

Staff and Student Acceptable Use Procedures Agreement

General Procedures

Staff and Students in the Rutland Southwest Supervisory Union 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. All staff must sign and return this form to the person designated.

Staff and Students may access the supervisory union's/school's electronic resources for educational purposes only. Acceptable use includes classroom activities, career development, curriculum driven research and may involve electronic communication, as designated by the school. The supervisory union's/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 supervisory union/school. Staff and 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 supervisory union's/school's electronic resources.

Parents/guardians are warned that some material accessible via the Internet, through the supervisory union's/school's electronic resources, may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While it is the supervisory union's/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 supervisory union's/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 supervisory union/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 supervisory union/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 supervisory union's/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 supervisory union/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 supervisory union's/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 supervisory union's/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 supervisory union/school virus protection procedures in downloading software.

Disciplinary Actions

The supervisory union's/school's electronic resources system is a limited forum, similar to the school newspaper, and therefore the supervisory union/school may restrict individual user's speech for valid educational reasons. The Supervisory Union/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 Supervisory Union/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 Superintendent 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 supervisory union/school will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the supervisory union's school's electronic system or the Internet. In the event there is a claim that an individual user has violated supervisory union/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 supervisory union/school makes no guarantee that the functions or the services provided by or through the supervisory union's/school's electronic system will be error-free or without defect. The supervisory union/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 supervisory union/school is not responsible for the accuracy or quality of the information obtained through or stored on the system. The supervisory union/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.

Student Acceptable Use Procedures and Agreement

Parent/Guardian Permission

As the parent/guardian of this student, I have read the “Staff and Student Acceptable Use Procedures Agreement.” I understand that school access is designed for educational purposes only. The supervisory union/school has taken precautions in an attempt to eliminate student access to controversial materials. However, I also recognize it is impossible for the supervisory union/school to restrict access to all controversial materials. Thus, I will not hold teachers, staff, administrators or the school boards responsible for materials acquired on the supervisory union/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 Staff and 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 “Staff and 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 Acceptable Use Procedures Agreement

Staff Agreement on Use of Technology

I have been given the privilege of using technology owned by the Supervisory Union/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 Supervisory Union's policies.

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

I understand that it is prohibited for me to:

1. Use the Supervisory Union/District's technology for my personal gain or profit or for any commercial use not sanctioned by the Supervisory Union;
2. Use any software or technology in a manner inconsistent with the Supervisory Union's licensing agreements;
3. Distribute any information about any student's records or files to persons outside the supervisory union/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 Supervisory Union/School 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 Supervisory Union's policy and regulations and that I agree to abide by their terms.

Name (Printed) _____

Signature _____

Date _____

cc: central personnel file