

USE of the COMPUTER NETWORK and the INTERNETBylaws and Policies

The School District of West De Pere provides a data and communications network to facilitate communication within the school community and between that community and the global community.

Ready access to information resources inside and outside the school provides academic support and promotes innovation. Access to these resources is a privilege, not a right. Resource sharing and communication both within the school and also with other educational institutions broadens and enriches the learning environment for students and staff.

This policy is established to delineate use of network resources for District administrative and educational purposes. "Educational Purposes" include the use of the computer network system for classroom and professional development activities.

The District encourages staff and students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to live and work in the 21st century.

All users (i.e. teachers, administrators, staff, students and other authorized personnel) and parents/guardians need to understand that even though we have taken precautions to filter Internet content and are providing adult supervision by teachers and/or support staff, there is still the potential for students to access inappropriate material. Our Internet filtering cannot be disabled by students or staff. The benefits to students accessing the Internet far outweigh disadvantages. Ultimately, parents and guardians are responsible for setting and conveying standards that their children should follow when using media and information resources. To that end, the School District of West De Pere supports and respects each family's decision to apply for, deny, suspend, or terminate their child's access. Access, if issued, shall remain in effect through the school year, unless suspended or terminated by either the school, parent or guardian.

All Internet and network users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

The District designates all administrators as responsible for overseeing the implementation and enforcement of this policy and its accompanying guidelines as they apply to the use of the network and the Internet for instructional purposes.

The School District of West De Pere complies with CIPA (Children's Internet Protection Act) and NCIPA (Neighborhood Children's Internet Protection Act).

LEGAL REFERENCE: Wisconsin Statutes, ACT 353

CROSS REFERENCE: 6131 – Computer Network and Internet Use
6131(R) – Guidelines for Using West De Pere's Computer Network and the Internet
Student/Parent Handbooks
Staff Handbooks/Agreements

ADOPTED: 1/2/97

REVISED: 6/21/01, 5/19/03, 3/15/06, 10/15/08

READOPTED: 4/15/09

COMPUTER NETWORK AND INTERNET USE

The Board of Education supports student and staff use of West De Pere's Computer Network and the Internet to participate in distance learning activities, to communicate with experts, to communicate with other students and staff and to locate material to meet their educational and informational needs. The District's goal in providing this computer network system is to promote educational excellence in schools by facilitating resource sharing, innovation, communication, and instruction to meet the expectations of Wisconsin's Model Academic Standards and District standards and benchmarks.

Information available via the Internet is changing, and it is impossible to predict with certainty what information might be located there. Just as the purchase, availability, and use of media materials does not indicate endorsement of their content by school officials, neither does making electronic information available to students and staff imply endorsement of that content.

School administrators will develop procedures which facilitate use of the Internet.

CROSS REFERENCE: 6130-Use of the COMPUTER NETWORK and the INTERNET
 Student/Parent Handbooks
 Staff Handbooks

ADOPTED: 1/2/97
REVISED: 6/21/01
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Reviewed: 5/9/18

Guidelines for Using West De Pere's Computer Network and the Internet

West De Pere's computer network and Internet access are provided for the benefit of students and staff for academic purposes. Users are responsible for their behavior and communications while using District technology. A *Computer Use Acceptance* screen acknowledging adherence of this policy appears on all computers prior to logging on. The following guidelines have been established so that they can be used freely, safely, and efficiently:

- a. Priority should be given to school assignments; and arrangements for sharing time on equipment should be negotiated fairly.
- b. Use respect for others.
- c. Use shared resources wisely. Diligent effort must be made to conserve system resources. (i.e. frequently delete emails and unused files and turn off unused equipment).
- d. Use language that is appropriate in the school community.
- e. Purchase of products or services online is prohibited unless they are for educational purposes and prior approval is received.
- f. Use of the network for commercial activity, product advertisement, political lobbying, or harassment of students, staff or others is strictly prohibited.

