

First Reading

Washington Island School Board Policy
363.2

ACCEPTABLE USE POLICY

The Administration, District Technology Coordinator, District Technology Committee, certified staff and the School Board Policy committee (also referred to herein as the Team) are responsible for the development of policies, procedures and guidelines necessary for the effective and efficient use of the District's electronic information system. The Technology committee will be made up of two staff members and one School Board member. The School Technology committee has and will continue to develop a variety of policies and rules regulating the use of the District Information System. As the use of electronic information networks increases, so too will the questions and concerns regarding their use. The District will strive to keep abreast of emerging network use issues and develop or modify the policies as needed. The following areas delineate ways our district will manage the Information System use and access.

The Washington Island School Board recognizes that as the Internet and other technologies alter and enhance methods by which information is accessed, communicated, and transferred by members of society, these changes affect instruction and student learning. The Board:

- supports access to electronic information;
- encourages the development of skills necessary to analyze and evaluate such resources;
- requires that all material and resources be consistent with district guidelines, supporting and enriching the curriculum while accounting for the varied instructional needs, learning styles, abilities and developmental levels of students;
- ensures the district utilizes software to filter web sites that contain material deemed inappropriate in an educational setting;
- expects that staff will integrate use of electronic information throughout the curriculum;
- expects that staff will provide guidance and instruction to students in the appropriate use of such resources;
- recognizes that parents and guardians are ultimately responsible for setting and conveying the standards students should follow when using media and information sources;
- provides district network and internet services to students and staff who demonstrate appropriate usage.

CIPA and NCIPA

In accordance with requirements of the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (NCIPA), all equipment connecting to the Internet from any connection located within the District's buildings will be blocked or filtered. The District will make best efforts to prevent users from accessing or transmitting visual depictions of material deemed obscene, child pornography, and any

material deemed harmful to minors as those terms are defined in CIPA. It will also make best efforts to prevent users from accessing or transmitting offensive, disruptive, or harmful data or any “inappropriate matter” as that term is used in the NCIPA. This includes, but is not limited to, messages, files, or data that contain the following:

- pornographic or erotic images;
- sexual implications;
- racial slurs;
- derogatory gender-specific comments;
- information or instructions designed to cause harm to other person(s)/organization(s), comments that offensively address a person’s age, sexual orientation, beliefs, political beliefs, gender, religious beliefs, national origin or disability;
- any comment which in any way defames, slanders, or libels another person(s);
- any comment intended to frighten, intimidate, threaten, abuse, annoy or harass another person(s) or organization(s);
- those data or activities that invade the privacy of another person(s).

In addition, the District will also make best efforts to prevent unauthorized access to its system and files, including so-called “hacking” and the unauthorized disclosure, use or dissemination of personal identification information of minors. To assist with this effort, the District will use software and staff to routinely monitor users’ activities. The District acknowledges that no blocking or filtering mechanism is capable of stopping all inappropriate content all of the time. Therefore, students are not to use the District’s Internet access without supervision by a staff member. It is the responsibility of the staff to make best efforts to guide and to monitor students in the effective and appropriate use of the District’s computer system. This includes, but is not limited to:

- teaching students how to find educationally appropriate electronic materials;
- teaching students how to judge the educational suitability of electronic materials;
- teaching students information literacy skills, including understanding of safety, copyright, and data privacy;
- teaching students proper safety and security procedures when using electronic mail, chat rooms and other forms of direct electronic communication.

CYBER BULLYING

This District’s computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly referred to as cyber bullying, are unacceptable and viewed as a violation of this policy.

Malicious use of the District’s computer system to develop programs or to institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited. Users are responsible for the appropriateness of the material they transmit over the system. Hate

mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the building Administrator or the Technology Services Coordinator.

The Administration shall fully investigate all reports of cyber bullying.

