Westwood Public Schools
Grades 6 - 12 Responsible Use Guidelines

The Westwood Public School District believes that the use of computer networked services, email, and the Internet have become, if used appropriately, an integral part of an engaging, student-centered, and collaborative learning environment. It is understood that all of our computer networked services are provided exclusively for educational purposes.

The Westwood Public Schools filters all internet traffic for the purpose of safeguarding staff and students from harmful content. The Westwood Public Schools also provides supervision and education related to appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. However, it is still the responsibility of all computer users to make sure they comply with providing a safe and secure learning environment when using technology. The District encourages parents/guardians to supervise their child(ren) when using technologies from home.

CLEAR highlights the important points contained in Westwood Public Schools Acceptable Use Policy.

CLEAR: Considerate, **L**egal & **E**thical, **A**ppropriate and **R**esponsible

Considerate: People in our community reflect a diverse set of customs, values and points of view. Digital communication should be respectful, polite and considerate of others.

Legal & **E**thical: Respect copyright laws by copying media including text, music and videos only with permission and by crediting and citing the source where the information was found. It is a good general practice to link to others' work rather than reproduce it. Respect the privacy of others, ask permission before taking photographs, video or audio recordings. Illegally copied or downloaded software, files, pictures, music or games may not be used on WPS computers.

Appropriate: School technology is used for educational purposes and only appropriate words and images may be used and viewed. If inappropriate material are viewed or received, it is the responsibility of the recipient to delete them.

Responsible: Ensure that care is taken with all hardware, software, shared resources (i.e. printers, scanners) and use of the school network, so as to prevent damage or misuse whether intentional or not; your actions should not inhibit the work of others. Personal information and passwords will be kept private.

If you see someone not being CLEAR report the abuse/misuse to a responsible adult.