

Westfield Public Schools Staff Technology Acceptable Use Policy

Purpose

The Westfield Public School District provides a wide range of technology resources to its students and staff for the purpose of advancing the educational mission of the District. These resources are provided and maintained at the District's -- and therefore, the public's -- expense and are to be used by members of the school community with respect for the public trust through which they have been provided. Access to district technology resources is a privilege not a right. Use of technology resources is subject to the following conditions.

Your Account

Technology access at the Westfield Public Schools is controlled through policy, individual accounts and passwords.

Each user of the Westfield Public School system is required to read this policy and sign an acceptable use agreement prior to receiving an appropriate access account and password.

Appropriate Use

Employees of the Westfield Public Schools are encouraged to use technology to support the educational objectives of the Westfield Public School System. The types of activities that are encouraged include:

1. Using electronic mail and telecommunications tools to perform tasks associated with an individual's position and assignments.
2. Acquiring and sharing information related to educational topics, effective teaching practices and lesson information with other teaching professionals; and
3. Participating in educational or professional development activities.

Inappropriate Use

Individual technology use will not interfere with others' productive use of resources. Users will not violate the network policies of any network accessed through their account. Technology use at the Westfield Public Schools will comply with all Federal and State laws and all District policies. This includes, but is not limited to, the following:

1. Technology may not be used for illegal or unlawful purposes, including, but not limited to, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, illegal gambling, soliciting and computer tampering (e.g. spreading computer viruses).
2. Technology, including electronic mail, shall be used to share information on students or employees in a responsible and appropriate manner and only to those individuals eligible to receive student or personnel file information. Because email can be an unstable communication tool, efforts shall be made to find alternative technology to transmit student and personnel data.
3. Technology is to be used for constructive educational purposes only. The Westfield Public School District prohibits use for mass unsolicited mailings, access for non-employees to District resources or network facilities, uploading and downloading of files for personal use, access to pornographic sites, gaming, commercial activity and the dissemination of chain letters.
4. Individuals may not view, copy, alter, or destroy data, software, documentation, or data communications belonging to the Westfield Public School District or another individual without authorized permission.

5. In the interest of maintaining network performance, users should not send unreasonably large electronic mail attachments. (For example, video, music or image files not needed for educational purposes.)
6. Do not intentionally waste limited resources such as disk space or printing capacity. Users are expected to remove or delete unused files or other material that take up excessive storage space.

Web Publishing/Student Work

For security purposes, any information pertaining to the Westfield Public Schools or involving student work may only be published through the District's Wide Area Network/Internet Access or a School Committee approved site. Any violation of this will be considered a serious matter.

Security

For security purposes, users may not share account or password information with another person. Network accounts are to be used only by the assigned user of the account for authorized purposes. Attempting to obtain another user's account password is strictly prohibited. A user must contact the help desk at the Westfield Technology Center to obtain a password reset if they have reason to believe that any unauthorized person has learned their password. Users must take all necessary precautions to prevent unauthorized access to network services.

Failure to Comply

Violations of this policy will be treated like other allegations of wrongdoing in the Westfield Public School District. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for inappropriate use of technology may include, but are not limited to, one or more of the following:

1. Temporary or permanent revocation of access to some or all computing and networking resources and facilities;
2. Disciplinary action according to applicable Westfield Public School policies; and/or
3. Legal action according to applicable laws and contractual agreements.

Monitoring and Filtering

To maintain system integrity, the Westfield Public School District may occasionally review users' drives and files and monitor any network activity occurring on District equipment or accounts. Users should not have an expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in the user's directory or on a device. The District currently employs filtering software to deny access to educationally inappropriate sites, per CIPA guidelines. It is important to understand that no solution is perfect and at times educational sites may be incorrectly blocked, and conversely, inappropriate sites might not be blocked. If the Westfield Public Schools discovers activities, which do not comply with applicable law or district policy, records retrieved may be used to document the wrongful content in accordance with due process.

Disclaimer

The Westfield Public School District assumes no liability for any direct or indirect damages arising from the user's connection to the Internet. The District is not responsible for the accuracy of information found on the Internet and only facilitates the accessing and dissemination of information through its systems. Users are solely responsible for any material that they access and disseminate through the Internet.

We encourage you to use your network access responsibly. Should you have any questions regarding this Staff Technology Acceptable Use Policy, feel free to contact the district technology staff.

Legal Ref.: Childrens Internet Protection Act

Staff Technology Acceptable Use Policy User Agreement

I hereby acknowledge that I have read and understand the Staff Technology Acceptable Use Policy of The Westfield Public School District. I agree to abide by this policy and ensure that staff and students working under my supervision abide by this policy. I understand that use of technology resources and e-mail in school is a privilege, not a right. It is designated strictly for educational purposes. I understand that if I violate such rules, I may face legal or disciplinary action according to applicable law or departmental policy.

I also understand that if I do not sign this agreement, I will not be permitted to use technology resources and e-mail in school.

Name (printed):

Signature:

Date: _____

First Reading: October 5, 2009
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Adopted: October 5, 2009