In situations in which the cyber bullying originated from a non-school computer but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school. In addition, such conduct must also be in violation of a publicized school policy. Such conduct includes, but is not limited to, harassment, or making a threat off school grounds that is intended to endanger the health, safety or property of others at school, a District employee or school board member.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyber bullying. In addition, when any kind of threat is communicated or when a hate crime is committed, this shall be reported to local law officials.

1. INSTALLATION AND USE OF SOFTWARE, AUDIO AND VIDEO MEDIA:

- A. Only properly licensed software, audio and video media which is legal to install and utilize on district technology shall be installed and utilized on district owned or leased technology. Only the District Technology Coordinator (or designated representative) is authorized to complete the installation of software, audio and video media. Licensing information shall be maintained by the District Technology Coordinator. Staff members who purchase media or software are responsible for forwarding purchasing, including media specifications and licensing and copyright information, to the District Coordinator.

- B. Copyright and Ownership Issues - All persons accessing information via the Information System or using school computer software are expected to comply with the legal requirements regarding the use, reproduction and distribution of copyrighted works and with applicable provisions of use or license agreements.
- C. District Resource Limitations - Although the internet and similar computer networks may be considered endless resources, a school computer network is not. The moving and storage of information from the Internet and similar computer networks can consume limited school network resources like hard disk space. Also, depending upon the type of access system utilized, computer network online may be costly. Therefore, the Team will include provisions in their computer network policies and rules to: 1) regulate what resources can be consumed and how quickly, and 2) instruct users to respect the limited resources available to them.

2. CONDITIONS AND RULES FOR USE:

- A. Appropriate Use - The use of district technology, including the internet connection, is considered a privilege, not a right. All use of the district technology must be in support of the mission and educational goals of the District. Any use that does not fall into this definition may be considered as potential misuse of district technology. The School District of Washington will not be responsible for any unauthorized charges or fees resulting from access to the Internet. Misuse of district technology includes but is not limited to the following:

- placement of unlawful, inappropriate or objectionable information or language into the technology system or any component part;
- the improper access of information (Facebook, MySpace, Xango.com, etc);
- the inappropriate deletion, addition or alteration of data or information;
- the deliberate destruction or diminishment in value or effectiveness of any technology system or information;
- the use of district technology for personal or private business or for personal financial gain;
- any malicious attempt to harm or destroy data, software or hardware;
- the communication of hate mail, harassment, or inflammatory or offensive speech;
- sharing students' passwords with anyone;
- subscribing to inappropriate news groups;
- any activity posing potential risk to anyone;
- revealing anyone's home address or telephone number;
- activities that would violate the School District of Washington policies;
- failure to report security problems;
- deliberate connection with lewd or lascivious web sites;
- any other inappropriate use or misuse of the account.

Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network. Users may not leave their workstation for more than five (5) minutes unless room is locked. If users have any questions concerning appropriate use, they are expected to contact the classroom teacher or District Technology Coordinator.

- B. Before students are assigned an internet account at the school, they must sign an agreement to abide by all established use guidelines and have their parent/guardian sign the agreement as well. The internet accounts may be used for educational and research purposes only, consistent with the educational objectives of the District. Misuse of the accounts will be considered endangering District property and may result in the loss of privileges and school disciplinary action, including suspension or expulsion. Separate legal action may also be taken against students and staff who violate guidelines, when appropriate. Violations that may lead to revocation of use or other penalties are listed in Section A and in the signed agreement.

Classroom teachers, and the District Technology Coordinator, are responsible for overseeing student internet accounts and shall report any misuse to the Administrator. Staff internet accounts shall be monitored by the Administrator with assistance from the Technology Coordinator as deemed appropriate. Specifically,

1. Accounts, including E-mail, will be monitored to see they are being used in accordance with Board policy and established guidelines.
 2. Accounts will be monitored to determine inappropriate use of the Internet.
- C. Electronic Mail - Students at Washington Island School will not be issued individual electronic mail accounts, but will have access to e-mail through teacher and classroom accounts. High school students may be issued individual accounts at the written request of a supervising teacher and for a specific time period to support projects or activities. Employees and students should not consider e-mail as private.
- D. Consequences for Improper Use: Inappropriate use of district technology results in the loss of technology use, disciplinary action and/or referral to legal authorities. Users may lose independent use privileges.

