources, network or restricted information;

13. Not upload, download or redistribute public domain programs to the system for their own use without advance permission;

14. Be responsible for determining whether a program is in the public domain and follow the school virus protection procedures in downloading software.

**Disciplinary Actions**

The school's electronic resources system is a limited forum, similar to the school newspaper, and therefore the school may restrict individual user's speech for valid educational reasons. The District school will not restrict speech on the basis of disagreement with the opinions expressed. Users should not expect privacy in the contents of their personal files or record of web research activities. Routine maintenance and monitoring of system resources may lead to discovery of violations of District policy, disciplinary code, or state and federal law. An individual search may also be conducted by the system administrator if there is reasonable suspicion that a user has violated this Acceptable Use Procedures agreement. If there is evidence that a violation has occurred the school Principal shall be notified and will determine appropriate consequences.

**Due Process**

If any of the conditions of this Acceptable Use Procedures agreement are breached, parents/guardians will be notified (if student is under 18 years of age) and may be given an opportunity to review the contents of their child's electronic files. The school will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the school's electronic system or the Internet. In the event there is a claim that an individual user has violated school policy, procedures or disciplinary code, the user will be provided with written notice and the opportunity to be heard in the manner set forth by the school disciplinary policy.

**Limitation of Liability**

The school makes no guarantee that the functions or the services provided by or through the school's electronic system will be error-free or without defect. The school will not be responsible for any damage individual users may suffer, including but not limited to, loss of data or interruptions of service. Other than for student records, the school is not responsible for the accuracy or quality of the information obtained through or stored on the system.
The school will not be responsible for financial obligations arising through the unauthorized student use of the system. Parents/guardians of the individual user may be held financially responsible for any harm to the system as a result of carelessness or intentional misuse. Parent/Guardian Permission

As the parent/guardian of this student, I have read the "Student Acceptable Use Procedures Agreement." I understand that school access is designed for educational purposes only. The school has taken precautions in an attempt to eliminate student access to controversial materials. However, I also recognize it is impossible for the school to restrict access to all controversial materials. Thus, I will not hold teachers, staff, administrators or the school board responsible for materials acquired on the school system. Further, I accept full responsibility for supervision if and when my child’s electronic resources use is not in the school setting. I hereby give permission for the school to issue an account for my child and certify that I have read the Student Acceptable Use Procedures agreement and have signed below giving my son/daughter permission to access the school's electronic resources.

Student Name (please print):

______________________________________________________________

Parent/Guardian Name (please print):

_______________________________________________________

Address:
_______________________________________________________________________________

Phone#: ____________________ E-mail Address: _________________________ Date: 

________________________

Parent/Guardian Signature:

______________________________________________________________

Student Permission

I have read, understand and agree to abide by the "Student Acceptable Use Procedures Agreement." I further understand that any violation of the Procedures may enact school disciplinary action or constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary actions may be taken, and/or appropriate legal action may be initiated.

Student’s Name (please print):

______________________________________________________________

Student Signature: ____________________ Date: ____________
Staff Agreement on Use of Technology

I have been given the privilege of using technology owned by the <School> District in the form of access to telecommunications and computer hardware and software. I understand that this is a privilege and not a right of my employment and that I must employ this technology in a manner that complies with the District's policies.

I understand that the District extends no rights of privacy or ownership to work completed by me on District-owned technology.

I understand that it is prohibited for me to:

1. Use the District's technology for my personal gain or profit or for any commercial use not sanctioned by the School District;
2. Use any software or technology in a manner inconsistent with the District's/school's licensing agreements;
3. Distribute any information about any student's records or files to persons outside the school system, unless such distribution is authorized by law or there is written permission from the parent/guardian or student to do so;
4. Use offensive, obscene or racially demeaning language in any communications;
5. Download software protected by copyrights; and
6. Store personal software on any computer owned by the District.
7. I understand that the School Board may revoke these privileges at any time and that any illegal activity will be reported to the appropriate authorities.

My signature on this document indicates that I have received and understand the School District's policy and regulations and that I agree to abide by their terms.

Name (Printed)

__________________________________________________________

Signature: ______________________________________________

Date: ____________________________

cc: Central personnel file
    School personnel file