

Copyright Laws and Technology Code of Ethics

It is the intent of the board of education to have all employees and students adhere to the federal copyright and licensing law and maintain the highest ethical standards as it applies to the use of all copyrighted materials.

Copyrighted and licensed materials, whether they be in print or non-print, may be duplicated only after first receiving written permission from the copyright holder and/or complying with guidelines presented in administrative regulations. In circumstances where the interpretation of copyright law is ambiguous, the district will consult legal counsel to determine appropriate use of materials.

The superintendent or designee will instruct the staff and students on the ethical and practical problems caused by copyright abridgments. The superintendent or designee shall maintain regulations to discourage violations of all copyright laws and prevent illegal copying activities. The district will provide no legal support to any employee who violates the copyright law. Willful infringement of the copyright law by students or staff may result in disciplinary action.

Use of technology in the western school district is a privilege extended to students and staff in order to enhance learning and exchange information. Each user of technology shall read the following privilege, responsibilities, and disciplinary action statements and sign the user's responsibility declaration form prior to accessing and using district technology.

Privilege

Users may use all available hardware and software (including both external and internal resources) to facilitate learning and enhance educational information exchange.

Responsibilities (not listed in rank order)

Users are responsible for utilizing district technology only for facilitating morally positive learning and enhancing educational information exchange consistent with the purposes of the school.

Users are responsible for properly using and caring for hardware and software. Users are to seek assistance if needed.

Users are responsible for adhering to the rules established for use of the hardware, software, labs, and networks.

Users are responsible for obtaining permission from a technology facilitator before bringing in any software and using it on district equipment.

Users are responsible for preventing installation of computer viruses on district equipment by themselves and/or others.

Users are responsible for keeping hardware and software from being relocated, removed from school premises, or modified without permission from a technology facilitator.

Users are responsible for adhering to the printer use guidelines established by a technology facilitator.

Users are responsible for maintaining the privacy of passwords and are prohibited from publishing or discussing passwords.

Users are responsible for all material received via the information network under his/her user account. Users accept responsibility for preventing offensive material per board policy, or files dangerous to the integrity of the school's network, equipment, or software from entering the school network.

Users are responsible for making appropriate use of the electronic mail (e-mail) system, reporting any violations of privacy, and making only those e-mail contacts which facilitate morally positive learning and enhance educational information exchange.

Users are responsible for adhering to the copyright policy and procedure in the use of hardware and software and in the transmission or copying of text or files on the internet or from other resources.

Users are responsible for not using district technology for private business, for product advertisement or external political lobbying, or for making any unauthorized financial commitments.

Users are responsible for preventing the malicious use of the technology (i.e. Causing disruption in the use of technology by others, harassing or discriminating against others, accessing unauthorized computer systems).

Disciplinary action

Users violating any of these responsibilities will be banned from using school hardware and software. Users who wish to continue using school hardware and software will be required to attend additional training sessions.

Users will be required to make full financial restitution for any damage or unauthorized expenses.

Users violating any of the responsibilities may face additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the school.

Users will be disciplined for violating the privileges outlined in the technology code of ethics for, but not limited to, the following reasons:

- using a computer other than his/her own
- installing or copying software to or from a local or network drive
- modifying or defacing hardware or software
- improperly exiting established menus or applications (e.g. Dropping out to dos)
- using the internet without supervision
- using software prohibited in labs and in the library

If a user should be found in violation of the technology code of ethics, he/she can reasonably expect the following action to be taken:

First offense - the user will lose all computer privileges for a minimum of ten school days. The offense will be recorded in the user's file. The user will review the technology code of ethics signed before computer privileges were granted.

Second offense - the user will lose all computer privileges for a minimum of thirty school days. The offense will be recorded in the user's file. The user will review the technology code of ethics signed before computer privileges were granted.

Third offense - the user will lose computer privileges for the remainder of the school year. Should the offense occur during the second semester of the school year the penalty period will also include the first semester of the next following school year.

The school administration reserves the right to administer disciplinary action in a discretionary manner. Disciplinary action for computer offenses may vary from those outlined above.

Adopted 10/12/95

Revised 8/29/05

Technology user's responsibility declaration

I have read the attached western school district technology code of ethics and agree to be responsible for and abide by privilege, responsibilities, and disciplinary action as outlined.

(user signature)

(print name)

(birthdate) (date)

(parent/guardian signature for minor students only)

(date)