All consequences for students are subject to review by the District Technology Committee, but shall not include student committee members or Board Members. All consequences for employees shall be reviewed and issued by the School Board. Persons wishing to appeal decisions related to technology network privileges may do so as follows:

Step 1: May appeal the decision in writing to the District Administrator, provided the appeal is received within five (5) working/school days from the first day of the ineligibility.

Step 2: The District Administrator, within five (5) working days of the receipt of such written appeal, shall respond in writing affirming, modifying or dissolving the Technology Committee action in regards to a student, and shall forward employee appeals to the School Board.

Step 3: The student user (or parent/guardian in the case of a student) may appeal the District Administrator's decision in writing to the School Board, provided the appeal is submitted to the District Administrator within five (5) working days of step 2 notification. The District Administrator will develop the appeals proceedings with the School Board. All decisions made by the School Board are final.

Consequences:

- **First Offense:** Loss of Internet/Network access for up to nine (9) weeks of school.
- **Second Offense:** Loss of Internet/Network access for up to eighteen (18) weeks of school.
- **Third Offense:** Permanent Suspension of Internet/Network Access for the remainder of the school year.

3. CARE AND CUSTODY OF TECHNOLOGY

It is the responsibility of each user to provide for the reasonable care of district technology in that individual's possession or while being used by that individual. Individuals who do not have the skills to use the district technology or any part of that technology are responsible for participating in training or professional development provided by the District. Users must report any serious problems regarding technology use to designated school personnel within 24 hours.

4. TECHNOLOGY ETIQUETTE

Technology etiquette is expected and required of all users and is explained in district training sessions.

5. RESPONSIBILITY FOR INFORMATION OBTAINED OR LOST

The District is not responsible for the accuracy or quality of information obtained through its technology services. The District also is not responsible for damages the user suffers, including loss of data resulting from delays, or service interruptions. Use of any information obtained via district technology is at the user's risk.

6. SECURITY

When a technology use account is established, the School District notifies the user of his/her log-on name and user password. Users are expected to protect their passwords to ensure system security, their own privileges and ability to continue to use the system. Users may not allow others to use their password, may not log-on to any network as a system administrator, and may not send or use personal information over the Internet such as name, phone number, address or password. Subscriptions to news groups and lists must have prior approval from the Administrator. The classroom teacher or Technology Coordinator must be notified of security problems. Any user identified as a security risk or having a history of problems with other computer systems may be denied use.

Users may be required to log all connections they make while on-line with the internet. The type of connection must be identified and all student file transfers must be approved. Each user is responsible for keeping a log of all contacts made on the network. The full internet address of correspondents on the network must be included in this log. The School District reserves the right to view any material stored on network files or other technologies to which users have access. Inappropriate materials are forwarded to the District Technology Committee for review and possible sanction. The user waives any right of privacy that he/she may otherwise have in and to such material.

7. SUPERVISION

The staff member **must** be in the room at all times and is responsible for monitoring the correct student use of the internet. Internet and other online services used are restricted to computers whose monitors are in clear view of the supervising staff member(s).

8. PERSONAL LAPTOP USE

Students bringing personal laptops to school must follow all rules and procedures for computer use established by the District. The District shall not be responsible for any damage or theft of personal laptops.

9. INSTRUCTIONAL USE OF THE INTERNET

Students of Washington Island School will follow a structured approach to gaining skills which will allow them to become independent, responsible users of the internet and district network. This approach addresses Internet use based on an age- and topic-appropriate standpoint.

