

# School District of Poynette

*Acceptable Use Policy for Technology Resources*

The School District of Poynette recognizes the importance technologies have to support learning and enhance instruction. Various technology tools and internet access are available to students and staff for purposeful and curriculum-related activities. Those resources provide students with a wealth of tools that will foster a deeper understanding of the curricula as well as assisting teachers in improving instruction and augmenting curricula.

Regrettably, the Internet and other technology tools also provide access to material that has no educational value in the context of the school setting. The Internet may also contain material that is illegal, inappropriate, harmful and objectionable from many points of view. As a district, it is our belief that the educational benefits of the Internet and other technology tools outweigh the drawbacks.

The School District of Poynette supports access by students and staff to technology resources. It is the expectation of the district that all students and staff will use the internet, email, district network and other district technology resources efficiently, safely, responsibly and appropriately. The following terms and conditions have been provided to ensure clear understanding by students, staff and parents of district expectations regarding staff and student use of district technology resources. All users in the district must review these terms and conditions and sign an Acceptable Use Policy (AUP) policy acknowledgement [included at the end of this document] before access will be permitted to district technology resources and the internet. The information in this policy aligns with the guidelines for the Children's Internet Protection Act (CIPA) passed by Congress in December 2000.

#### 1. District User Accounts

Users may be granted an account based on the following conditions:

- a. All users must read\* and agree to the guidelines set forth in the AUP. This agreement becomes formal when the required signatures are on the policy acknowledgement.
- b. For students under the age of 18, the signature of a parent or legal guardian is required on the policy acknowledgement.
- c. Account access will be prohibited until a policy acknowledgement is returned to the district Information Technology Department. Account access includes not only internet access, but all district technology resources, including but not limited to, software and programs on the district network.
- d. Users should not share login or password information with each other.
- e. Passwords should be changed frequently.
- f. Users should always log off of the network prior to leaving the workstation.
- g. Users are not permitted to maintain network accounts upon leaving the district.

\*In the event that the user is unable to read and understand the AUP, a teacher and/or parent/legal guardian will discuss the policy with him/her.

## 2. Acceptable Use for All Users

Use of the Internet and other technological resources must align with the educational objectives of the district and be in relation to a project, assignment or research associated with the user's education or school or work responsibilities. Staff and student internet use, at all times, must be consistent with the terms and conditions of this policy. All users of the district network are expected to abide by the generally accepted rules of network etiquette, which include, but are not limited to, being polite, not being abusive in dealings with others, and using appropriate language at all times (not swearing, using vulgarities or any other language inappropriate for a school setting).

## 3. Staff Use

The School District of Poynette provides staff members with access to technology resources in an effort to allow them to be more efficient, responsive, creative and productive, as well as have information that is timely and necessary to implement their responsibilities as district employees. These resources are not intended for personal use. Staff members must adhere to the following guidelines when using district technology resources:

- a. Staff shall exhibit conduct that is in keeping with their professional or worksite standards.
- b. Staff are expected to reply in a timely manner to parents and others.
- c. Communication over the network is often public in nature, therefore rules and standards for professional behavior and communications will apply.
- d. Staff members should ensure that the following practices occur when working with students and technology resources:
  - i. Appropriate use includes research for class projects and employing technological resources for the completion of classroom assignments and projects which are integrated into the curriculum.
  - ii. Supervise and guide student access to the internet and use of technology tools.
  - iii. Supervise students as they employ technology resources for learning: ensure proper care and handling of equipment, check out of materials and return of all materials.
  - iv. Staff will instruct all students, at all grade levels, on appropriate online behavior and safety, including interacting with others on social networking sites, cyberbullying, website evaluation/validity and other online protective behaviors. This aforementioned instruction should occur at the beginning of the school year, at the first instance of use of the tools and continue to be reinforced at additional lessons throughout the school year.
  - v. Hold students accountable with all procedures and policies for acceptable use.
  - vi. Pre-select and preview sites to ensure age-appropriateness and relevance to course objectives.

## 4. Student Use

The School District of Poynette provides students with access to technology resources in an effort to allow students to be more efficient, responsive, creative and productive as well as have information that is timely and necessary to implement their responsibilities as a student. The resources provided are not intended for personal use; only school-related activities and assignments. Student users must adhere to the following guidelines:

- a. Students at the *elementary level* may only have access to the district network and the Internet under direct teacher guidance and supervision and with the return of the signed policy acknowledgement.
- b. Students at the *middle and high school level* may have access to the district network and the Internet only after returning the signed policy acknowledgement.
- c. If a student reaches an inappropriate site he/she should:

- i. Immediately turn off the monitor (leaving the computer on).
- ii. Contact the teacher/supervisor.
- iii. Complete and sign an Inappropriate Site Form.
- iv. Failure to complete any or all of these steps in a timely manner may result in disciplinary action.