School computers interact with West De Pere's computer network in invisible but carefully designed ways. Therefore:

- g. No alterations should be made to the hard drives of any school computers or servers: don't change settings, add or delete programs, change operating systems; and don't run programs from media (e.g., disks, CD/DVD's, USB drives, ...) without permission of the network system administrators.
- h. The use of *non-educational* sites, including but not limited to, games, Internet chats, blogs, wikis, and unmoderated forums is an inappropriate use of computer resources and is not allowed.
- i. It is improper and illegal to copy programs, tamper with hardware, alter files, or enter certain areas of West De Pere's computer network without authorization.
- j. Any and all software or Internet subscriptions must be approved for compatibility with the West De Pere's computer network before purchasing.
- k. Do not disrupt the use of the network (e.g. downloading or uploading files of any type including, but not limited to, streaming music, video, or applications).
- l. No unauthorized access, including so-called 'hacking' and other unlawful activities.
- m. No unauthorized disclosure, use, and dissemination of personal identification regarding minors.
- n. Prohibited activity includes, but is not limited to, access to material deemed "obscene", "child pornography", or "harmful to minors".
- o. The West De Pere's school website is available to the public. The website is modified by selected school personnel and by students under the supervision of a Business Education teacher in a web class. No unauthorized modifications are allowed.

Consequences of Misuse Any user in violation of this policy will be subject to disciplinary action, which may include, but not be limited to restitution for any and all damages, loss of computer use privileges, suspension, expulsion, and referral to local authorities for further legal action. Any user denied access due to misuse will be responsible for finding alternatives for completing their tasks.

Guidelines for Using West De Pere's Computer Network and the Internet

Passwords Respect the confidentiality of passwords. Do not attempt to log on as anyone else. Users will keep all passwords confidential and not accessible to others. Staff will change passwords regularly as required. Change your password or ask to have your password changed when you think someone else may know it, and notify a teacher or administrator if you suspect passwords are being abused.

Email/Chat Rooms/ Direct Electronic Messaging The same rules of civility for speaking or writing apply. Before you send a message, read it over to be sure it communicates the content and tone you want the receiver to read. Don't send unnecessary messages that wastes the receiver's time, and don't use up unnecessary paper printing out your messages unless you need them for a class.

- a. The School District of West De Pere pays for staff email accounts, which are provided for you to conduct your work. Limited occasional and brief use of email for personal reasons is acceptable.
- b. District administered student email accounts are provided for students in grades 4-12 and are to be used only for educational related purposes.
- c. Your email account is not yours. Your messages are the property of the school district. The District retains the right to review, audit, intercept, access and disclose all messages created, sent, and received over the email system as necessary.
- d. Unacceptable use of the email system would include passing on chain mail, jokes, links to non-educational websites, spams, animations, hoax virus warnings, etc.
- e. Chat room access or direct electronic messaging (including instant messaging) is prohibited unless there is a direct educational purpose and approval is granted by a school system administrator.
- f. The safety and security of minors must be considered when engaged in any of the above.

Privacy Privacy is valued and respected in the West De Pere community. However, Network and District administrators have the right to examine the contents of the file server, email server, and to track Internet usage with security software capable of recording any and all sites visited to maintain system integrity and ensure responsible use of the system. ALL email, internal and external, both sent and received, is recorded on a read-only server accessible for administrative purposes.

In order to foster independent thought, creativity, and intellectual development, the school will only examine files when there is reason to suspect any activity or material that violates the school's code of conduct or the law. This includes criminal activity, material that is obscene, material that is violent or actively encourages violent behavior, plagiarism or violation of intellectual rights or copyright laws, activity that endangers, demeans, threatens, or libels a person or persons, and material that denigrates people based on gender, race, ethnicity, disability, religious beliefs, or sexual identity.

Software

- a. The unauthorized installation of software or files is prohibited.
 1. Licensing agreements will be upheld for copyrighted software.
 2. Privately owned software is prohibited.
- b. All software selection, approval, and budgeting must follow established procedures. Reference chart 'Schematic for Software Selection/Approval/Budgeting'.

Guidelines for Using West De Pere's Computer Network and the Internet

Cyber-bullying The District's computer network and district owned equipment may not be used for the purpose of harassment. All forms of harassment are unacceptable and viewed as a violation of the District's acceptable use policy and procedures.

Cyber-bullying includes harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email or text messages, digital pictures, or web site postings, including blogs, social networking sites, and any other web tools.

Students and community members, who believe they have been the victims of such misuses of technology, as described in this policy, should print out a copy of the offending material and bring to the attention of a staff member or principal.

Use of New Web Tools The use of social networking, blogs, wikis, podcasts or other web tools are considered an extension of your classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in any web tools.

Students using social networking, blogs, wikis, podcasts, or other web tools are expected to act safely by keeping ALL personal information out of their posts.

Students using such tools agree to not share their username or password with anyone besides their teachers and parents.

Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.

Copyright and Plagiarism Users of Information must always document sources, in both formal and informal communications.

Email messages may not be quoted or forwarded without the permission of the original sender.

Internet Access West De Pere provides access to the resources on West De Pere's computer network and on the Internet. When used wisely, these resources can enrich and transform learning experiences.

