

Morristown School District
Morrisville, Vermont

2003-2004
Policy on Information Technology and Telecommunications
Access

For the purpose of this document:

Information technology refers to computers and peripheral equipment such as printers, scanners, video cameras, digital cameras, monitors, modems, disk drives, etc.

Telecommunications refers to the use of computers to send or receive electronic mail and to access information resources on the Internet, and to the use of telephones and fax machines.

Electronic mail (e-mail) refers to the use of computers to send and receive messages.

The Internet refers to the worldwide system of computers that enables users to share information.

Our goal is to provide opportunities for students to effectively use information technology in a variety of contexts, mastering these tools in preparation for work and successful living in the 21st Century. With this opportunity for access to computers, computer-related technology, and the Internet comes the need to all users to conduct themselves in a responsible manner.

The Internet provides access to information resources and people all over the world. However, the Internet also provides access to material that may be considered not to be appropriate in the context of the school setting. On a global network it is impossible to control all materials. Appropriate use of these resources depends upon the proper conduct of the users who must adhere to strict guidelines. The following guidelines are provided so that you are aware of the responsibilities you are about to acquire.

I. Privileges

The Morristown School District (MSD) believes students will behave in a mature manner when using MSD information technology. In keeping with this philosophy, we will respect a student's access to these resources unless we have reason to believe the student is breaking school rules. The use of MSD information technology is a privilege, not a right. Inappropriate use will result in the cancellation of that privilege. Based upon the established guidelines and the Morristown School District policies and procedures, the supervising faculty member(s) will determine what is appropriate use. Morristown Elementary School and Peoples Academy reserve the right to terminate, suspend, or

otherwise limit access to this technology at any time. Such decisions of the district are final.

II. Procedures

The Morristown School District will establish rules of acceptable behavior for Information Technology and Telecommunications Access. These rules will become part of a contract between the school district, the parent(s)/guardian(s), and the student. The parent(s)/guardian(s) and the student will sign a contract prior to the student's use of information technology or telecommunications which states, in general, that the parties have read and understood the policy and procedures established by the school district.

III. Acceptable Use of Telecommunications

All use must be consistent with the educational and operational policies and procedures of the Morristown School District. In addition, all use must be in support of education and research, and must remain consistent with the educational objectives of the Morristown School District. When using the Internet, the use of other organization's networks or computing resources is subject to the rules and limitations of those organizations or networks. Transmission of any material in violation of any United States or state statute is strictly prohibited. This includes, but is not limited to: copyrighted or trade secret material, threatening or obscene material, and criminal activity. Use of the network for commercial activities, product solicitations, or political lobbying is also prohibited. Inappropriate use will be reported to the responsible authorities.

IV. System Security

Users of MSD information technology agree not to violate or attempt to violate system security as it relates to computers, peripherals, or Internet access. This means that users will not intentionally interfere with system performance or attempt to access to another person's account, files, or password. Individuals may be denied access to the system based upon security violations of other computer systems.

V. Vandalism

Vandalism will result, as minimum, in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy MSD technology and/or data of another user. This includes, but is not limited to, the uploading, creation, or distribution of computer viruses.

VI. Online Fees

Without the express permission of a sponsoring faculty member, a student may not use the Morristown School District telecommunications connections to engage in any activity

that would result in a fee for such service or access. If students do any of the above, they (or their parents) are liable for any and all charges.

VII. Terms and Conditions

The Morristown School District reserves the right to modify these terms and conditions at any time. These terms and conditions shall be governed by the laws of the State of Vermont, the United States of America, and the applicable policies of the Morristown School District.

VIII. Warranties

Morristown School District makes no warranties of any kind, whether expressed or implied,, for the service it is providing. MSD will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by the district's negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. MSD denies any responsibility for the accuracy or quality of information obtained through its service.

IX. Consequences for violations of the above policy

- Loss of information technology privileges means loss of privileges throughout the school system regardless of where the violation occurred.
- Whenever there is a malicious attempt to harm or destroy MSD information technology or data of another user, the student will immediately lose all access privileges for a minimum of 90 school days. If appropriate, the student and/or the parent(s)/guardian(s) will also be obligated to reimburse the district for any information technology knowingly destroyed.

1st violation: Student will lose **all** information technology privileges until the student and parent(s)/guardian(s) meet with the appropriate staff member(s) to develop a mutually agreed upon plan that will reestablish the student's privileges.

2nd violation: Student will lose **all** access privileges for a period of up to 90 **school days**. (If a student has not completes the 90 day period before the school year ends, the remaining days would be applied to the next school year.)

Student and parent(s)/guardian(s) will meet with the appropriate staff member(s) to develop a mutually agreed upon plan that will reestablish the student's privileges.

3rd violation: Student will lose **all** access privileges for a period of up to 180 **school days**.

(If a student has not completed the 180 day period before the school year ends, the remaining days would be applied to the next school year.)

Student and parent(s)/guardian(s) will meet with the appropriate staff member(s) to develop a mutually agreed upon plan that will reestablish the student's privileges.

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Guidelines for Acceptable Use of Information Technology and Telecommunications Resources

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Students are expected to comply with the generally accepted rules of behavior. These include, but are not limited to the following:

- Students **will** comply with all school rules regarding behavior and personal conduct.
- Students **will** show respect for equipment and MSD community members.
- Students will comply with software copyright laws.
- Students **will not** use the system for frivolous, harassing, inconsiderate, or commercial purposes.
- Students **will not** disrupt another person's use of the system or attempt to gain unauthorized access to another person's data or to the software and data used to manage and maintain the MSD computer systems.

- Students **will not** send or display offensive or otherwise inappropriate messages or pictures.
- Students **will** keep personal addresses and phone numbers private.
- Students **will** get a teacher's permission before using information technology equipment.
- Students **will** get a teacher's permission before moving information technology equipment.
- To ensure the safety of equipment and other people, students **will** exercise caution when transporting information technology equipment.
- Students **will** store all data disks in protective cases when they are not being used in a computer. Any disk that has not been stored in a case **must not** be used in MSD computers.
- Students **will not** have food or drinks in the vicinity of information technology.
- Students **will** be sure that their hands and their work area are clean when using information technology.

Having access to telecommunications and the Internet is an exciting opportunity. The Internet is a largely unregulated system, however, and contains material that may be considered inappropriate in the context of the school setting or offensive to some people.

- If a student mistakenly gains access to inappropriate material, s/he **will** immediately tell the supervising teacher or staff person. (This will protect the student against a claim that s/he intentionally violated school policy.)
- Also, if a student receives information or a message that makes him or her uncomfortable in any way, the student **will** immediately tell the supervising teacher or staff person.

Consequences for Violations of these Guidelines or the MSD Policy on Information Technology and Telecommunications Access

- **Loss of information technology privileges means loss of privileges throughout the school system regardless of where the violation occurred.**
- **Whenever there is a malicious attempt to harm or destroy MSD information technology or data of another user, the student will immediately lose all access privileges for a minimum of 90 school days. If appropriate, the student and/or the parent(s)/guardian(s) will also be obligated to reimburse the district for any information technology knowingly destroyed.**

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In order for a student to use MSD information technology, a copy of the "Information Technology and Telecommunications access Contract" must be signed and on file at the student's school.