

## INFORMATION TECHNOLOGY AND NETWORK USE POLICY

### I. Introduction

This information technology and network use policy governs the use of computers and networks in the Winthrop Public Schools. As a user of these resources, you are responsible to read and understand this document. This document protects the consumers of computing resources, computing hardware and networks, and the system administrator.

Winthrop Public Schools utilizes filtering technology designed to block any materials that are obscene or harmful to minors. We are in compliance with the Children's Internet Protection Act (CIPA) as mandated by federal law. Winthrop Public Schools is not responsible for Internet use at home with equipment owned by the school. In addition, students are not allowed to bring their personal computers to school.

### II. Responsibilities

Computers and networks can provide access to resources on and off school campus, as well as communication with other users worldwide. Such access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. Users must exercise care in acknowledging and respecting the work of others through strict adherence to software licensing agreements and copyright laws.

Users do not own accounts on Winthrop Public School's or Maine Department of Education's (MLTI) computers, but are granted the privilege of use. Technology staff will have access to user files in the normal course of his/her employment when necessary to protect the integrity of computer systems or the rights or property of the Winthrop Public Schools. Students have no expectation of privacy in their use of school computers whether used on or off school property. Students may not attempt to use any software utilities or other means to access Internet sites or content blocked by the school. All employees, students, parents and community members are expected to observe the following rules of network etiquette:

1. Do not disclose personal information about yourself and others;
2. Give credit to copyrighted materials found on the World Wide Web (www)
3. Email has become a vital communication tool used by staff and students to carry out academic and administrative functions. It is important to ensure the security and responsible use of email within the district. Threatening or harmful e-mail will result in loss of privileges and possible further legal action

### III. Acceptable Use

Computers, networks and the Internet are provided for educational curriculum and applied research consistent with the learning objectives of the Winthrop Public Schools.

### IV. Prohibited Use

Each user is responsible for his/her actions and activities involving school unit computers, networks and Internet services, and for his/her computer files, passwords and accounts. Examples of unacceptable use that are expressly prohibited include but are not limited to the following:

1. Accessing Inappropriate Materials
2. Illegal Activities
3. Violating Copyrights
4. Plagiarism
5. Violating Software Licensing
6. Misuse of Passwords/Unauthorized Access
7. Malicious Use/Vandalism
8. Inappropriate use of social digital media
9. Unauthorized downloads and software installation

- V. School Unit Assumes No Responsibility for Unauthorized Charges, Costs, or Illegal Use  
The school unit assumes no responsibility for any unauthorized charges made by students, including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.
- VI. The Network as a Privilege  
Be mindful that the availability of the Internet as a research tool is a tremendous benefit to the students, parents, employees and community users. Any attempts to vandalize, destroy data, invade the privacy of another individual's account, or post anonymous inflammatory messages will result in disciplinary action and/or termination of Internet access.
- VII. School Web Site  
The Winthrop School Department maintains an official web site to provide general information about our school system as well as information about educational programs, and extracurricular activities, school events and student and staff achievements. This web site is intended to support the educational mission of the schools to enhance the curriculum and learning opportunities for students and staff, and to provide valuable information to the larger community about our schools. The web site does not create nor is it intended to create a public or limited public forum.
- The Board recognizes that the schools must establish reasonable controls to protect the privacy of students and staff, to ensure that the web site is in compliance with applicable laws, and to ensure that it meets the highest educational and quality standards. The Superintendent shall be responsible for overseeing the implementation of this policy. The Superintendent may develop additional administrative procedures and/or rules governing the day-to day management and operations of the Winthrop Public School's web site consistent with Board policy and guidelines.
- VIII. Distance Learning Program  
Winthrop Public Schools offers distance education through Virtual High School (VHS). All students in distance learning programs are expected to comply with applicable Board policies, procedures and school rules. Violations of Board policies, procedures and school rules may result in loss of privileges to participate in distance learning programs, as well as disciplinary sanctions under the applicable policy or rule.
- The Superintendent is responsible for implementing the distance learning program, although specific responsibilities may be delegated to administrators or other appropriate staff at the Superintendent's discretion.
- IX. Enforcement  
Minor infractions of this policy, when accidental, such as consuming excessive time and/or material resource or overloading computer systems, will be resolved informally by the supervising personnel, and/or technology specialist. These infractions will be discussed either through electronic mail notices or in-person, whichever means is most expedient.
- Repeated minor infractions or misconduct which is more serious may result in the temporary or permanent loss of computer access privileges or the modification of those privileges. More serious violations include, but are not limited to: unauthorized use of computer resources, attempts to steal passwords or data, unauthorized use of copying of licensed software, repeated harassment, or threatening behavior.
- In addition, offenders will be referred to their sponsoring advisor or other appropriate administrative personnel for further disciplinary action.

