

West Fargo School District Acceptable Use of Technology Resources for Staff & Students (*Users)

*Users refer to both WFPS staff and students.

West Fargo Public Schools provides technology resources for staff and students (users) to support the educational mission of the district. Use of these technologies must be consistent with academic actions of the West Fargo Public Schools (WFPS). Users are expected to adhere to WFPS district policy 6-3200. Users are also required to comply with all local, state, and federal laws including regulations against computer/network hacking, software piracy, copyright infringement and other illegal behaviors.

The district expects users to exhibit responsible behaviors when using WFPS technology resources. The successful use of these resources requires adherence to the policy that promotes efficiency, safety, and appropriate usage. Use of technology resources is a privilege that may be revoked if expectations are not followed. Failure to comply may result in disciplinary actions including termination of employment or suspension.

Scope, Authorization, Purpose of Use and General Acceptable Use Guidelines

These expectations apply to all users of WFPS technology resources. This includes use within the district or resources used remotely.

Technology resources provided by the district include but are not limited to:

- Computers and related peripherals
- Printers of all types
- File and application servers
- Telephones, cell phones, faxes, and voice mail systems
- Local and wide area networks, including wireless networks
- Internet access
- Email accounts
- Video networks
- Televisions, VCR and DVD players
- Camcorders and cameras
- Copy machines

Users should take all reasonable precautions to protect the WFPS technology resources.

The specific usage guidelines that follow are not intended to be comprehensive, but rather to establish and clarify the intent of Policy 6-3200. Situations not detailed here will inevitably arise, and they should be interpreted according to the spirit of this policy.

General Rules of Technology Resources

Privacy is not guaranteed when using WFPS technology, including the network. Files, communications (including email), and use history may be reviewed to maintain system integrity and ensure that users are adhering to the acceptable use policy and guidelines. The district will cooperate with local, state, and federal authorities when necessary. All technology-related activity could fall under North Dakota open record laws and this may mean that the media could ask to review e-mail communications at any time.

Use of WFPS technology resources must be consistent and in support of the mission of the district in an ethical and professional manner. The school district reserves the right to prioritize use and access to the technology resources. Any use of technology resources must conform to state and federal law, provider policies, licensure, and district policy.

WFPS prohibits the use of technology resources for:

- Sending or displaying offensive messages or pictures.
- Using obscene language, sending hate mail, storing or distributing obscene or pornographic materials.
- Harassing, insulting or attacking others.
- Using the system to support or oppose political candidates, ballots or personal agendas.
- Damaging computers, computer systems or computer networks.
- Violating copyright laws including plagiarizing, downloading or exchanging pirated software, music, or other files.
- Using others' credentials (including user names and passwords for both network and applications) tampering with or forging names on electronic mail or other online environments.
- Trespassing in others' folders, work or files.
 - o Exception: A supervising teacher will have rights to his/her student teacher's H: drive.
- Hacking with intent to damage or for the purposes of circumventing standard configurations.
- Intentionally wasting network resources.
- Storage of games and excessive picture, music, and video files.
- Unauthorized posting of personal information about others, including phone numbers, names, etc.
- Performing any action which results in a compromise of the system security.
- Intentionally bypassing the state-wide and/or district-based Internet filters.
- Inappropriate use of personal handheld electronic devices, including cell phones.
- Using the network for any illegal, unethical, personal gain or commercial activities.
- Negligence regarding confidential data.
- Using commercial social networking sites, including but not limited to online dating, online gambling, and gaming.

Copyright and Fair Use

There are numerous resources available for download from the Internet, including pirated software, documents, graphics, videos and music. It is critical that users understand that items may be copyrighted and illegal to download. Current copyright and fair use guidelines for educational media are available in each building's library.

Data Protection

Federal law requires organizations that use electronic information to collect, handle and store information responsibly. Users must:

- Obtain and process data fairly and lawfully.
- Hold data only for lawful purposes.
- Use data only for school related purposes.
- Ensure that any data held is adequate, relevant and not excessive in relation to the purposes for which it is held.
- Ensure that the data is accurate and up-to-date.
- Protect and secure any data held.

Electronic Mail and Internet Use

- Users must adhere to these guidelines at all times when using the internet and/or email, including after hours, weekend and/or holiday use.
- Users are prohibited from using district email or internet access for commercial or personal gain.
- Users are prohibited from using district provided email or internet access for unethical or illegal behaviors or activities that are contrary to any district policy.
- Users are prohibited from forwarding non-school related emails: jokes, chain emails, non-educational content.

Internet Safety and Use of Filters

WFPS participates in internet filtering services to help prevent access to internet content that is obscene, pornographic, or harmful. Although the district provides a filtering system to limit user access to potentially objectionable material, no filtering system can provide complete protection and it is the user's responsibility to access internet resources appropriately.

Security

Network and computer security systems help maintain the integrity of the district technology resources. Any attempts to circumvent, disable, or misuse security systems are prohibited. It is the user's responsibility to protect their credentials from unauthorized use. This includes, but is not limited to, leaving a computer unattended while you are logged in.

Sanctions

It is the responsibility of administrators, principals, supervisors, and technology staff to deal with violations of the Acceptable Use Policy. The Director of Technology, building principal and/or supervisor should be notified when a violation is discovered. If sanctions are determined to be appropriate, proper documentation of the sanctions shall be filed with the school or department and the technology department.

Review these policies and agree to them as part of access to technology resources.

STAFF CONTRACT

West Fargo School District Acceptable Use of Technology Resources

Level: *(Circle one)* Elementary Middle High Other

Last Name: _____ First Name: _____ MI _____

Location: _____

Position: _____ Grade Level: _____ Department: _____

Only student teachers and long-term substitutes complete this section:

Supervising Teacher: _____ Grade Level: _____ Department: _____

Supervising Teacher Signature: _____ Date: _____

Student/Substitute Teacher Signature: _____ Date: _____

Principal Signature: _____ Date: _____

FAX Staff Contract with all signatures to:
Susan Woodley at 701.356.2060

I have read the **WEST FARGO SCHOOL STAFF ACCEPTABLE USE OF TECHNOLOGY RESOURCES**, and agree to abide by the provisions. I understand that violation of the provisions stated in the policy may constitute suspension or revocation of network access and related privileges and could lead to school disciplinary action, including termination of employment.

Staff Member's Signature

Date

STUDENT CONTRACT

West Fargo School District Acceptable Use of Technology Resources

Grade Level: _____

Last Name: _____ First Name: _____ MI _____

Student ID #: _____

I have read **West Fargo School District Acceptable Use of Technology Resources**, and agree to abide by its provisions. I understand that violation of the provisions stated in the policy may constitute suspension or revocation of network access and related privileges and could lead to school disciplinary action, including suspension.

Student's Signature Date

Parent or Guardian

Parent or Guardian _____

Home Address _____

City _____ State _____ ZIP _____

Home Phone Number _____ Work Phone Number _____

I have read West Fargo School District Acceptable Use of Technology Resources. I give my permission to issue an account to my son/daughter and certify that the information contained on this form is correct.

Parent or Guardian Signature Date