

**Acceptable Use and Internet Safety Policy**

The Menominee Indian School District provides its students, staff and guests access to a multitude of technology resources. These resources provide opportunities to enhance learning and improve communication within our community and with the global community beyond our schools. The advantages of having access to these resources are far greater than any potential downside. However, with the privilege of access is the responsibility of students, teachers, staff and the public to exercise appropriate personal responsibility in their use of these resources. The District policies are intended to promote the most effective, safe, productive, and instructionally comprehensive uses of networked information and communication tools. The Menominee Indian School District also makes a good faith effort to protect its students from exposure to Internet materials that are harmful or explicit. The District maintains a system of Internet content filtering devices and software that meet federal standards established in the Children's Internet Protection Act (CIPA).

The District's purpose is to prepare students for life and work. As part of the educational process, students should learn what conduct is appropriate on a school/work network versus what is appropriate on a personal account. Staff should use the district's technology resources in a way that is consistent with applicable district policies. Whoever uses the Menominee Indian School District's computer network and other technology resources are expected to behave ethically and comply with District policy and administrative guidelines.

**Digital Citizen**

The Menominee Indian School District uses information and technology in safe, legal, and responsible ways. A responsible digital citizen is one who:

- Respects One's Self. Users will select appropriate information and images that are posted online.
- Respects Others. Users will refrain from using technologies to bully, tease or harass other people.

- Protects One's Self and Others. Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- Respects Intellectual Property. Users will suitably cite any and all use of websites, books, media, etc.
- Protects Intellectual Property. Users will request to use the software and media others produce.

### **Expectations**

Responsible use of the Menominee Indian School District technology resources is expected to be ethical, respectful, academically honest, and supportive of the district's mission. Each computer user has the responsibility to respect every other person in our community and on the Internet. Digital storage and electronic devices used for school purposes will be treated as extensions of the physical school space.

Because the Internet is a network with global reach, individuals may encounter materials that are not considered appropriate or suitable by parents and other members of the learning community. Therefore acceptable behaviors and safety policies are outlined below. The District staff and parents/guardians are responsible for conveying and discussing responsible technology use with their students and children. In accordance with federal law, staff is also responsible for monitoring student use of the Internet while in classrooms. Although it is unlikely, individual users might gain access to inappropriate materials despite supervision and technology protection measures. The individual user, student and staff are ultimately accountable for all activities conducted while using the Internet, network or other district technology resources.

Administrators, or their designees, may review files and communications (including electronic mail) to insure that users are using the system in accordance with District policy. Users should not expect that files stored on servers or computers will be private. Users also should understand that district regularly record Internet activity in log files.

### **Internet Safety**

The Internet provides access to a wide range of material. The District expects that staff will include thoughtful use of the Internet throughout the curriculum. Because technology is constantly evolving, it is impossible for school personnel to review and pre-select all materials that are appropriate for the use of students and employees.

Neither the school's network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment or cyber bullying.

Cyber bullying includes, but is not limited to, following misuses of technology: harassing, teasing, intimidating, threatening or terrorizing another person by sending or posting inappropriate or hurtful email messages, instant messages, text messages, digital pictures or images or website postings. The following Internet Safety guidelines along with the Acceptable and Unacceptable Use examples serve as policy to be enforced by the District.

- A. Avoid material that is inappropriate or harmful to minors (further defined in CIPA), child pornography (section 2256 of title 18, U.S. Code) and materials that are defined as obscene (section 1460 of title 18, U.S. Code).
- B. Guard your personal safety. User should not reveal personal information such as home address, telephone number, financial information or social security number. Minor should not arrange face-to-face meetings with someone they have "met "on the Internet.
- C. "Hacking" and other illegal activities are prohibited. Using the District's technology equipment and Internet access to gain or attempt to gain unauthorized access to other technology equipment or systems is prohibited.
- D. Maintain the confidentiality of students. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without permission of adult student or a minor student's parent/guardian.
- E. Install Active Restriction Measures. The District will utilize filtering software or other technologies to protect users from accessing material that is 1) obscene, 2) child pornography, or 3) harmful to minors. The District will

also monitor online activities of users to ensure users are not accessing inappropriate information.

