Wa-Nee Community Schools

Computer Usage Guidelines

*L*eading *E*ducation *A*nd *P*rogress

Merging the Past, Present, and Future of Learning

Introduction

This document establishes computer usage guidelines for the Wa-Nee Community Schools. Wa-Nee Community Schools offers a wide array of computing, networking, and telecommunications resources and services to employees and students of the district. These services are in place to facilitate teaching and learning, research, and administrative activities to further the vision and mission of our school system. This document contains Information Technology guidelines and procedures, while outlining responsibilities of those who use computing and networking facilities at the school district and beyond. Users of these services agree to abide by and be subject to the terms and conditions contained in this and all other applicable School District policies. Some departments on campus may have additional facilities, practices, and guidelines that apply to the use of computing facilities in those departments. These guidelines are designed to enable high quality services and maximize productivity while protecting the rights of all members of the community.

Access to Information Technology Resources

Eligibility

Information Technology (IT) Resources (computer hardware, software, telephone systems, networks, services, data, and other information) are made available at Wa-Nee Community Schools to support and facilitate the teaching, research and administrative functions of the school district. Access to these resources is provided to administration, staff, and enrolled students consistent with their responsibilities. Under no circumstance may anyone use Wa-Nee Community School IT Resources in ways that are illegal, or interfere with reasonable use by other members of Wa-Nee Community Schools.

Management of Internet Bandwidth

The campus network, including our connection to the Internet, is a critical shared resource for supporting academic programs. Uses of the internet should support Wa-Nee's academic and administrative goals for students and staff. Wa-Nee Community Schools does monitor the content of traffic on the network. It is the responsibility of each person using the network, to do so in an ethical and legal manner. Particular attention should be given to observing copyright laws.

Personal Technology on the Internet

The rules and regulations contained in this document pertaining to e-mail and internet access are equally applicable to the use of personal devices on the network. Computers and phones connected to the network may not be used as servers for private enterprises, commercial activity, or personal profit.

Security

Access to the data network is obtained via the user ID and password system. Each user is responsible for all e-mail transactions made under the authorization of his or her ID and password, and for all network e-mail originating from that connection. User IDs and passwords should be kept confidential.

Responsible Use of Networks and Computing Facilities

Wa-Nee Community Schools is a public institution fully committed to the ideals of academic freedom, freedom of expression, and cultural diversity. At the same time, inappropriate behavior and misuse of computing resources that in any way degrades the district equipment and services or violates the rights of others in the district is strictly prohibited.

Logging In

All students, employees, and individuals will see the following message each time they log into a computer.

Use of this computer indicates your agreement and acceptance of the terms and conditions set forth in the Acceptable Use Policy (AUP). If you do not agree to these terms you are not authorized to use this computer. You may request a copy of the AUP from the office or access a copy from the district web site by visiting the following url: http://www.wanee.org/InternetAUP.aspx

Legal Compliance

All existing federal and state laws and district regulations and policies apply to the use of computing resources. All users are required to be in compliance with all laws, regulations and policies at all times. This includes not only those laws and regulations that are specific to computers and networks, but also those that apply to general personal conduct.

Repair of Computer Equipment

Wa-Nee Community Schools Computer Equipment

All computer equipment owned by Wa-Nee Community Schools is maintained in-house for out of warranty issues or through the manufacturer for in-warranty issues. If a hardware problem is suspected the user should submit a work request to their building technology personnel.

Personally Owned Equipment

Wa-Nee Community Schools is not in any way responsible for personally owned equipment.