

SCHOOL DISTRICT OF KEWASKUM
Administrative Rules

INSTRUCTION

Series 300

Internet Access and Network Use Procedures

363.2-Rule

I. Computer and Network Use:

The District provides access to the District's network and Internet to further enhance the educational goals and objectives of the District. It also provides opportunities for professional development among staff, and promotes learning through innovation and communication. Access to these facilities is available in all District schools.

The following standards will help to ensure the safe, efficient use of District computer systems:

- A student may use only the part of the computer and network system for which he/she has authorization from a teacher(s) to use. Students may not give or receive permission from another student to go into his/her files or into other areas of the computer files. Accessing unauthorized areas of the computer system is a violation of the computer network use rules and will result in consequences, even if no damage has occurred.
- The general rules of good behavior apply to the use of the computer(s) and network systems, such as not using inappropriate language, not harassing/bullying others, etc.
- All computer users must obey copyright laws. They are expected to acknowledge other people's work when it is used and will only use programs which have been legally obtained. Computers or computer systems may not be used to violate other laws.
- Any user who causes damage to any computer system will be held liable for repair or replacement.
- Users will not reveal their password to others.
- Use of local hard drive or network storage for non-educational material is prohibited.
- No food or drink is allowed in areas with computers or other electronic equipment.
- All personal computers (PCs) must be logged off when left unattended.
- All computer equipment, software, and information contained on the network are property of the District. Users may not bring in hardware or software from home without the consent of the Technology Director.
- No computer user may use the District's computing facilities to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user or the user's data.
- No computer user may use the District's computing facilities to access or attempt to access stored materials or data that are not appropriate for their position, or are outside the scope of their education or employment duties.
- Computer network system users must have the appropriate Internet access and use acknowledgement and/or consent form on file with the District. Signatures are required as follows:
 - Elementary Students: Parents sign for 4K and all new 4K-5 students. The consent stays in effect through grade 5.
 - Sixth Grade and all new 6-8 students: Parents and students sign. The consent stays in effect through grade 8.
 - Ninth Grade and all new 9-12 students: Parents and students sign. The consent stays in effect until graduation.
 - All staff upon employment.
- Refusing to sign the form will prohibit network system access to any user.

II. Electronic Mail

Individual District electronic mail (email) accounts will be assigned to each District employee. No District email accounts will be assigned to students. Students may only use third-party email as part of curricular-based classroom activities under staff supervision. Email will be used for internal District business, instructional purposes, collaboration with fellow students and peers, and other activities directly related to a user's education or employment. Employees and students should keep in mind that email is a written form of communication, just like a paper letter. The same level of discretion and forethought should be taken before a message is sent, including checking it for completeness, accuracy and grammar.

Unacceptable Uses of Email:

- Propagating chain letters, advertising, jokes, gambling, personal files, images, or any other materials not directly related to education.
- Subscribing to non-work related automated email services (jokes, horoscopes, sports, weather, shopping, etc.)
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, bullying, insulting or attacking others
- Transferring executable files (games, screen savers, sound files, etc.)
- Using the email system for any purpose that has no educational value

The building principal or designee shall have discretion to deal with violations of Board policy and these rules. Misuse of District email may result in disciplinary action, including loss of email and/or network privileges. If the misuse constitutes a criminal offense, appropriate legal action may also be taken.

III. Internet

The District uses independently supplied facilities to identify and block Internet content that is not consistent with the educational and professional development goals of the District. The District acknowledges that no blocking or filtering mechanism is capable of blocking all inappropriate content at all times. If any computer user finds that they are connected to a site that contains any of the material as listed below, they are expected to disconnect from that site immediately, and inform the teacher or supervisor of the incident.

Unacceptable Uses of the Internet:

- Using inappropriate language (This includes, but is not limited to swearing, using obscene, profane, inflammatory, threatening or abusive language)
- Using the Internet to view pornographic material
- Using the Internet for illegal activity
- Using the Internet for personal, political, financial or commercial gain
- Plagiarizing works found on the Internet
- Using instant messaging or chat rooms
- Using the Internet for any purpose that has no educational value
- The network firewall is programmed to block access to, among others, popular social networking sites (My Space, Facebook, etc.) for the safety of students.
- The use of wikis, blogs, forums and other Web 2.0 tools will be allowed only in controlled, teacher supervised settings, and for valid instructional purposes. All other use is prohibited.

The District's goal in creating the above standards is to affirmatively set forth content standards for users to remember when accessing these resources on their own. The District will fully cooperate with requests from law enforcement and regulatory agencies for information on individuals' computing activities.

IV. District Web Site

The District has established a web site and web pages that present information about the District. Materials linked to District web pages reflect an individual's beliefs, interests and activities. Such web pages do not, in any way, represent individual schools or the School District of Kewaskum, nor are they endorsed or sanctioned by the individual school or the District. Concern about the content of any page(s) created by students or staff should be directed to the building principal of that school, the District Technology Coordinator, or the District Administrator.

1. The District web page shall be developed and controlled under the supervision of staff designated by the district administrator and/or building principals. All web pages, created either by an employee or student, must be approved by the Webmaster prior to being posted on the District web site.
2. District web pages shall be maintained and updated on a regular basis.
3. District web pages shall not contain information that is inappropriate, obscene, racist, sexist, inflammatory, abusive or that violates copyright laws.

Staff members are encouraged to utilize district web pages to provide information to the public about school events, curriculum, programs, staff vacancies, budget, policies and staff/student accomplishments. However, District web pages are not to be used for personal purposes and may not contain links to personal web pages that promote a political cause or for-profit enterprise, or are not specifically related to education.

V. Monitoring and Privacy

The District has software and equipment in place to monitor usage on its network systems. No District student or employee should have any expectation of privacy of any email message, file, note or any other data stored on or transmitted or received through any District computing facility. The District may periodically review usage information to assure that the District's computing resources are devoted to maintaining the highest standards of educational benefit and employee productivity.

VI. Disciplinary Procedures for Computer/Internet Use Violations

Student Violations: Students who violate the District's computer/internet use policy and rules shall be subject to the following disciplinary actions:

- Restricted network access
- A grade of "F" in a term grade
- Loss of computer privileges
- Suspension or expulsion
- Criminal prosecution under appropriate state and federal laws

Employee Violations: Employees who violate the District's computer/internet use policy and rules shall be subject to the following:

- Disciplinary action up to and including termination of employment
- Criminal prosecution under appropriate state and federal laws

Citizen Violations: Citizens who violate the District's computer/internet use policy and rules shall be subject to the following:

- Loss of computer privileges
- Criminal prosecution under appropriate state and federal laws

Please Note: The guidelines set forth in these procedures will be evaluated and updated as needed in response to the changing nature of technology and its application in the Kewaskum School District. The District is released from any and all liability if objectionable items are accessed on the Internet by students, staff or community members.

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