

ACCEPTABLE USE OF TECHNOLOGY

A. Guidelines for Users

Users of technology will act with honesty, integrity, and respect for the rights of others. Users will seek to help others to behave in a similar fashion. Users will utilize district technology and its related systems to fulfill respective responsibilities. All use shall be in accordance with all district policies and rules and all applicable laws. Access to technology is a privilege and not a right. Unacceptable uses of technology and its related systems will result in appropriate disciplinary actions. Violations of these procedures or rules will result in appropriate disciplinary action up to and including written reprimand, suspension without pay, or possible discharge.

B. Goal

To provide access to technology systems in the School District of West Salem so that users are allowed to:

1. access district and global resources,
2. enter into partnerships to enhance educational options,
3. broaden research capabilities,
4. broaden problem-solving and decision-making abilities,
5. develop higher level thinking skills, and
6. gain employability skills

C. Definition of Technology

Technology includes but is not limited to the following:

1. computer hardware and software
2. computer printers and peripherals (any item used for voice/data communications connected to the district network,
3. network servers and software
4. Internet, e-mail, telephone systems and other means of interaction via technology other equipment and materials.

D. Procedures

The School District of West Salem provides technology for users. This document governs the acceptable uses of district technology and related systems.

1. Purpose
  - a. Technology and its related systems have been established for educational and communication purposes.

- b. The School District of West Salem has the right to place restrictions on the material that is accessed or posted through the system.
- c. Users are expected to follow the procedures set forth in applicable laws, district policies and procedures, and district handbooks.

2. Management of Technology Use

a. Legal Issues

- 1. All district policies and procedures apply to the use of technology and systems, including those regarding harassment.
- 2. Any use of technology and related system for illegal activity is prohibited.
- 3. The use of technology and related systems to access and/or distribute objectionable and/or obscene material to promote inappropriate activity is prohibited.
- 4. The illegal installation of copyrighted materials for use on District computers and file server is prohibited.
- 5. Users should be aware that use of the Internet/or e-mail is not private. Systems operators will have access to all user accounts including e-mail. Messages relating to or in support of illegal activities will be reported to the proper authorities.

b. Access Issues

- 1. All users of the School District of West Salem technology and related systems will be granted free and equal access corresponding to their needs.
- 2. Access to technology and related system is a privilege, not a right. This privilege shall be revoked at any time for use that is not consistent with the district's policies.
- 3. Access to the Internet is provided according to CIPA (Children's Internet Protection Act) guidelines throughout the district.

c. Appropriate Use

- 1. Technology is for educational and communication uses.
- 2. At no time may a user's ID or Passwords be shared.

3. Technology accounts are to be used only by authorized users who may not misrepresent themselves as other network users.
4. The Building Principal will administer this policy.
5. Tampering with the district's technology systems is prohibited.
6. The Director of Technology will determine whether specific uses of its technology and related systems are consistent with the Acceptable Use Policy or Procedures. The district logs all technology uses and monitor fileserver space utilization by users.
7. Every effort will be made to use technology protection measures to block or filter Internet, and other forms of electronic communications that are capable of accessing inappropriate information.
8. Every effort will be made to prevent unauthorized disclosure use and dissemination of personal identification information regarding minors.
9. Student internet and access records will be treated as student confidential records.
10. Employees and students will be instructed on the appropriate use of the internet.

d. Access to the Technology Systems

1. All users will be assigned a user login and unique password to access the district's network.
2. Students will have Internet access unless parents request in writing that students will be denied access
3. E-mail accounts will be given for educational and employment purposes to all district personnel and to students when appropriate.
4. All students and employees will annually sign an acknowledgement form stating they have read and understand the Acceptable Use Policy (AUP) and regulations, that they will comply with the policy and regulations, and understand the consequences for violations of the policy or regulations.

- e. Technology System and Internet Access
  - 1. Students will follow a structured approach to gaining the skills that will allow them to become independent, responsible users of the Internet.
  - 2. The parent/guardian of a minor student can withdraw approval for use by his or her student at any time. The district may revoke a student's privileges, if district policies or procedures have not been followed.
  
- f. Software Use Policy Statement
  - 1. All software installed on computers owned by the School District of West Salem must be legally licensed and the property of the School District of West Salem with the following exceptions: Staff members may install all licensed software including demo and shareware on the School District computers with permission from the Technology Director. The Computer Network Technician or his designee must remove shareware and demo software from all computers at the end of the evaluation period.
    - (a) Software may be used by an outside organization on a temporary basis with proper documentation of licensing and approval of the administration and the Computer Network Technician.
    - (b) Staff members may have personal software to support peripherals installed on their school-issued electronic device in accordance with licensing agreement by manufacturer and will retain ownership of the peripheral software and peripheral (digital cameras etc.). The district is not responsible for maintenance or supplies related to privately owned peripherals.
  
- g. Limitation of Liability
  - 1. The District makes no guarantee that the functions or the services provided by or through technology and its related system will be error-free or without defect.

2. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service.
3. The district is not responsible for the accuracy or quality of the information obtained through or stored on the technology and its related system.
4. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

E. Guidelines for staff

Faculty and other adult supervisors have the responsibility for making the educational goal(s) clearly understood by the student. In addition, it is the responsibility of the faculty or adult supervisors to monitor student use and to inform the student of his/her responsibilities when using district technology and its related systems, for insuring that all users are trained in the proper etiquette for technology use, and for enforcing district policy and procedures.

Communication over the network is often public in nature; therefore, general rules and standards for professional behavior and communications will apply. Staff shall be expected to reply to communications in a timely manner.

In addition to the professional code of ethics (Wisc. Statute 19.41), the following actions or behaviors are NOT permitted when using district technology and its related systems:

1. Engaging in practices that threaten the network
2. Copying and duplicating software that violates copyright laws.
3. Employing the network for commercial purposes.
4. Violating regulations prescribed by the network provider.
5. Sharing login and password with anyone.

Inappropriate behaviors will be reported to the users principal/supervisor/superintendent who will take appropriate disciplinary action. Violations may result in a loss of access and/or other disciplinary action. When applicable, law enforcement agencies shall be involved.

Legal References:

Wisconsin Statutes

118.13 Pupil Discrimination Prohibited  
120.13(1) Suspension, Expulsion  
121.02(1)(h) School District Standards - Instructional  
Materials  
121.02(1)(k) School District Standards - Curriculum Plan  
943.70 Computer Crimes

REFERENCE: West Salem Employees Handbook

Wisconsin Administrative Code

8.01(2)(k) School Standards - Curriculum Plan  
PI 9.03(1) Non-discrimination Standards, Rules of Behavior

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