

## Worcester County Public Schools

### Responsible Use Policy Consent Form (Secondary/Adult)

**I will use the Internet responsibly. I will not give personal information over the Internet.**

- I will not share personal information about myself or other people on the internet.
  - I may share information with education institutions for educational or career development purposes, or with specific building administrative approval.
  - I will not meet with someone I have met online. I will promptly disclose to a teacher or other school employee any message I receive that is inappropriate or makes me feel uncomfortable.
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**I will not use the WCPS device to copy others' work.**

- I will not take the ideas or writings of others and present them as my own.
  - When utilizing copyrighted material, I will seek the author's permission. Permission may be specified in the document, on the system, or be obtained directly from the author.
  - I will cite the internet sources used for research.
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**I will take care of all equipment.**

- I am responsible for my individual accounts and take all reasonable precautions to prevent others from being able to use them. Under no conditions will I provide my password to another person.
  - I will not attempt to gain unauthorized access to any portion of the Worcester County Public Schools electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files.
  - I will not make deliberate attempts to disrupt the electronic system or destroy data by spreading computer viruses or by any other means.
  - I will not attempt to access Web sites blocked by district policy, including the use of proxy services, software, or Web sites.
  - I will not use remote access technology, monitor network utilization or other user's activities.
  - I will not disassemble my school assigned device.
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**I will use the WCPS device for class work and school-related work only.**

- I will not engage in personal attacks, including prejudicial or discriminatory attacks or harass another person. If I am told to stop sending messages, I must stop.
  - I will not knowingly, recklessly post false or defamatory information about a person or organization, or use speech that is inappropriate in an educational setting or violates district rules.
  - I will not abuse network resources such as sending chain letters or "spamming" or by displaying, accessing or sending offensive messages or pictures.
  - I will not use the Worcester County Public Schools electronic network for commercial purposes. I will not offer, provide, or purchase products or services through this network.
  - I will not use the Worcester County Public Schools electronic network for political lobbying. I may use the system to communicate with elected representatives to express my opinions on political issues.
  - I will not attempt to access non-instructional district systems, such as student information systems, business systems, or post information that, if acted upon, could cause damage or disruption of service.
  - I will not use any wireless network (including third party internet service providers) with equipment brought from home. Example: The use of a home computer on the network or accessing the Internet from any device not owned by the district.
  - I will not use district equipment, network, or credentials to threaten other students, employees, or cause a disruption to the educational program.
  - I will not use the district equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
  - Files stored on the network are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the Worcester County Public Schools electronic network may lead to discovery that a student has violated this policy or the law. Students should not expect that files stored on district servers are private.
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### Violations of this Responsible Use Policy

Violations of this policy may result in loss of access as well as other disciplinary or legal action. Disciplinary actions may include but not be limited to:

- Use of district network only under direct supervision
- Suspension of network privileges
- Revocation of network privileges
- Suspension of WCPS electronic device privileges
- Suspension from school
- Expulsion from school and/or
- Legal action and prosecution by the authorities
- Responsibility for the full replacement cost of any damaged WCPS electronic device

The school administrators shall determine the particular consequences for violations of this policy. The superintendent or designee and the board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

### **Student Section**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

I have read the Worcester County Public Schools Student Responsible Use Policy Rules and Procedures document. I agree to follow the rules contained in this policy. I understand that if I violate the rules, my access can be terminated and I may face other disciplinary measures.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Parent/Guardian Section**

I have read the Worcester County Public Schools Rules and Procedures for the responsible use of technology.

I hereby release the district, its personnel, and any institutions with which it is affiliated, from all claims and damages of any nature arising from my child's use of, or inability to use, the electronic network. This includes, but is not limited to claims that may arise from the unauthorized use of the network components.

I give permission for my child to access all components of the Worcester County Public Schools' electronic network, which includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_