Freedom of access to the wealth of resources available on the Internet outweighs the risks of accessing material that is inappropriate. Internet users must accept their responsibility for this freedom of access. Computer and Internet usage will be randomly monitored for compliance.

Supervision and Monitoring It shall be the responsibility of all members of the West De Pere School staff to supervise and monitor usage of the computer network and access to the Internet at school in accordance with this policy and the Children's Internet Protection Act. In addition, content filtering will follow a device, even offsite. Procedures for modifying any technology protection measures shall be the responsibility of the Technology Department.

Safety Parents, students, staff, and administration should be aware that:

The School District of West De Pere has no control over the content of the information residing on other computers connected with the Internet, or control over the identity of individuals having access to the Internet. Parents, students, and the adult community are therefore advised that connected computers may contain material that is illegal, defamatory, obscene, profane, inaccurate, abusive or threatening, racial or ethnically offensive, or inappropriate. The administration and staff of West De Pere do not condone or permit the use or viewing of such material, and persons are prohibited from bringing such material into the school environment. The School District of West De Pere will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites, in chat rooms, and cyber bullying awareness and response.

Guidelines for Using West De Pere's Computer Network and the Internet

Disclaimers

- a. The school district cannot guarantee network functionality or accuracy of information.
- b. The school district does not guarantee the effectiveness of Internet filtering.

Student and Parent/Guardian Responsibilities All students using the District's computer network or accessing the Internet through the District's network must indicate that they and their parent or guardian understand the responsibilities of exercising this access by signing a user agreement, and that failure to follow it may result in loss of their network privileges and possible further disciplinary action.

Staff/Volunteer/Substitute Teacher Responsibilities All persons using the District's computer network or accessing the Internet through the District's network must indicate that they understand the responsibilities of exercising this access by signing a user agreement, and that the failure to follow it may result in loss of their network privileges and possible further disciplinary action.

The **Acceptable Use Permission and Release Agreement form** for students must be:

1. signed by the student and their parent or guardian
2. signed when entering the district and at the beginning of every school year by every K-12 student
3. returned to the school principal
4. updated in the Student Information System at the building level

The **Acceptable Use Permission and Release Agreement form** for staff/volunteers/substitutes must be:

1. signed by all staff/volunteers/substitutes
2. kept on file at District Office

CIPA definitions of terms:

TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, AS THAT TERM IS DEFINED IN SECTION 1460 OF TITLE 18, United States Code;
2. **CHILD PORNOGRAPHY**, AS THAT TERM IS DEFINED I SECTION 2256 OF TITLE 18, United States Code; or
3. Harmful to minors.

HARMFUL TO MINORS. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

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READOPTED: 6/6/18

District Employee Guidelines for Use of Social Media and Electronic Communication

Philosophy

Social media has created a complex online environment that has blurred the lines between professional and recreational communication. Because this confusion of roles has the potential to produce contradictory messages and identities, the School District of West De Pere advocates a dual-identity social networking strategy for staff interested in social media for professional purposes. A dual-identity social networking strategy clearly distinguishes recreational social media use from professional social media use by creating separate accounts for each purpose. Therefore, all district-related social networking use must take place on a separate professional account. Likewise, all non-teaching related social networking use must take place on a separate, recreational social networking account.

Recreational Social Media Account

Definition

A recreational social media account is a profile that is used to network for personal purposes such as keeping in touch with friends, creating online photo albums of non-teaching related events, or other personal, social activities. A recreational social media account is not affiliated with the School District of West De Pere in any way.

Guidelines

- Staff may not *Friend* current students with their social accounts

Professional Social Media Account

Definition

A professional social media account is a profile that is created for the sole purpose of accomplishing teaching-related tasks such as communicating school-related information to parents and students. A professional social media account is a direct extension of the School District of West De Pere, and thus, the professional profile must adhere to all district guidelines for online publication.

Guidelines

- Staff may *Friend* current students and parents only on a professional media account
 - Staff who choose to *Friend* current students must understand that they are still considered a mandated reporter in this online environment
- All communication between students and parents via the professional social media account must be directly related to professional, school-related business; a professional social media account is an online extension of a district employee
- Communication between students and parents needs to be in a medium that can be documented.
 - Documented Communication Tools:
 - Wall Posts
 - Discussion Forums
 - Inbox Message
 - Email
 - Public Tweets
 - Undocumented Communication Tools:
 - Chat/Instant Message
- Staff may create a Fan Page for organizations, clubs, or classes
- All content posted on school-related pages must adhere to School District of West De Pere guidelines for online publication

Electronic Communication

All staff members' electronic communications, including without limitation email and texting, is considered a public record, regardless of its professional or personal nature, and is subject to disclosure as allowed by law. Further, all staff members are bound by mandated reporting requirements at all times.