F. Provide instruction on Internet Safety. The District will provide instruction on Internet Safety as part of the district's required information technology curriculum. The instruction will include appropriate use of social networking sites, communication tools, protection of personal information, and awareness of cyber bullying.

### **Acceptable Use**

Users are expected to abide by the generally accepted rules of network etiquette. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive.

-Use consistent with the mission of the Menominee Indian School District.

-Use of technology, including Internet for curriculum activities.

-Use encourages efficient, cooperative and creative methods to perform the user's job duties or educational tasks.

-Use in support of education, research and professional development.

-Use that provides unique resources and collaborative projects with appropriate educational partners.

-Use for general communication.

### **Unacceptable Use**

Users are expected to abide by the generally accepted rules of network etiquette. The following guidelines are intended to clarify expectations for conduct, but they should not be construed as all-inclusive.

-Transmission of any material in violation of any local, federal and state laws is prohibited. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.

-Intentional or unintentional use of computing resources to access or process, proxy sites, pornographic material, explicit text or files, or files dangerous to the integrity of the network is strictly prohibited.

-Software and/or services may not be installed or downloaded on school devices without prior approval of the District Technology Director or designee.

-Use of computing resources for commercial activities, product advertisement or religious or political lobbying is prohibited.

-Users may be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware and/or unauthorized costs incurred.

-Files stored on district-managed networks are the property of the school district and, as such, may be inspected at any time and should not be considered private.

-Materials published for electronic publication must be for educational purposes. School administrators, teachers and staff may monitor these materials to ensure compliance with content standards.

### **Personal Technology Devices**

The conditions in this policy shall also apply to the use of any technology device that is not owned by the District. This policy shall apply to use of laptops, netbooks, tablets or any other portable technology devices or accessories such as cell phones, handheld technology devices, digital cameras, digital e-readers, music players, flash drives or other portable storage devices owned by the Menominee Indian School Districts and brought to school by students, parents, guests or staff members. All staff and students must request prior approval to use personal laptops, netbooks and tablets in educational setting. See the Electronic Device Use Request for guidelines.

### **Personal Wireless Devices**

The Menominee Indian School District has limited wireless access in our buildings. When accessing the wireless network staff, student or guest will have to agree to the terms listed below.

-The District will not be liable for any damages that might occur as a result of connecting to the wireless network or any electrical power source.

-The District will not be held responsible for any physical damage, loss or theft of device.

-The District is not obligated to supply electrical power access.

-Student use of devices will be at the discretion of the staff.

- Persons connecting devices to the wireless network agree to maintain current anti-virus software.
- Illegal, destructive, harmful or any other inappropriate activities is strictly prohibited.
- The parents/guardians of any student bringing personal technology devices to school agree to be responsible for and reimburse the Menominee Indian School District for any damage their student may cause or relating to the use of the wireless network with the personal device.

### **Policy Violations**

The school reserves the right to refuse access to the Internet to anyone. Violating any portion of this policy will result in disciplinary action, including temporary or permanent ban on computer or Internet use, suspension or dismissal from school, and/or legal action. The Menominee Indian School District will cooperate with law enforcement officers in investigations related to illegal activities conducted through its network.

### **Intellectual/Artistic Property**

Property created by employees or volunteers as a function of their work is the property of the Menominee Indian School District.

Property created by students for course credit may be retained by the district as a student record subject to the policy and laws that govern such records. The District may further extend its right to retain, reproduce, distribute and display student property by obtaining a specific waiver from an adult student or from the parent/guardian of a minor student.

### **Warranties and Indemnification**

The Menominee Indian School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy.

By signing this Policy, users are taking full responsibility for their use and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the District and the Internet Provider that provides the computer and Internet access opportunity to the District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the District in the event of the District's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the District's Network.

LEGAL REF.:           Sections   120.13(1) Wisconsin Statutes  
  943.70  
  947.0125  
  PL 94-553, 1976 Federal Copyright Law  
  Children's Internet Protection Act  
  Neighborhood Children's Internet Protection Act  
  PL 94-553, 1976 Federal Copyright Law

CROSS REF.:           363 Exhibit (1)  
  363 Exhibit (2)  
  363 Exhibit (3)

APPROVED:             January 1999

REVISED:             August 2002  
  August 2008  
  August 2011