5. Unauthorized Activities

All users must employ technology in conformity with laws of the United States and the state of Wisconsin. Users are prohibited from engaging in unauthorized activities, which include, but are not limited to:

- a. Criminal Acts: These include but are not limited to, hacking (attempting to access computer systems without authorization), sending harassing email, texts, messages, cyberbullying, cyberstalking, viewing or sending pornographic material, vandalism and tampering with computer systems.
- b. Libel: Publicly defaming people through published materials online.
- c. Copyright Violations: Copying, selling or distributing copyrighted materials without the express written consent of the author or publisher.

6. Privacy

All School District of Poynette user accounts are owned by the School District of Poynette, and therefore, are **not private**. Users shall have no expectation of privacy when using district technology resources. All messages and files created, sent, received or stored using district technology resources are the property of the District. The district retains the right to review, audit, intercept, access and disclose, as appropriate, all messages and files created, received, or sent over the electronic communication systems.

7. System Security

System administrators may close an account, deny, revoke or suspend specific user access. Messages relating to or in support of illegal activities may be reported to the authorities. Users must notify a staff member or the system administrator immediately if they can identify a security problem with the district's computers, network, or Internet connection. The problem should not be demonstrated to others. Users may not utilize the Internet to discuss or circulate information related to security problems or the attainment of unauthorized access to sites, servers, etc.

The District employs filtering software for web access that blocks access to sites that may be considered objectionable or inappropriate.

8. Consequences for Violations

Inappropriate use of the network or Internet may result in the loss of privileges, disciplinary action and/or referral to legal authorities-dependent on the nature of the offense. If a user (including both students and district staff) violates the terms and conditions of this policy the following consequences may apply:

- a. Temporary suspension or permanent revocation of Internet access, network privileges and/or computer access.
- b. Payment for damages or repairs.
- c. Disciplinary action in accordance with appropriate district policies which may include, but is not limited to, school suspension, expulsion, or termination of employment.

There may be additional disciplinary actions depending on the situation and nature of the violation. Penalties will be administered based on the severity and frequency of the offense.

School District of Poynette  
Acceptable Use Policy for Technology Resources  
Elementary Student User Policy Acknowledgement

*Please read the following information carefully before signing this document. Use of technology resources is a privilege, not a right. As we continue to promote the responsible use of this privilege, we are encouraging parents/guardians to discuss the content of this policy acknowledgement and the Acceptable Use Policy with their children. This form represents only the contract of the parent/student and does not outline the policies with which is authorized by signing this policy acknowledgement. The Acceptable Use Policy is available in its entirety on the district website or in print, from any of the district offices, upon request.*

**STUDENT**

I have discussed the Acceptable Use Policy (AUP) and accompanying guidelines with my parent/guardian and my teacher, and understand that I must complete a class before I will be given access to use the Internet. I also understand that I will only be using the Internet when I am with a teacher or other staff member. I promise to use the Internet in a **responsible, decent, ethical, polite, honest, efficient, and legal manner.**

Student Name: (Please Print): \_\_\_\_\_

User Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

**\*\* Both sections must be signed before the designated student will be granted Internet access\*\***

**PARENT or GUARDIAN**

As the parent or guardian of this student, I have read the district's Acceptable Use Policy (AUP) [available on our district's website or in print upon my request] *and* this policy acknowledgement. I am aware that the AUP and all of its terms and conditions are included in this policy acknowledgement. I understand that my child must use district technology in a **responsible, decent, ethical, polite, honest, efficient and legal manner.** I understand that my child's access to the district network, Internet and technology resources is designed for educational purposes. I also understand that the Internet contains inappropriate material and that it is impossible for the School District of Poynette to restrict access to all controversial materials and will not hold the district responsible for materials acquired on the network. I allow my child to use the Internet despite this potential availability. I realize that my child may have the opportunity to disclose personally identifiable information that the district does prohibit but cannot always control. I understand that my child's violation of the district's AUP will result in the temporary or permanent loss of Internet and/or network access as well as other disciplinary action.

**CHOOSE ONE OF THE OPTIONS LISTED BELOW:**

\_\_\_\_\_ Accepting the conditions indicated above, I hereby give my permission for the district to issue my child a network account that provides access to the Internet and the other tools available on the district's network.