Adopted:	June 26, 1997
Readopted:	November 18, 1998
Readopted:	August 23, 2001
Revised:	November 24, 2009

Dear Parent/Guardian:

We are pleased to offer students of the School District of Washington access to the internet. To gain access to the internet, all students must obtain parental permission and must sign and return the User Agreement and Parent/Guardian Permission to the District Administrator.

Rights and Responsibilities

Students have the right:

- To have access to the district network and Internet services for educational purposes.
- To use a classroom e-mail account for instructional purposes.

Parents have the right:

- To approve or deny their child's independent internet access.
- To be notified of any violations of the Acceptable Use Policy made by their child.

The district has the right:

- To determine what constitutes appropriate use of the Internet and district network.
- To close an account at any time.
- To determine all policies, rules, and regulations for Internet and e-mail use.
- To establish the procedure for disciplinary action for misuse of the Internet, e-mail or district network.

Students have the responsibility:

- To use the Internet and district network as a class-related educational resource.
- To keep software of any kind from entering the school via the Internet unless special permission is granted by the Technology Coordinators or Administration.
- To report all violations of the Acceptable Use Policy to teachers and/or administration.
- To observe all copyright stipulations when using information from the Internet.
- To be fully aware of all rules and regulations governing the use of the Internet and district network.

Parents have the responsibility:

- To be fully aware of all rules and regulations governing the use of the Internet and district network.
- To report violations of the Acceptable Use Policy to teachers and/or administration.

The district has the responsibility:

- To develop an acceptable use policy for students' Internet and district network access.
- To inform teachers, students, and parents of the contents of the most current policy regarding use of the Internet and district network at Washington Island School.
- To maintain the integrity of the district's e-mail service.
- To provide training to teach proper techniques and standards for participation and safety when using the Internet and district network.
- To monitor Internet usage through electronic logging.
- To establish a procedure for handling complaints by students, faculty, or community.
- To provide alternative assignments for students denied access to the Internet or district network.
- To observe all copyright stipulations when using information from the Internet or when creating web pages that contain copyrighted material.

Student Permission - Internet and District Network Acceptable Use Agreement

Annual Notification

Grades K-4

1. I will use a computer only with permission from my teacher or another adult who works at my school.
2. I will use a computer only for the reason(s) given by my teacher (no games or no e-mail)
3. If I break a computer, my parent(s) may have to pay for its repair.
4. I will not unplug any wires from the computer or try to connect anything to the computer.
5. I will not add any software to the computer or do anything to the computer that will make it stop working (crash).
6. While using the computer, I will be polite and use good language when communicating with others.
7. I will tell my teacher and my parent(s) if I receive any message that makes me feel uncomfortable.
8. While using the computer, I will not type into the computer any information about me, like my full name, my home address, my telephone number, my parent(s) name, where I attend school, where my parent(s) work, or other information about my family.
9. I will not order anything while I use a computer at school.
10. While using the Internet, I will work with my teacher to determine whether the information I am reading is real or “just a story.”
11. A teacher or staff member must be in the room when I am on the Internet.
12. Use of the Internet and network is a privilege, not a right. If I misuse this privilege I will lose it. If I misuse this privilege, the consequences are:
 - First Offense: No Internet/network for up to nine (9) weeks of school
 - Second Offense: No Internet/network for up to eighteen (18) weeks of school
 - Third Offense: Permanent loss of internet/network privileges

Student's Signature

*Date*__ _____

Parents: I understand that the above statements are a “child friendly” summary of School District of Washington Information Network Acceptable Use Policy as approved by the Board of Education. The full agreement is available in the school office. I have read the above statements, understand them, and grant permission for my student to use the Internet and District Network.

Parent Signature

Date

Initial the following boxes to indicate your permission:

I grant permission for my student's work to be published on the school district's web page.

I grant permission for my student's picture to be published on the school district's web page. I further understand that no names will be printed with the photos.