Any offense which violates local, state, or federal laws will result in the immediate loss of all school computing privileges and will be referred to an appropriate school administrator and/or law enforcement authorities.

Adopted: 10/16/96  
Revised: 06/11/2003  
Revised: 07/08/2009  
Revised: 03/21/2012

**WINTHROP PUBLIC SCHOOLS****Student Application for Internet Access**

**Note:** Upon receipt of this completed application, the student will be given instruction in the use of the Internet by a faculty or staff member at **Winthrop Grade School, Winthrop Middle School, Winthrop High School**  
(Circle one only)

If your child is under 18 years of age, please make sure you have reviewed the "Information Technology and Network Use Policy", Policy EDCA, very carefully with your son/daughter and you both understand its contents before signing this document.

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

I. **Student Sign-off:**

I have read, understand, and accept the policy that governs any use of the Internet within Winthrop Public Schools. I also understand that any infraction of said policy will result in disciplinary action which may include but is not limited to the loss of my privilege to access the Internet.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

II. **Parent/Guardian Permission:** (for students under 18 years of age)

As a parent/guardian of (student's name) \_\_\_\_\_, I have read and understand the terms of the "Information Technology and Network Use Policy", Policy EDCA. In reviewing this policy with my son/daughter, I have explained that good judgment should be followed while accessing the materials available on the Internet. I further understand this access is provided as a service to my son/daughter for educational use only. In the event that my son/daughter may run across controversial materials despite the best efforts of the school system, I will not hold the Winthrop Public Schools responsible for materials acquired on the Internet. I hereby give permission for my son/daughter to take advantage of Internet training and access while in the Winthrop Public Schools. I further understand that I can have my child's access terminated or canceled at any time by requesting such in writing.

Parent/Guardian Name: (please print):

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Adopted: 10/16/96

Revised: 06/11/03

Revised:

**Student Permission Form for Video Conferencing  
WINTHROP PUBLIC SCHOOL DISTRICT**

During the school year your child may have the opportunity to experience distance learning via videoconferencing. In order for your child to participate, Winthrop Public School District requires written permission from a parent/guardian. Omission of your signature on any portion of this form will be interpreted to mean your child does NOT have your permission for that particular item. Please complete the form below and return to your child's teacher. If you have any questions or need further explanation, please feel free to contact your child's teacher.

Location of Student: (please circle only one):

**Winthrop Grade School, Winthrop Middle School, Winthrop High School**

Student Name (please print):

\_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Name (please print):

\_\_\_\_\_

**VIDEOCONFERENCING PARTICIPANT WAIVER**

I understand that in a Distance Learning Classroom (videoconferencing lab) my child's voice, physical presence, and participation in classroom activities will be transmitted to distance learning sites and will be electronically recorded. I understand that my signature indicates my child's voice, presence, participation, and electronic recording of these classes will not be a violation of my child's or my personal rights and hereby release any claims for the use of such.

\_\_\_\_\_ I give my permission for my child to participate in videoconferencing.

\_\_\_\_\_ I would prefer that my child NOT participate in videoconferencing.

Parent/Guardian Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

Approved: 06/11/03

Revised:

**WEB SITE/INTERNET PICTURE PUBLICATION NOTIFICATION/PERMISSION**

In order for your child to participate, Winthrop Public School District requires written permission from a parent/guardian. Omission of your signature on any portion of this form will be interpreted to mean your child does NOT have your permission for that particular item. Please complete the form below and return to your child's teacher. If you have any questions or need further explanation, please feel free to contact your child's teacher.

Location of Student: (please circle only one):

**Winthrop Grade School, Winthrop Middle School, Winthrop High School**

Student Name (please print):

\_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Name (please print):

\_\_\_\_\_

To effectively illustrate the educational activities of students in our schools, the Winthrop Public School District may desire to post your child's picture to the district web site or distribute pictures via email/internet. The name of students will **not** be posted, only their picture. In order to use this picture, we are requesting your permission. Please complete the following:

\_\_\_\_\_ I give my permission for my child's picture to be distributed via email/Internet including the Winthrop Public School District's web site.

