

**Wareham Public Schools (Grades K-12)**  
**Student Technology Guidelines and Procedures**

**Expectations for Student Learning as that relates to the use of technology:**

1. Technology will be used to support inquiry and personalized learning.
2. Technology will be used for the acquisition of knowledge and skills.
3. Technology will be used to foster critical and creative thinking.
4. Technology will be used to communicate confidently, collaboratively, creatively and ethically.
5. The use of technology will reflect an understanding of digital citizenship.
6. The use of technology will assist in exploring points of view and perspectives of others.
7. The use of technology will assist in encouraging and researching new ideas and strategies.
8. The use of technology will be balanced with teacher-guided instruction.
9. The use of technology will assist in articulating and demonstrating reflective practices.
10. The use of technology will support the growth of 21st century skills.

**Network Etiquette:**

You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

1. Be polite.
2. Use appropriate language - including abbreviations or acronyms.
3. Illegal activities are strictly forbidden. Where appropriate, communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.
4. Do NOT reveal personal address, passwords, or phone numbers of you or other staff or students.
5. Note that email is not guaranteed to be private. System administrators do have access to all email.
6. All files and messages created on school equipment or messages sent or received over the network or internet are the property of the school department and should not be considered confidential, consistent with the Electronic Communications Privacy Act.
7. Copies of all information created, sent or received are stored on the school backup system.

**Internet Usage:**

The use of the Internet is a privilege, not a right. This privilege may be revoked at any time for abusive conduct. Below are examples of behavior resulting in loss of Internet privileges and/or disciplinary action.

1. Sending hate mail, making discriminatory remarks, and other antisocial language or behavior.
2. Creating web sites that contain inappropriate content.
3. Using the Internet for illegal activities such as accessing or processing pornographic materials.
4. Using the Internet for financial or commercial gain (ex. Gambling).
5. Giving out personal information, including, but not limited to, name, address, age, sex, telephone number and email address.
6. Playing unassigned games on the Internet.
7. Using the Internet for personal email, instant messenger or chat rooms.
8. Using the Internet to harm other people.

9. Interfering with other people's computer work.
10. Trespassing in other people's files.
11. Using someone's name without his or her permission.
12. Not conforming with copyright laws.
13. Plagiarism.
14. Using other people's computer resources without authorization.
15. Accessing inappropriate test files, or any files dangerous to the integrity of the local network.
16. Vandalism – Vandalism includes willful destruction or abuse of hardware, software, data and network integrity of the school network and Internet, and spreading harmful programs such as viruses.
17. Attempting or aiding others in attempting to exceed authorized access to restricted or protected programs, files, data, computers, or network resources.
18. Downloading and using software for which you have not paid.
19. Using the internet for the purpose of Bullying/Cyber Bullying.
20. Creating false or alias accounts.

**Students are reminded that the making of threats on the Internet from home or school is a crime.**

The School District and its employees cannot be held responsible for improper student use of technology. The school district's employees cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.

Students who do not **return** a signed compliance statement will not be able to use **any** technology at school.

It is the users' responsibility to abide by the rules set forth. Violations will result in an immediate loss of access and will be referred to an administrator for disciplinary action.

The network is monitored by the Wareham Public Schools. The school retains the right to review and edit any materials on user accounts. Messages relating to or in support of illegal activities will be reported to the authorities. Any user identified as a security risk will be denied access to the network.

The Wareham Public School personnel will do their best to provide error free, dependable access to the computing resources associated with the network. However, the Wareham Public Schools and its employees cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties. In addition, personnel will instruct the users on acceptable use of the network and proper network ethics, but Wareham Public Schools and its employees cannot be held responsible for the individual's use of the network.

Students may be held responsible for any damage or loss.

**These guidelines and procedures are available in Student Handbooks for reference as well as the district handbook policy on Empowered Digital Use.**

### **Student Technology Guidelines and Procedures**

**Please sign this document indicating you have read and understood your required responsibilities:**

**Student Signature:** \_\_\_\_\_

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

**Parent or Guardian Signature:** \_\_\_\_\_

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