

360 – Instructional Resources and Services

363 – ACCEPTABLE USE OF TECHNOLOGY

The School District of Shiocton provides technology for student, employee, and community use. This document governs the acceptable uses of district technology and related systems.

Educational Purpose:

1. The school computer network system has been established solely for educational purposes.
2. The School District of Shiocton has the right to place restrictions on the material that is accessed or posted through the network system. Users also are expected to follow the procedures set forth in applicable laws, district policies, and district handbooks.

Management of Technology Use

Legal Issues:

1. All District policies and procedures apply to the use of technology systems. Any use of the system for illegal activity is prohibited.
2. The use of technology systems to access and/or distribute objectionable and/or obscene material or to promote gang related, racist, or other inappropriate activity is prohibited.
3. The illegal installation of copyrighted software for use on District computers and file server is prohibited.
4. The District retains ownership and control of its technology systems at all times. To maintain system integrity, monitor network etiquette, and insure that users are using the system responsibly, the network administrator(s), as well as school administrators may review user account files and communications, including electronic mail. Users should not expect those files and other information communicated or stored on district network services will be private. The network administrator(s) may temporarily close an account at any time as required. The administration may request the network administrator(s) to deny, revoke or suspend specific user accounts.

Access Issues:

1. Access to the system is a privilege, not a right. This privilege may be revoked at any time for use that is not consistent with the educational goals, policies, or administrative procedures of the district.
2. School or network administrators reserve the right to deny access to any person who is in violation of the use of District technology systems.
3. Parent/guardian permission shall be required for each minor student using the system.

Appropriate Use:

1. The system is only to be used for educational purposes in accordance with District philosophy, policies, and administrative procedures.
2. Network users will respect the rights and property of others. Users may not log onto someone else's account or attempt to access another user's file. Users will not improperly access, misappropriate or misuse the files or data of others.
3. Network users must keep their password private. Accounts and/or passwords may not be shared and are to be used only by the authorized user. User accounts should not be left open or unattended.
4. Users will not destroy, modify or abuse District computer hardware or software.

5. The use of network systems to develop programs to infiltrate a computer or computing system and/or damage the hardware or software components of a computer or computing system is prohibited (e.g., “hacking”).
6. School or network administrators will determine what constitutes inappropriate use of the network system. They will also determine whether specific uses of its network system are consistent with the Acceptable Use of Technology Policy. Therefore, the District reserves the right to log and monitor all technology use and to monitor fileserver space utilization by others.
7. Network users must respect resource limits and must remain within an allotted disk space. Users are responsible for deleting old files that may take up excessive amounts of storage space.

Penalties for Violations:

Penalties will be administered based on the severity and frequency of the offense.

1. The progression of penalties may involve but not be limited to increasing periods of time that access to the system will be denied.
2. A student violation could result in his/her removal from a class or a lab when other learning options exist; other consequences such as detention; suspension or expulsion may be applied in accordance with the severity of the violation.
3. Violations involving illegal activities or system security will result in severe penalties, including denial of access for one or more years. If the conduct violates local, state, or federal law, the District will cooperate with the authorities.
4. Violations that result in a cost for repair or replacement of equipment or data will result in a fine to recover the cost. Access to technology will be denied until the fine is paid.
5. Violations by community members shall result in District wide restrictions in access to the district network system as determined by the administrator responsible for supervising use of the technology that was used when the violation occurred.

System and Internet Access:

1. Users will be assigned access and security based on need.
2. The District will utilize filtering strategies in an effort to protect users from unwanted or unwarranted exposure to objectionable materials.
3. Users will complete the following requirements on an annual basis:
 - ❖ Sign a Use of Technology Agreement and submit it to the administrator who is responsible for supervising the use of technology
 - ❖ Observe and adhere to rules established by the site for use of specific technology
4. Students and their parent/guardian must sign a Use of Technology Agreement each year before the student will be granted an individual account on the system. The parent/guardian of a minor student can withdraw their approval at any time. School or network administrators may revoke a student account if district policies or procedures have not been adhered to.

Due Process:

1. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the network system.

2. In the event there is a claim that a user has violated these procedures in the use of the network system, the user will be provided with notice by a school or network administrator and an opportunity to be heard in the manner set forth in policy or contract.
3. If the violation also involves a violation of other provisions of the district handbooks or agreements, it will be appropriately handled. Additional restrictions may be placed on the use of the network system.

Limitation of Liability

The District:

1. Makes no guarantee that the functions or the services provided by or through the system will be error-free or without defect.
2. Makes no guarantee that users will be unable to circumvent preventative strategies to access objectionable materials.
3. Will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service.
4. Is not responsible to for the accuracy or quality of the information obtained through or stored on the network system.
5. Will not be responsible for financial obligations arising through the unauthorized use of the network system.

Student Safety:

1. Student users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc. If contact information is absolutely necessary, the school address and telephone number may be provided once a supervisor has provided permission.
2. Students will not agree to personally meet with someone they have met on-line, without the approval of a parent/guardian. Parents should accompany students to such meetings.
3. Students will promptly disclose any message to their teacher or administrators that are inappropriate or make the student feel uncomfortable.

Personal Responsibility:

Exemplary behavior is expected on “virtual” field trips. When “visiting” locations on the system, users must conduct themselves as representatives of the School District of Shiocton. Conduct that is in conflict with the responsibilities outlined in this document, or related district policies and procedures, will be subject to appropriate disciplinary action. Examples of disciplinary action include limitation to access, requirement to post a retraction or apology, and any other disciplinary actions that are enforced in the school district for students, employees and other users.

Annual Technology Use Agreement Forms must be for all users of the School District of Shiocton’s technology. **SEE APPENDIX C**

Legal References: s. 118.13, 120.13(5), 121.02(1)h, Wis. Stats.
PI 9.03(1) of the Wisconsin Administrative Code

Policy Cross References: 411, 110, 111, 361

First Reading: May 6, 1996 (Internet Policy Only)

Second Reading: May 20, 1996

Adopted: May 20, 1996

Revision: To include all District technology

First Reading: October 16, 2000

Second Reading: October 31, 2000

Adoption: October 31, 2000

School District of Shiocton
Technology Use Agreement

This form must be signed and returned before access to the District computer network, Internet or other on-line services will be allowed. A separate form must be completed each year for each user.

TO BE COMPLETED BY THE USER:

I read, understand, and agree to School District of Shiocton Technology Use Policy.

_____ Telephone _____ User Name (print)

Student _____ Employee _____ Community _____
Grade Address

User Signature _____ Date: _____

TO BE COMPLETED BY A PARENT/GUARDIAN OF A MINOR

- I read and understand the School District of Shiocton Technology Use Policy. I give permission for my child to use District technology, the Internet and other on- line services.
- I read and understand the School District of Shiocton Technology Use Policy. I give permission for my child to use district technology, with the **exception** of the Internet and other on-line services.

School Year _____

Parent Signature _____ **Date:** _____

Telephone number if different from above _____
(home) (work)