

WITTENBERG-BIRNAMWOOD SCHOOL DISTRICT STUDENT ACCEPTABLE USE POLICY

Intent:

The Wittenberg-Birnamwood School District recognizes the increasing prominence of the Internet and other telecommunications networks for accessing and exchanging information.

The purpose of public education is to prepare students for life and work. In the world of work, students will encounter limited purpose networks. As part of the educational process, students should learn what conduct is appropriate on a limited purpose network versus what is appropriate on a personal account. Staff should use the district's computer network in a way that is consistent with applicable district policies. Whoever uses the Wittenberg-Birnamwood School District computer network and other instructional technology is expected to behave ethically and to comply with District policy and administrative guidelines. The District reserves the right to place restrictions on the materials one may access or post through the network. Individuals are expected to follow the rules set forth in this policy and under local, state, and federal laws with respect to their use of the network. The District further reserves the right to amend these regulations periodically.

The Wittenberg -Birnamwood School District is providing access to the district computer network and the Internet for teachers and students to promote educational excellence in schools through resource sharing, innovation, and communication. Staff members will make every effort to provide students with the understanding and skills needed to use the Internet in ways appropriate to their educational needs and personal safety.

The use of technology as defined under this policy includes, but is not limited to the use of software, audio and video media, computers and hardware peripherals, district network and telecommunications equipment, video and audio equipment owned or leased by the Wittenberg-Birnamwood School District or equipment used to access network resources (remote access to the network, personal devices used on District owned or leased network resources), is subject to the terms of this policy. District technology is to be used to enhance instruction and support learning and will apply to students or employees while on or near school property, in school vehicles, and at school-sponsored activities.

The Wittenberg-Birnamwood School District has revised this policy in accordance with the Children's Internet Protection Act to comply with all federal requirements. The district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites, and in chat rooms, cyber-bullying awareness and response. In addition, this policy addresses general network acceptable use.

Cyber-bullying is the use of Internet technology to inflict emotional harm through repeated and deliberate harassment, threats, and intimidation. Cyber-bullying can consist of making threats; issuing insults and slurs; and other activities that are designed to inflict harm or damage to a person and his or her reputation, life, or even computer system. Technology used can consist of

email, cell phones, chat rooms, blogs, social networking site, and instant messages. Victims of this harassment may include both students and adults.

Cyber-bullying will be treated with the same guidelines of more traditional forms of harassment. While the majority of cyber-bullying may take place off of school grounds, the school administration will investigate forms of cyber-bullying as information about such events arise. Students and parents are asked to report these events directly to school administration. Anonymous reports will not be investigated. Consequences for cyber-bullying may follow district discipline measures for other forms of bullying and harassment.

The Internet is a global network connecting computers and individual users throughout the world. In general, students and teachers will have access to:

- The World Wide Web.
- Information and news from various agencies as well as the opportunity to correspond with scientists or other field-experts from institutions around the world.
- Public domain software, graphics, and other media for school use.
- Storage of school related files.
- Libraries and informational databases.
- Electronic communications with people throughout the world (for class assignments).

Technology / Internet Privileges and Responsibilities

Students:

Students have the right to equity of access to equipment, resources, and assistance to accomplish telecommunications activities within the financial and networking resources of the district. Users are responsible for adhering to district use policies, procedures and guidelines. Use of technology, including the Internet, is a privilege, not a right, which may be revoked at any time for inappropriate conduct.

Parent Notification and Responsibility:

Parents and / or guardians and their child(ren) will be asked to sign an Acceptable Use Policy agreement form to allow access to in-school Internet and district network. Students lacking properly signed Technology Acceptable Use Policy agreement forms will not be allowed to use or view the district network and Internet. Parents may request alternative activities for their child(ren), which do not require Internet access.

The Wittenberg-Birnamwood School District has the capability to monitor use of network resources. Users should not expect that files, data, email, external devices connected to the District network, or any other resources stored on or used to connect to district servers or other hardware will be private or confidential. Users should also be aware that this material may be archived according to State/Federal Regulations.

Internet safety must be exercised at all times by all users. According to the *Children's Internet Protection Act* (CIPA) of 2000, this policy must address:

- Access by minors to inappropriate material on the Internet and World Wide Web
- The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications (i.e. Instant message services, blogs, wiki's, podcasts, IP telephony programs)
- Unauthorized access, including so-called "hacking" and other unlawful activities by minors online
- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors
- Measures designed to restrict minors' access to materials harmful to minors

Wittenberg-Birnamwood School District will make every reasonable effort to block or filter and monitor access to "visual depictions" that are obscene, child pornography, harmful to minors, or that Wittenberg-Birnamwood School District determines is "inappropriate for minors."

Internet filtering will be used to limit access by minors and adults to inappropriate or harmful material on the Internet and World Wide Web.

All users (students and adults) are required to report any sites that contain inappropriate materials or materials harmful to minors including any text, audio segment, video segment, picture, image, graphic image file, or any other visual depiction. This information is to be reported by a student to the supervisor in charge or if a staff member, to the building administrator.

It is the responsibility of all instructors/employees to properly inform students/staff under their charge of this policy and to see that the policy is strictly enforced. Students using the Internet and World Wide Web will be under the direct supervision of the instructor.

