



DISTRICT TECHNOLOGY RESOURCES - ACCEPTABLE USE POLICY

All Users of the West York Area School District's District Technology Resources (DTR) are required to agree to and sign this Acceptable Use Policy (AUP) when an account is initially requested. All Users will be held to the current language in Board Policy 815 – Acceptable Use Policy which is available on the district website and upon request in each building office. This regulation also applies to use of DTR used outside of district property and to personally owned technology devices used while on district property.

As referred to in this regulation, District Technology Resources (DTR) means all technology owned and/or operated by the District, including, but not limited to computers, projectors, televisions, video and sound systems, mobile devices, calculators, scanners, printers, cameras, portable hard drives, hardware, software, routers, and networks, including district-provided Internet connections.

District-owned devices remain the property of the district and not of the user. District-owned devices include devices purchased by the district or acquired by grant or a staff member's participation in an activity paid for or sponsored by the district. (e.g., graduate class). DTR assigned to a User are subject to recall at periodic intervals for updates and repairs. Users may be subject to financial recourse if devices are not returned by specified dates or if the devices are not well maintained by the User.

Teachers will abide by the Terms of Service and Privacy Policies found on each website and app they use in class in order to maintain compliance with the Children's Online Privacy Protection Act (COPPA) and will not use any website or app that require students to enter personal information such as home addresses and phone numbers. Teachers will notify parents of websites and apps used in class as needed to comply with COPPA unless the website or app is on the approved COPPA shared document for the current school year.

There is no expectation to privacy when using DTR. The District has the right to monitor, track and log network access and use.

The District will not be responsible for any information that is lost or unavailable when using the district network or the Internet.

Content and message filters will be used to prevent users from accessing material through DTR that has been determined to be obscene, offensive, pornographic, harmful to minors, or otherwise inconsistent with the District's educational mission. However, users may encounter material which is controversial and which students, parents/guardians, teachers, or administrators may consider inappropriate or offensive. On a global network, it is impossible to filter all controversial material. It is the user's responsibility not to initiate access to such material and report to the teacher/administration any inappropriate sites that may be discovered.

To the greatest extent possible, Users of DTR will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator.

Users have the responsibility to respect and protect the rights of every other user in the district and on the Internet, including social media sites.

The Superintendent or designee shall have the authority to determine what constitutes inappropriate use.

All district-owned devices shall be registered in the Technology Department's inventory or other registration system.

Use of Personal Electronic Devices

The use of personal electronic devices on the District network is permitted only on designated networks. Users of such devices waive their expectation of privacy in the content exchanged via DTR and are subject to the same levels of monitoring and access as if was a district-owned device. If a User chooses to access unfiltered Internet (personally paid-for Wi-Fi, 3G, 4G and other such communication channels) while on district property, s/he will still be held to the same standards as when using the district network. The district assumes no responsibility or liability for the use, misuse, damage, theft, loss or any charges accrued through use of these devices. The district will provide no technical support for personally owned devices.

Use of technology is a privilege, not a right, and misuse of District Technology Resources will be cause for **having access to DTR denied**, disciplinary action, including possible criminal complaint or restitution.

Prohibitions

Users are expected to act in a responsible, ethical, and legal manner in accordance with Board Policy 815, accepted rules of network etiquette, and federal and state law. The list below shows prohibited activities, but should not be considered an inclusive list:

The use of District Technology Resources for any of the following is explicitly prohibited.

- to facilitate illegal activity
- to use the network to disrupt the work of other users
- for non-work or non-school related activities unless approved by building Principal (e.g., for commercial/for-profit purposes, gambling, product advertisement, political lobbying/campaigning)
- for hate mail discriminatory remarks, and offensive or inflammatory communications
- to engage in any intentional act that might threaten the health, safety, or welfare of any person or persons or their property, including bullying/cyberbullying sexting or the creation of weapons
- for unauthorized or illegal installation, distribution, reproduction, or use of copyrighted material, including plagiarism
- to impersonate another user or anonymity (use of proxies is considered impersonation)
- to access DTR where another User is already logged in or share login credentials (e.g., passwords)
- to quote personal communications in public forum without the original author’s prior consent
- to create, access, or to distribute, materials, likely to be offensive, harmful or otherwise deemed inappropriate by applicable law and/or the Superintendent or designee (e.g., use profanity, or lewd/obscene images)
- for use in a manner that jeopardizes DTR, or in a manner that attempts to circumvent any system security measures, including but not limited to: (Unauthorized access to certain systems may be a violation of state or federal law.)
 - intentionally obtaining, destroying or modifying files, passwords, and/or data belonging to other Users
 - downloading, loading, or use of unauthorized games, programs, files, or other electronic media. (e.g., shareware, freeware, trial version programs, etc.)
 - destruction, modification, or abuse of network hardware and software
 - relocation of district-owned hardware without authorization of the district Technology Department
 - theft of services
- for unauthorized access or distribution, interference, possession, or distribution of confidential or private information, including revealing personal addresses or phone numbers of students or staff, except in the ordinary course of business as necessary or appropriate for the advancement of the District’s business or educational interests
- for students accessing email via a web-based service on the school district’s network unless under the supervision of a teacher and used for educational purposes
- for use of real-time messaging services unless under the supervision of a teacher and used for educational purposes
- to eat or drink nearby
- to tether or otherwise connect to a non-District owned device to access an unfiltered and/or unmonitored internet connection

I read, understand, and agree to follow the rules contained in Acceptable Use Policy. I understand that violation of any of the rules outlined in this Regulation and Board Policy 815 may subject me to disciplinary action, including legal recourse when warranted. I hereby release the District, its personnel, and any institutions which it is affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, District Technology Resources, including but not limited to, claims that may arise from the unauthorized use to purchase products or services. Furthermore, I will assume fiscal and legal responsibility for loss, damage or defacement to equipment, systems and software.

Name (print): _____ Building: _____

Type of User: Student WYASD Employee (Including coaches, co-curricular staff) Volunteer
 Contracted Service Provider (e.g., STS Substitutes, LIU Staff) Board Other _____

Signature: _____ Date: _____