Colchester School District's Faculty Procedure for:
Acceptable and Responsible Computer, Network, and Internet Use Policy
Revised: 3/1/2023

These procedures and regulations implement the Colchester School District (District) Policy on Responsible Computer, Network, and Internet Use (Policy G 10). All users of the District's Information Technology (IT) as defined in the policy, whether students, staff, parents or third parties, are subject to these rules and the District's enforcement measures.

Definitions

Information Technology Resources (IT) means (a) IT devices owned or leased by the District (such as computers, computer hardware and software, cell phones and laptops); (b) the Internet, e-mail, electronic and social media, and other network resources, including the District's electronic storage, including but not limited to student data and student documents maintained by the District, that is accessed using the District's IT on school property or remotely; and (c) all electronically stored student information in the District's electronic files, regardless of how accessed.

Electronic and Social Media means any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, microblogs, Internet websites, Internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Google accounts, Kidblogs, Twitter, Instagram, Edmodo, YouTube, Google+, and Flickr.

User means anyone who accesses the District's IT resources either on or off-site.

Regulations for Technology Use by All Users of Colchester School District

- All users shall comply with applicable legal restrictions on the collection, maintenance, and disclosure of student data, personally identifiable information of students, and any other confidential information stored in District electronic resources. This includes but is not limited to, restrictions in the federal Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA) and in State Board of Education Rules
- Users shall obey all Internet-related local, state, and federal laws and regulations including, but not limited to, those applying to copyright, intellectual property, licensed software and data.
- Users shall have no expectation of privacy in anything they create, store, send, receive or display using District resources, including e-mails.
- All District-supplied technology and District-related work records, belong to the Colchester School District.
- All content generated, shared and/or viewed using District IT resources shall be school–appropriate. Pursuant to Vermont State statute and District Policy, any incidents of inappropriate behavior, harassment, hazing, and bullying must be reported to school administrators or their designees. Upon receipt of reports of inappropriate behavior, harassment, hazing, and/or bullying, relevant disciplinary procedures will be followed.
- Users shall not promote personal, religious or political points of view (except as part of class assignments).

1. **Rules with Regard to Social Media**
   - If you are posting information that should be private, ensure you are changing the security settings so they are private.
   - Users shall treat professional social media space and communication like a classroom and/or a professional workplace.
   - Harassing, bullying or discriminatory posts found on electronic and social media will be the basis of disciplinary action.

2. **Rules with Regard to District Accounts and Security**
   - Users are responsible for the proper use of their account(s), including industry best practices such as: locking screens and logging out, changing passwords, and keeping passwords secure.
   - Users shall only use the system for its intended purposes and not for commercial purposes, illegal purposes, in support of illegal activities, or for any other activity prohibited by school policy or procedures.
   - Users shall not gain or attempt to gain unauthorized access to District IT resources or information, or do anything to circumvent District network security.
   - Users shall not use another person's system account, or present themselves as another person.
   - Users must receive authorization from IT support staff for all downloads, program installations, and use of software on removable media so as to ensure verification of virus protection, privacy, copyright and network compatibility.
   - Users should maintain separate accounts for personal and school communications.
   - User must abide by the district security policy.
   - All new software must have a signed privacy agreement.

3. **Rules with Regard to District Email**
   - Email usage must be consistent with District policies and in compliance with state and federal law.
   - The use of email is primarily intended to serve District programs, activities and operations. Other uses are secondary and permissible only if they do not unreasonably interfere with the primary intended use.

4. **Rules for Electronic Storage**
   - The District shall not be responsible for any information that may be lost, damaged, or unavailable when using the network.
   - All documents created are property of the District. Users may not delete when leaving. Copies of departed employees files are sent to their supervising administrator or designee.
   - It is the responsibility of the user to transfer all files/emails they wish to keep prior to leaving the District.

