

TECHNOLOGY ACCEPTABLE USE POLICY

This policy is intended to provide students, staff and citizens with parameters for acceptable and legal use of computers, hardware, and software accessed within the District, as well as telecommunications equipment, and phone or network lines that are owned or leased by the District. The District recognizes that educational technology is a valued resource for students and teachers in the implementation of the District curriculum. The District believes that all students should have access to and learn about educational technologies. The District is committed to providing the appropriate hardware, software, staff development and support to make this possible. The successful utilization of these technologies requires the responsibility of each staff member and student to use these tools for the express purpose of learning within the context of District curricula.

Students, staff and citizens in the School District of Waukesha who have access to district technology at schools must use it in accordance with established guidelines. Personal technologies (items brought into school by students or staff) must be used within the established acceptable use guidelines and in accordance with Policy #5131G – Guidelines to Student Rights and Responsibilities and Policy #4515 – Employee Use of Electronic Communication Devices. The use of the equipment or software, including Internet usage for any reason, shall be only for legitimate educational purposes including school work, assignments, research, lesson preparation or completion, peer communications, career or college and technical school searches or job searches, and or other information gathering or sharing as it relates to education or the person's job responsibilities. Uses for personal financial gain, entertainment, recreational or purely personal uses are not authorized. Students or staff using these resources for purposes not clearly articulated in this policy or guidelines are required to request and receive written permission from a teacher or job supervisor. All uses shall conform to copyright laws. The ethical, legal and appropriate use of these resources will be taught to all students in the district's curriculum.

In order to ensure proper use of the Internet for educational purposes, staff shall exercise appropriate and consistent supervision of all students using Internet resources in the schools. Such supervision shall include: 1) specific bookmark lists age-appropriate search engines, and electronic resources for children at the elementary and middle school level, and 2) both bookmark lists, electronic resources and pre-planned student research requests appropriate to assignments, as well as random and periodic checks of recently viewed web sites by using history lists at the high school level.

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 all district facilities 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.

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In addition, the district will also make best efforts to prevent unauthorized access to its system and files including “hacking,” and unauthorized disclosure, use, or dissemination of personal identification information of minors. The district acknowledges that no blocking or filtering mechanism is capable of stopping all inappropriate content all of the time. The best filtering system is good staff supervision of student computer use. It is the responsibility of the staff to make best efforts to guide and to monitor students in effective and appropriate use of the district’s computer system including unauthorized disclosure, use, and dissemination of personal identification information regarding minors on the Internet. All users are required to report inappropriate materials or materials that are harmful to minors to staff or principals/administrators.

Use of technology systems is a privilege which may be revoked at the district’s discretion. Users of the technology systems must file an authorization and release form to be granted those user privileges. The superintendent or designee shall develop administrative guidelines and directives as necessary to assist in the interpretation and implementation of this board policy and guidelines.

Use of personal technologies is permitted on school property in accordance with building established rules. Students providing their own equipment acknowledge that his/her choice to use their personal technologies (including hardware, software and Internet access) in a Waukesha school building, on school grounds, or at a school-sponsored activity at any location that in any manner that would otherwise violate this policy or school rules will subject the student to discipline. Such discipline may include confiscation of the student-provided technology, loss of Waukesha computer privileges, and other penalties and disciplinary actions up to and including suspension and expulsion. In addition, those offenses that are violations of local ordinances or state law will be referred to law enforcement.

Reference: Children’s Internet Protection Act (CIPA) and Neighborhood Children’s Internet Protection Act (NCIPA)

Cross Reference: Policy #3300G – Purchasing Guidelines
Policy #4216 – Outside Employment and Conflict of Interest
Policy #4515 – Employee Use of Electronic Communication Devices
Policy #5131G – Guidelines to Student Rights and Responsibilities
Policy #6152 – District Technology Home Use Policy
Policy #6175 – Academic Honesty

Adopted: August 14, 1996

Amended: March 10, 1999
October 10, 2001
May 13, 2009
January 13, 2010
June 8, 2011

Last review date: April 2011

GUIDELINES FOR TECHNOLOGY ACCEPTABLE USE

Technology systems users must be granted authorization access by completion of appropriate district form. The use of technology systems must be in support of education and research and be consistent with the educational objectives of the School District of Waukesha as outlined in School Board policy and curriculum.

GENERAL GUIDELINES

The School District of Waukesha includes the following guidelines for our acceptable use policy. Users are expected to abide by the following:

1. Represent your school and yourself in a positive manner. Do not use profane, obscene, derogatory, threatening or otherwise inappropriate language, symbols or pictures.
2. All electronic data, including e-mail, has no guarantee of privacy. In addition, the District reserves the right to inspect all accounts to ensure they are used in accordance with District policies.
3. Maintain the security of your password. Do not use any user name or password except your own. Do not tamper, harm or destroy data, accounts, systems, networks or hardware of any user, network or school property. Do not attempt to defeat or exploit the security capabilities of any District technology systems or obtain unauthorized access. Attempting to evade, disable, or “crack” passwords and other security provisions or assisting others in doing so is also a violation of this policy. .
4. All activities must be consistent with educational objectives. No illegal use or misuse will be allowed. Transmission of any material in violation of any federal or state regulation is prohibited. Respect copyright and other intellectual-property rights. Damaging information or modifying it without authorization is unethical, a violation of district policies, and may be a felony in Wisconsin. This includes altering data, introducing viruses, or deliberately damaging files.
5. Refrain from any activities which lead to personal or financial gain. Use for political and commercial purposes is also prohibited. Do not use for recreational, entertainment or purely personal purposes unrelated to school work or job responsibilities.
6. Software licensed by the District must only be used in accordance with the applicable license. Other software installed must follow licensing agreements and be in support of the District’s educational objectives.
7. Students who are issued devices by the District which can also be used at home shall abide by the guidelines stated in the District Technology Home Use policy.
8. Use of personal technologies is permitted on school property with the permission of a building administrator or classroom teacher. Students may not use personal devices to compromise the integrity of the instructional or assessment program. Students may not use personal devices in locations where there is an expectation of privacy or when the device distracts others or interferes with the operation of the school.

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9. Students must access the Internet using the District's filtered access.
10. Accept responsibility for your own work, maintaining the integrity of what you create. Keep backup copies of important work.
11. Ask permission or clarification from a teacher or supervisor on any aspect of this policy or guidelines that is unclear to you before using the equipment.

CONSEQUENCES

Inappropriate use of hardware, software or communication technologies may result in a loss of privileges. Offenses may result in suspensions and long-term loss of privileges. Offenses are subject to progressive discipline, up to and including suspension and expulsion, as outlined in Policy #5131G-Guidelines to Student Rights and Responsibilities and employee contracts. In addition, violations may result in financial charges for repair, replacement or services as well as legal action. Appeals may be made to the Superintendent or designee.

Reference: Children's Internet Protection Act (CIPA) and Neighborhood Children's Internet Protection Act (NCIPA)

Cross Reference: #3300G – Guidelines For Purchasing
#4216 – Outside Employment and Conflict of Interest
#4515 – Employee Use of Electronic Communication Devices
#5131G – Guidelines For Student Rights and Responsibilities
#6152 – District Technology Home Use Policy

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