**Student Permission - Internet and District Network Acceptable Use Agreement
Annual Notification
Grades 5 –12**

Use of the Internet and District Network is for school-related projects and to promote resource sharing, innovation and communication. This permission does not attempt to state all required behavior by users.

1. I understand that acceptable use of the Internet is for school purposes and must be in compliance with and subject to discipline codes, state law and federal law.
2. I am responsible for my actions while using Internet and District Network. Examples of prohibited behavior are using the Internet and Network for: illegal activity; violation of Copyright law; advertising of any kind; operating a business; using somebody else’s account and password; posting messages that are considered defamatory; abusive, obscene; harassing or illegal. If I am unsure whether my actions are prohibited, I will ask a teacher who will advise me.
3. Politeness and civil behavior are expected.
4. I will not reveal personal information, such as names, personal addresses, or phone numbers for me or anyone else.
5. Because of the nature of the Internet, I understand that the information I receive may not be accurate.
6. I will not download or install any software, plug-ins, music files or the like on school computers without the permission of the Technology Coordinator or administration.
7. I will use the computers, network and Internet for educational and instructional purposes only (as assigned by my teacher). Furthermore, I will not participate in chat rooms, nor will I use the school computers to play games, enroll in list-serves or the like.
8. I will not access e-mail accounts of any nature, unless specifically required to use the classroom account for an assignment from my teacher.
9. I will not purposely create, store or spread viruses on school district equipment.
10. I will not connect my own personal computing device to the school’s network.
11. I will not allow others to use my student account (logon ID and password); I will not use the student accounts of others.
12. I will repay the district for any charges or damage that I do to the computers or network equipment.
13. I will notify a teacher if I notice any security problems with school computers.
14. I will not order any item through the Internet either charged to the school or my parent’s address.
15. I understand that the district may monitor my use of computers and my use of the Internet.
16. I understand that I am not permitted to access the internet when there is no staff member present in the room.
17. Use of the Internet and District Network is a privilege, not a right. If I misuse this privilege I will lose it and the following consequences apply:
 - First Offense: Loss of Internet/Network access for up to nine (9) weeks of school.
 - Second Offense: Loss of Internet/Network access for up to eighteen (18) weeks of school.
 - Thirds Offense: Permanent Suspension of Internet/Network Access for the remainder of the year.

I understand that violation of this agreement could result in revocation of privileges, discipline according to school’s code of conduct, or referral to law enforcement authorities.

Student’s Signature

Date__

Parents: I understand that the above statements are a summary of School District of Washington Information Network Acceptable Use Policy as approved by the Board of Education. The full agreement is available in the school office. I have read the above statements, understand them, and grant permission for my student to use the Internet and District Network.

Parent Signature

Date

Initial the following boxes to indicate your permission:

I grant permission for my student’s work to be published on the school district’s web page.

I grant permission for my student’s picture to be published on the school district’s web page. I further understand that no names will be printed with the photos.

**Staff Internet and District Network Acceptable Use Agreement
Annual Notification**

Use of the Internet and District Network is for school-related projects and to promote resource sharing, innovation and communication. This Agreement does not attempt to state all required behavior by users.

Use of computers in the School District of Washington is a privilege, not a right. The smooth operation and maintenance of the computer system(s) relies on users adhering to established guidelines. Therefore, by signing the attached, binding agreement, users acknowledge that they have read the terms and conditions of acceptable use outlined in the attached Acceptable Use Policy and understand the inherent responsibilities.

By signing this Acceptable Use Policy Agreement, staff agrees to abide by the restrictions outlined in this policy.

I have read and understand the terms of the School District of Washington's Acceptable Use Policy and agree to be bound by these terms. I understand that violation of this agreement could result in revocation of privileges, discipline according to the school's code of conduct, or referral to enforcement authorities.

Staff Signature

Date

Initial the following boxes to indicate your permission:

I grant permission for my work to be published on the school district's web page.

I grant permission for my picture to be published on the school district's web page. I further understand that no names will be printed with the photos.