

# Acceptable Use Policy

## Wellsville Central Schools

**Wellsville Central School District is pleased to offer the following technology to students:**

### Hardware

Grades K – 2<sup>nd</sup> will have 1-1 iPads that stay in the classroom.

Grades 3<sup>rd</sup> – 12<sup>th</sup> will have 1-1 iPads with the option of taking them home.

Labs – 6<sup>th</sup> – 12<sup>th</sup> will have computer labs available as teachers reserve them for class time.

In classroom computers – Each student will have access to in classroom computers, per teacher request.

### Filtered internet and network access

Access granted via a Wellsville CSD monitored network account service. Access can be used on a Wellsville CSD desktop computer, laptop computer and tablet (iPad) or student owned devices (once logged in to network).

### Office 365 Email

Office 365 Email is a filtered and monitored web based email system tied directly to students' network login account. This email system allows students in Grades K-12 to communicate and collaborate with their teachers, along with their peers. Additionally, students in grades 11 and 12 can communicate outside the system for research related to college and work force purposes.

### Office 365 ProPlus – Student Advantage Account

Office 365 ProPlus is an online software program that provides students with access to Microsoft Office Applications for educational use. The full version of Microsoft Office on the PC and Mac are available for offline. The web-based application is available using an Internet connected PC, Mac or tablet/mobile device. The Office for iPad version will be available for each student on their assigned iPad. Access to Office 365 Pro Plus is directly tied to the students' school monitored network account.

Office 365 ProPlus is offered to students at no additional charge because the school district pays for faculty and staff licenses through the Microsoft EES program.

Office ProPlus includes:

- Office 365 ProPlus for PC (Office 2013 base applications)
- Office 365 ProPlus for Mac (Office 2011 for Mac base applications)
- Office for iPad

As part of the ProPlus-Student Advantage program, each student receives a license that allows him/her to install and run Microsoft Office on up to 5 machines: a combination of personal/home PC or Mac, mobile devices and tablets.

### Apple iTunes Account

Directly tied to School owned iPads

iTunes accounts are directly tied to school owned iPads and allow the following:

- Automated installation of free apps using district monitored mobile-device-manager
- Automated installation of purchased apps using district monitored mobile-device-manager
- Cloud storage and backup of tablet

Students under the age of 13 do not have direct access to their school assigned iTunes account.

### YouTube.com

Starting in the 2015-2016 school year YouTube will be available to students. Digital resources like YouTube provide our teachers and students a valuable academic video library. Wellsville CSD will implement every measure available to provide safe access to this powerful learning resource.

### Learning Management System

A Learning Management System uses web-based classroom systems developed for K-12 school districts. Designed with built-in safety features, the service provides a monitored and secure means of providing collaborative tools, along with student/teacher collaboration in classrooms.

### Library based eBooks

These books will be available for students to check out on their iPads via two apps:

- Follett BryteWave K-12 – Access to Wellsville CSD eBooks (Electronic Books) through Destiny
- OverDrive Media Console – Access to eText (Electronic Books) purchased by Wellsville and other library systems within the CA BOCES consortium that OverDrive is connected to.

## **What is Possible?**

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. The purpose of filtered Internet access, while at school and at home via school owned devices, is to use the Internet resources for constructive educational goals. There is not “a filter system” capable of blocking 100% of education inappropriate information on the Internet. Students may find ways to access these materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. To reinforce this policy and to extend the partnership of school-to-home, parents and guardians of minors are encouraged to set and convey the standards that their children should follow when using technology at home and at school.

## **What is Expected?**

Just as they are in a classroom or hallways, students are responsible for appropriate behavior on the school’s computer network via computers, tablets or student owned devices. Communications on the network are often public in nature. General school rules for behavior and communication apply. It is expected that users will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and misuse will result in disciplinary actions as indicated in each building’s Student Code of Conduct. The student is personally responsible for his/her actions in accessing and utilizing the school’s network resources. The students are advised never to access, keep, or send anything they would not want their parents or teachers to see.

While utilizing school technology (computers/tablets/peripherals), students are responsible for appropriate behavior in handling and use of said technology.

## **What are the Rules?**

### Privacy

Student data files and other electronic storage areas will be treated like school lockers and as such, these areas shall be considered to be School District property subject to control and inspection. Administration may access all such files and communications without prior notice to ensure student safety, system integrity and that users are complying with this policy.

### Storage capacity

Users are expected to delete unwanted material to free-up storage space.

### Illegal copying

Students may not download or install any commercial software, shareware, freeware, music, movies or TV shows onto the network drives, cloud storage, computers or tablets unless they have written permission from the Network Administrator. Students may not copy other people's work or intrude into other people's files.

### Inappropriate materials and language

No profane, abusive, impolite or offensive language may be used, nor may materials be accessed or created which are not in line with the rules of school behavior. Should students encounter such material by accident, they should report it to their teacher immediately.

### Inappropriate internet activity

Daily and weekly reports are run to monitor internet searches and visited content. If a student is found to have been purposely searching or viewing education inappropriate materials, disciplinary actions will be taken. A copy of the report will also be sent home to parents/guardians.

### The following activities are not permitted on the Wellsville Central Schools' networks

- Accessing, sending, displaying offensive or pornographic messages or pictures
- Using inappropriate or obscene language
- Damaging computers/tablets, computer systems or computer networks
- Plagiarizing or violating copyright laws
- Giving out your login information or using another's password
- Use of an account by anyone other than the account holder and/or misrepresenting their identity
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources – disk space, printer supplies, paper, etc...
- Employing the network for commercial purposes (i.e. buying, selling, trading; eBay, Craigs List)
- Requesting unnecessary and lengthy material that ties up system resources
- Installing or downloading software, shareware, freeware, music, movies or TV shows onto the network drives/computers
- Downloading or streaming software, apps or media that disrupt the learning environment

- Use of the system to illegally transfer software otherwise known as pirating or illegally share copyrighted movies, music and games over Internet “peer to peer” networks or removable storage devices
- Create and/or distribute a computer virus, malicious software/app, malware, spam and/or chain mail
- Reveal the name, personal addresses or phone numbers of students or staff
- Deliberately or willfully cause damage to computer equipment or assist others in doing the same
- Deliberately use the district’s computers to bypass the filtering software or violate the school’s code of conduct or show others how to do the same

Policy References:

Policy #8271: Internet Safety/Internet Content Filtering

Policy #7314: Student use of computerized information resources (AUP)