INTERNET USE LETTER TO PARENT OR GUARDIAN

[Date]

Dear Parent or Guardian,

Students of the School District of West De Pere have access to a wide variety of information via the Internet through the use of computers at school. To gain access to this information, a student must first obtain the permission of his or her parent. Permission is granted by the school district when the Acceptable Use Permission and Release Agreement form is signed by the student and the Parent/Guardian and returned to the student's principal.

Using the Internet, the computers allow access to libraries, databases, bulletin boards, and other users, on a worldwide basis. You should be aware that some of the material (via the Internet) may not be considered to be of educational value in the context of the school setting and curricular standards and objectives. It is possible students may find access to information that may be inaccurate, defamatory, offensive, or illegal.

The school district requests parents/guardians to grant permission to the district to provide access to computer software and networks and, in addition, to release the school district from any liability arising from such access.

The school district feels student access to the information, resources, and other students around the world, far exceeds potential disadvantages to the use of computer technology. Parents, guardians, and students are responsible for supporting the proper ethical and legal standards all students must follow which are in accordance with School District of West De Pere policies and school rules and procedures. Please read the attached materials and review them with your son(s) and daughter(s).

The school district requires your signature on the permission and release form before your child will be given access to computer software and networks available through the School District of West De Pere.

Please contact your principal if you have any questions concerning this matter.

Sincerely,

Superintendent

**STUDENT AND PARENT/GUARDIAN NETWORK/INTERNET
ACCEPTABLE USE PERMISSION AND RELEASE AGREEMENT**

Please read and/or discuss the Acceptable Use Policy, published on the district website* www.wdpsd.com (click on District, then Internet Use Policy), with your student. The use of the computer network and Internet is a **privilege, not a right**; inappropriate use will result in a cancellation of those privileges. School officials may deny, revoke, or suspend access to the computer network to those who violate one or more of the terms and conditions. It is important that you understand her/his responsibilities as well. Your signature indicating that you have read and agreed to the guidelines is necessary before an account will be issued.

School:

_____ High School _____ Middle School _____ Westwood _____ Hemlock Creek _____ Phantom Knight

Grade: _____

Users's Full Name: (please print) _____

I have read or have had read to me, and/or discussed the Acceptable Use Agreement with my parent/guardian and agree to use the network/Internet in an appropriate and responsible manner. If I violate any of these conditions, I understand that I may lose access to, and use of, the computers and/or networks, or even greater consequences such as suspension, expulsion, dismissal, or legal action as outlined in this agreement.

Student Signature: _____ **Date:** _____

I have read and/or discussed the Acceptable Use Agreement with my student and give the school and the School District of West De Pere permission to issue network/Internet access to my student.

Also I hereby waive any claims against the District, its officers, agents, and employees arising out of the accessing of material via computer by my student or other users while on the premises of, or under instruction of, the School District.

Parent /Guardian Signature: _____ **Date:** _____

* Please contact the school office of attendance if you prefer a paper copy, are unable to access the policy and guidelines on the internet, or have any questions or concerns regarding this form.

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**STAFF/VOLUNTEER/SUBSTITUTE TEACHER NETWORK/INTERNET
ACCEPTABLE USE PERMISSION AND RELEASE AGREEMENT**

Please read and/or discuss the Acceptable Use Policy, published on the district website: www.wdpsd.com (click on District, then Internet Use Policy), with your supervisor. The use of the computer network and Internet is a **privilege, not a right**; inappropriate use will result in a cancellation of those privileges. School officials may deny, revoke, or suspend access to the computer network to those who violate one or more of the terms and conditions. It is important that you understand these responsibilities. Your signature indicating that you have read and agreed to the guidelines is necessary before an account will be issued.

School: _____ High School _____ Middle School _____ Westwood _____ Hemlock Creek
_____ Phantom Knight _____ District Office

Position: _____

User's Full Name: (please print) _____

I have read and/or discussed the Acceptable Use Agreement with my supervisor and agree to use the network/Internet in an appropriate and responsible manner. If I violate any of these conditions, I understand that I may lose access to, and use of, the computers and/or networks, or even greater consequences such as suspension, dismissal, or legal action as outlined in this agreement.

Signature: _____ **Date:** _____
(Staff/Volunteer/Substitute Teacher)

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