Acceptable Uses:

Examples of appropriate conduct include but are not limited to:

1. Use of technology and network in a manner consistent with the mission of the Wittenberg-Birnamwood School District and Board policies and laws.
2. The Wittenberg-Birnamwood School District has established the computer network and other instructional technologies for a "limited educational purpose," which includes classroom activities, career development and teacher-approved self-discovery activities.
3. Use of these resources, including the Internet, must be in support of education and research, and consistent with the educational objectives of the Wittenberg-Birnamwood School District.
4. Users are responsible for the activity recorded to their network accounts and are responsible for notifying the building administrator when they believe a breach of security has occurred
5. Your right to free speech applies to your communication on the Internet. The District Network and all related resources are considered a limited forum, similar to the school newspaper, and therefore the District may lawfully restrict your speech for valid educational reasons.
6. Engage in responsible technology use including Internet access.
7. Users will respect and protect the integrity, availability, and security of all electronic resources.

8. Respect and protect the intellectual property rights of others by not plagiarizing or infringing on copyrights.
9. Relinquish control of computer or technology to district personnel when requested.
10. Properly log off of network before leaving workstations.
11. All other student uses must be approved by the teacher in charge.

Unacceptable Uses:

Examples of inappropriate conduct include but are not limited to:

1. Use of personal or District owned or leased technology, including the Internet for anything but Board approved curriculum-related activities while on or near school property, in school vehicles, and at school-sponsored activities.
2. Use of technology for a commercial, political, or profit making enterprise, except as specifically agreed to with the District.
3. Accessing or distributing inappropriate material (i.e. obscene, abusive, threatening, harassing (religious, sexual, racial), or any material specifically prohibited by federal, state, or local law).
 - i. Send or display offensive messages or pictures, pornography, etc.
 - ii. Use of obscene language
 - iii. Harass, insult or attack others
4. Unacceptable network etiquette
5. Engaging in any type of Cyber-Bullying.
6. Use of the Internet for unlawful or malicious activities
7. Breaching security by sharing and/or using unauthorized passwords or working from network accounts not assigned to you
8. Improper access of information (unauthorized use of Web 2.0 resources such as Blogs, Wiki's, podcasts, IM or other Chats, Multi-User Dimensional or other network intensive games; unauthorized e-mail accounts such as hot mail, aol mail, etc.)
9. Activities that could cause congestion and disruption of networks and systems
10. Attempts to change or disable computer settings or filters or access web sites which bypass District proxy settings.
11. Deliberate destruction or diminishment in value or effectiveness of any technology system
12. Attempt to illegally access, alter, or delete files, data, information, or accounts (other than personal data files)
13. Misrepresentation of oneself; attempting to gain unauthorized access including attempting to log in through another person's account or access another person's files.
14. Use of unauthorized software, hardware, printers, using district technology or printing non-school-related materials using District technology
15. Violation of copyright laws
16. Behavior in violation of district policy or regulations, copyright laws, state statutes, or federal laws
17. Student users will not post personal contact information about themselves or others on the Internet or World Wide Web including: first and last name, address, e-mail address, telephone number, social security number, personal photograph

18. All users will promptly disclose to their teacher or supervisor any network communication they receive that is inappropriate or makes them feel uncomfortable
19. Install or download software, programs or other media on District owned hardware
20. Enter any computer lab, office or classroom to use computers, unless district personnel are physically present to monitor such use.

PENALIES FOR VIOLATIONS OF THE ACCEPTABLE USE POLICY

Consequences of Inappropriate Use:

The network users shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts. Illegal use of the network, intentional deletion or damage to files or data belonging to others, copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution.

Vandalism will result in cancellation of access privileges, assignment of appropriate school related discipline and referral to law enforcement. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data on the network.

Penalties will be assigned at the discretion of the Building Principal. Repeated violations will result in possible loss of independent privileges:

- 1st offense-9 School Weeks
- 2nd offense-18 School Weeks
- 3rd offense-Loss of privileges for time determined by Building Principal.

STUDENT ACCEPTABLE USE POLICY

Use of computers and technology in the Wittenberg-Birnamwood School District is a privilege, not a right. The smooth operation and maintenance of the computers and network depends on users following established guidelines. By signing this agreement, users acknowledge that they have read the terms and conditions of acceptable use outline in the attached Acceptable Use Policy (AUP) and understand the responsibilities. By signing the AUP, students, parent(s) or guardian(s) agree to abide by the restrictions outlined in this policy.

Students will have access to the Internet and District network after this agreement is returned with the signatures of both the student user and the parent/guardian.

Student Name (Print)

Graduation Year

Student Signature

Today's Date

I have read and understand the provisions of the Acceptable Use Policy of the Wittenberg-Birnamwood School District. I also understand that a violation of these rules and expectations will result in a loss of access to the Internet, District network, and possible other disciplinary action on the part of the District. I hereby give permission to issue an account for my children and certify that the information contained on this form is correct.

Parent /Guardian Name (Print)

Date

Parent Guardian Signature

(Please return the signed form to the school office)

Adopted: 1-20-2000
Revised: 3-5-2002
Revised: 7-30-2007
Revised: 9-27-2010