5. **Rules for Electronic Equipment**
   - Users may be held financially responsible for any losses, costs or damages incurred by the District for violations of District policies/procedures and school rules, including the cost of investigating such violations.
   - All technology received through attendance at a training that is funded by (or through) the District, is property of the District. The device will be serviced as long as it is on the approved list of devices.
   - Devices acquired without IT approval, may not be serviced by the Technology Department and will not be factored into the district replacement plan.
   - All personally owned devices are the responsibility of the user, the District is not responsible for damage to personal devices, lost or stolen devices, or loss of data.

Colchester School District's Student Procedure for:
Acceptable and Responsible Computer, Network, and Internet Use Policy
Revised: 3/1/2023

These procedures and regulations implement the Colchester School District (District) Policy on Acceptable and Responsible Computer, Network, and Internet Use (Policy G 10). All students who are using the District's Information Technology (IT) as defined in the policy, are subject to these rules and the District's enforcement measures.

Definitions

Information Technology Resources (IT) means IT devices owned or leased by the District (such as computers, computer hardware and software, cell phones and laptops) and the Internet, e-mail, electronic and social media, and other network resources, including the District's electronic storage.

Electronic and Social Media means any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, microblogs, Internet websites, Internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Google accounts, Kidblogs, Twitter, Instagram, Edmodo, YouTube, Google+, and Flickr.

Student means anyone who accesses the District's IT resources either on or off-site.

Regulations for Technology Use by Students of Colchester School District

- Students shall obey all Internet-related local, state, and federal laws and regulations including, but not limited to, those applying to copyright, intellectual property, licensed software and data.
- Students shall have no expectation of privacy in anything they create, store, send, receive or display using District resources, including e-mails.
- All District-supplied technology and District-related work records, belong to the Colchester School District.
- All content generated, shared and/or viewed using District IT resources shall be school–appropriate. Pursuant to Vermont State statute and District Policy, any incidents of inappropriate behavior, harassment, hazing, and bullying must be reported to school administrators or their designees. Upon receipt of reports of inappropriate behavior, harassment, hazing, and/or bullying, relevant disciplinary procedures will be followed.
- Students shall not promote personal, religious or political points of view (except as part of class assignments).

    1. **Rules with Regard to Social Media**
        - If you are posting information that should be private, ensure you are changing the security settings so they are private.
        - Harassing, bullying or discriminatory posts found on electronic and social media will be the basis of disciplinary action.

    2. **Rules with Regard to District Accounts and Security**
        - Students are responsible for the proper use of their account(s), including industry best practices such as: locking screens and logging out, changing passwords, and keeping passwords secure.
        - Students shall only use the system for its intended purposes and not for commercial purposes, illegal purposes, in support of illegal activities, or for any other activity prohibited by school policy or procedures.
        - Students shall not gain or attempt to gain unauthorized access to District IT resources or information, or do anything to circumvent District network security.
        - Students shall not use another person's system account, or present themselves as another person.

- Students must receive authorization for all downloads, program installations, and use of software on removable media so as to ensure verification of virus protection, copyright and network compatibility.
- Students should maintain separate accounts for personal and school communications.
- Students digital work must be their own and properly cited.
- User must abide by the District security policy.

3. **Rules with Regard to District Email**
- Email usage must be consistent with District policies and in compliance with state and federal law.
- The use of email is primarily intended to serve District programs, activities and operations. Other uses are secondary and permissible only if they do not unreasonably interfere with the primary intended use.

4. **Rules for Electronic Storage**
- The District shall not be responsible for any information that may be lost, damaged, or unavailable when using the network.
- It is the responsibility of the student to transfer all files/emails they wish to keep prior to graduating or leaving the District.

5. **Rules for Electronic Equipment**
- Students may be held financially responsible for any losses, costs or damages incurred by the District for violations of District policies/procedures and school rules, including the cost of investigating such violations.
- All personally owned devices are the responsibility of the student, the District is not responsible for damage to personal devices, lost or stolen devices, or loss of data.

Parent Notification and Agreement

Parents and students will be notified annually during the student registration process about the District's Acceptable and Responsible Computer, Network and Internet Use Policy, Security Policy and these procedures. Use of the District's resources will be contingent upon agreement of applicable policies and procedures. The use of technology is a privilege, not a right, and inappropriate use may result in loss of privileges and/or discipline, up to and including expulsion.