

# WESTPORT PUBLIC SCHOOLS

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Superintendent of Schools

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## 2016-17 School Year

Dear Parents:

The curriculum goals of the Westport Public Schools call for integrating technology into our instructional programs and classroom practice. Towards this end, students' access to and use of electronic resources, including the Internet, is age and grade-appropriate and increases gradually from year to year. Use of the Internet by students at any grade is required to be related directly to specific curriculum objectives. At the elementary level, access to the Internet takes place only under the direct supervision of an adult.

With this opportunity to make use of electronic resources comes the need for personal responsibility on the part of users. To ensure responsible use we have attached an *Acceptable Use Agreement* to be signed by parent and child when children enter the school system, with the understanding that it will be renewed in grades 3, 6 and 9. Please discuss this agreement with your child and emphasize its importance. Non-compliance can result in revocation of computer-use privileges and/or other disciplinary measures.

Please note that conduct that is prohibited at school or a school sponsored activity is also prohibited off campus when it has the effect of seriously interfering with the educational process. In considering such interference, school officials will consider the following factors:

- (a) whether the conduct seriously impeded the day to day operation of the school;
- (b) whether the incident occurred within close proximity of a school;
- (c) whether the conduct had a direct and negative impact on another student's academic performance or safety in school.

For your child's safety, we strongly recommend that you monitor your children's at-home access to the Internet. We also request that you instruct them not to use their home computers or other electronic devices to transmit material that is inappropriate or offensive, particularly to schoolmates or staff members. Off-school campus use of any school assigned accounts resulting in a violation of our school discipline or harassment policies will not be tolerated, even if there is not a demonstrated or reasonable forecast of a material and substantial disruption of the school environment.

We have installed filtering software at the schools. While we do not consider it a substitute for teacher supervision or for our responsibility to provide students with clear and precise direction for use of the Internet, the software bars access to inappropriate sites with a very high degree of certainty. However, no filtering software is 100% foolproof. There remains the possibility, however slim, that despite these safeguards, your youngster may be able to see material that you and/or school officials might find inappropriate. Your signature on the agreement indicates that you are aware of this possibility.

Thank you for your cooperation in helping us to ensure that all of our students make use of our computer resources in a safe and responsible manner.

Sincerely,



Colleen A. Palmer, Ph.D.  
Superintendent of Schools

## ACCEPTABLE USE AGREEMENT: INTRANET/INTERNET

### Middle Schools and High School \* (including Summer School)

*I understand that the Westport schools provide electronic resources, including Internet access and storage space for students' work, as an integral part of the curriculum. Behavior and language in the use of these resources should be consistent with classroom standards. I agree to the following responsibilities and restrictions:*

1. I will use the electronic resources, including storage space, *only* for educational purposes related to work in Westport schools, and not for *any* personal, commercial or illegal purposes.
2. I will use the Internet *only* with the permission of the staff member in charge.
3. I will not use games or other electronic resources that have objectionable content or that engage me in an inappropriate simulated activity.
4. I will not give my password to any other user, nor attempt to learn or to use anyone else's password, and I will not transmit my address or telephone number, or any personal or confidential information about myself or others.
5. I will not upload, link, or embed an image of myself or others to non-secured, public sites without my teacher's permission and a signed parental permission slip.
6. I will not make statements or use the likeness of another person through website postings, email, instant messages, etc., that harass, intimidate, threaten, insult, libel or ridicule students, teachers, administrators or other staff members of the school community, make statements that are falsely attributed to others, or use language that is obscene. I will not impersonate another individual online in any forum.
7. I will not attempt to access, upload, or transmit material that attacks ethnic, religious or racial groups, or material that is pornographic, violent, or explicitly sexual in nature.
8. I will not violate copyright laws, damage or tamper with hardware or software, vandalize or destroy data, intrude upon, alter or destroy the files of another user, introduce or use computer "viruses," attempt to gain access to restricted information or networks, or block, intercept or interfere with any email or electronic communications by teachers and administrators to parents, or others.
9. I will report any problems to the supervising staff member.
10. I understand that my use of the school system's computers is not private, and that the district reserves the right to monitor use to assure compliance with these guidelines; violations may lead to revocation of computer access and/or other disciplinary measures.
11. I understand that the prohibited conduct described above is also prohibited off campus when using private equipment if it has the effect of seriously interfering with the educational process, and that such off-campus violations may lead to disciplinary measures.

*I understand that the Westport schools allow me to bring my own devices such as phones, tablets and computers. In order to be permitted bring my own device, I agree to the following responsibilities and restrictions:*

1. I will follow all school rules while using my own device on school grounds and I understand that the rules outlined above regarding my use of school computer resources apply to my use of my own device on school property and that rule 11 above applies to my use of my device off school property.
2. I will not take photos or record video of any student, teacher or administrator unless I have that individual's express permission to do so.
3. I will not use my device during class unless expressly instructed to do so by a teacher and I will immediately comply with a directive to turn my device off, to put my device away or to turn my device over to a teacher or administrator.

- 4. I understand that my device may be confiscated at any time and that a teacher or administrator may view contents of my device including but not limited to, texts, emails or social media postings, if it appears that I may have used my device in violation of school rules or this Agreement.
- 5. I understand that the district is not responsible for theft, damage or loss of my device and I understand that I am not permitted to leave my device at school overnight unless it is secured in a locked locker.

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

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Parents: I have read, understood, and discussed with my son or daughter this Acceptable Use Agreement, and I give him or her permission to use electronic resources, understanding that this access and use of personal devices on school grounds is conditional upon adherence to the agreement. Although students are supervised when using school resources, and their use of school resources is electronically monitored, I am aware of the possibility that my son or daughter may gain access to material that school officials and I may consider inappropriate or not of educational value.*

Print Parent's Name: \_\_\_\_\_ Parent's  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\* STUDENTS MAY NOT USE COMPUTERS OR BRING THEIR OWN DEVICES UNLESS THIS AGREEMENT IS SIGNED AND RETURNED TO THE PRINCIPAL.**