\_\_\_\_\_ I would prefer that my child's picture NOT be distributed via the internet or placed on the Winthrop Public School District's web site.

Parent/Guardian Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

*You may visit our web site at: [www.winthropschools.org](http://www.winthropschools.org)*

Approved: 06/11/2002

Revised: 07/08/2011

Revised:

**TELEVISION/NEWSPAPER PUBLICATION PARTICIPATION WAIVER**

Winthrop Public School District requires written permission from a parent/guardian. Omission of your signature on any portion of this form will be interpreted to mean your child does NOT have your permission for that particular item. Please complete the form below and return to your child's teacher. If you have any questions or need further explanation, please feel free to contact your child's teacher.

Location of Student: (please circle only one):

**Winthrop Grade School, Winthrop Middle School, Winthrop High School**

Student Name (please print):

\_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Name (please print):

\_\_\_\_\_

I give my permission for my child to be interviewed and/or photographed for television and/or newspaper. I understand that my signature indicates that this will not be a violation of my child's or my personal rights and hereby release any claims for the use of such.

\_\_\_\_\_ I give my permission for my child to be interviewed and/or photographed for television and/or newspaper.

\_\_\_\_\_ I would prefer that my child NOT be interviewed and/or photographed for television and/or newspaper.

Parent/Guardian Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

Approved: 06/11/03

Revised:

**Winthrop High/Middle School  
Mac Air Sign-Out Procedure**

The computer that you are being issued is an educational tool and should only be used in that capacity. Failure to comply with the guidelines and sign-out procedure will result in disciplinary action.

A \$30.00 non-refundable fee is charged to all students who sign out a Mac Air Laptop. Scholarship assistance is available at the request of the parent/guardian.

Sign out times for the Mac Air, power adapter, and its carrying case will take place during afternoon advisee time at the high school and with the last period teacher at the middle school unless alternative arrangements (like parent or guardian sign out and pick up) are made in advance for those students participating in extracurricular activities. Students may also lock their Mac Air in their locker and retrieve them upon return from the sporting event. The Mac Air laptops are not to be taken into locker rooms, on playing fields, courts, on busses to sporting events, etc.

Parents/guardians are responsible for the use of the student's laptop use at home.

The Mac Air, power adapter, and its carrying case will be signed back in before or during morning advisee/connections period on the first school day following the day it was signed out. If the student returns to school without the computer or adapter or case that was signed out, a direct phone call to his/her parent or guardian will be made in order to make arrangements for it to be brought to school immediately. Failure to check the computer back in on time will result in the school revoking the privilege of taking your laptop home for a period determined by the teacher or an administrator.

Replacement costs and/or repair for damages that occur to the Mac Air, power adapter, and its carrying case while it is signed out are the sole responsibility of the undersigned parent/guardian.

This Mac Air laptop is the property of the State of Maine and registered to the Winthrop High/Middle School. It must be returned to Winthrop High/Middle School upon request. At this time, students transferring schools or exiting the Winthrop School System are expected to turn in the laptop immediately. If the laptop is stolen while signed out to you, it should be reported to the local police authorities and Winthrop High/Middle School personnel immediately.

**Winthrop High/Middle School  
Mac Air Home Use Permission Form**

**PLEASE PRINT CLEARLY**

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

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**Mac Air Guidelines:**

- I have read and understand the *Winthrop High/Middle School MacAir Sign-Out Guidelines as stated in Policy IJNDD.*

\_\_\_\_\_  
(Parent/Guardian Signature) |\_|\_|  
(Date)

- I have read and agree to follow *Winthrop High/Middle School MacAir Sign-Out Guidelines as stated in Policy IJNDD* for use outside of school.

\_\_\_\_\_  
(Student Signature) |\_|\_|  
(Date)

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**Mac Air Sign-Out Procedure:**

I have read and understand the *Winthrop High/Middle School MacAir Sign-Out Procedure* as stated in *Policy IJNDD-R*. I give \_\_\_\_\_

(Student's Name – PLEASE PRINT)

permission to bring his/her Mac Air home. I also understand that a non-refundable payment of \$30 is charged.

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**Payment Information (PLEASE CHECK ONE):**

\_\_\_ Payment of \$30 is enclosed. (Please make check or money order payable to:  
"Winthrop High/Middle School".)

\_\_\_ Scholarship assistance is requested. (A school official will be contacting you.)

\_\_\_\_\_  
(Parent/Guardian Signature) |\_|\_|  
(Date)