\_\_\_\_\_ Accepting the conditions indicated above, I hereby give my permission for the district to issue my child a network account that only provides access to Microsoft Office tools and other software but **I DO NOT want my child to have internet access.**

Parent or Guardian Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please be aware that district policy does forbid unauthorized users to access the Internet. However, the district cannot guarantee that students will not gain unauthorized access through the sharing of passwords and logins. The School District of Poynette is not liable for such unauthorized access.*

School District of Poynette  
**Acceptable Use Policy for Technology Resources**  
**Middle and High School Student Policy Acknowledgement**

*Please read the following information carefully before signing this document. Use of technology resources is a privilege, not a right. As we continue to promote the responsible use of this privilege, we are encouraging parents/guardians to discuss the content of this policy acknowledgement and the Acceptable Use Policy with their children. This form represents only the contract of the parent/student and does not outline the policies with which is authorized by signing this contract. The Acceptable Use Policy is available in its entirety on the district website or in print, from any of the district offices, upon request.*

**STUDENT**

I confirm that I have read the district's **Acceptable Use Policy (AUP)** and accompanying guidelines. I understand the terms and conditions of the AUP and will follow them. I realize that if I violate any part of the AUP I could temporarily or **permanently** lose my right to Internet and/or network access. I realize that, depending on the nature of any offense, I could face further disciplinary action. I agree to report any misuse of the Internet resources to my teacher or system administrator. I also realize that by signing this contract I am agreeing to use the network and Internet in a **responsible, decent, ethical, polite, efficient, and legal** manner.

**Student Name: (Please Print):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**\*\* Both sections must be signed before the designated student will be granted Internet access\*\***

**PARENT or GUARDIAN**

As the parent or guardian of this student, I have read the district's Acceptable Use Policy (AUP) [available on our district's website or in print upon my request] and this policy acknowledgement. I understand that my child must use district technology in a **responsible, decent, ethical, polite, honest, efficient and legal manner**. I understand that my child's access to the district network, Internet and technology resources is designed for educational purposes. I also understand that the Internet contains inappropriate material and that it is impossible for the School District of Poynette to restrict access to all controversial materials and will not hold the district responsible for materials acquired on the network. I allow my child to use the Internet despite this potential availability. I realize that my child may have the opportunity to disclose personally identifiable information that the district does prohibit but cannot always control. I understand that my child's violation of the district's AUP will result in the temporary or permanent loss of Internet and/or network access as well as other disciplinary action.

**CHOOSE ONE OF THE OPTIONS LISTED BELOW:**

\_\_\_\_\_ Accepting the conditions indicated above, I hereby give my permission for the district to issue my child a network account that provides access to the Internet and the other tools available on the district's network.

\_\_\_\_\_ Accepting the conditions indicated above, I hereby give my permission for the district to issue my child a network account that only provides access to Microsoft Office tools and other software but **I DO NOT want my child to have internet access.**

**Parent or Guardian Name (Please Print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please be aware that district policy does forbid unauthorized users to access the Internet. However, the district cannot guarantee that students will not gain unauthorized access through the sharing of passwords and logins. The School District of Poynette is not liable for such unauthorized access.*

**School District of Poynette  
Acceptable Use Policy for Technology Resources  
Staff User Policy Acknowledgement**

*Please read the following information carefully before signing this document. All sections of this contract must be signed by staff member. [The entire policy is available on our district's website or in print upon my request]*

**STAFF:** As a staff member of the School District of Poynette, I have read the district's Acceptable Use Policy (AUP) and this policy acknowledgement. I am aware that the AUP and all of its terms and conditions are included in this contract. I understand that my access to technology resources is designed for educational purposes. I understand that my violation of the district's AUP will result in the temporary or permanent loss of Internet and/or network access, as well as other disciplinary action.

**Name (Please Print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

*School District of Poynette*  
**Copyright and Video Policy  
Staff Acknowledgement**

**STAFF:** As a staff member of the School District of Poynette, I have read the district's Copyright and Video Use policies and guidelines *and* this application/contract. I am aware that the copyright and video use policies and all of their terms and conditions are included in this contract. I understand that my violation of the district's copyright and video use policies is my responsibility and the district will not be held liable for my actions.

**Name (Please Print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

*School District of Poynette*  
**Web Publishing Policy  
Staff Acknowledgement**

**STAFF:** As a staff member of the School District of Poynette, I have read the district's Web Publishing Policy *and* this application/contract. I am aware that the Web Publishing Policy and all of its terms and conditions are included in this contract. I understand that my violation of the district's Web Publishing Policy will result in the temporary or permanent loss of Internet and/or network access as well as other disciplinary action.

**Name (Please Print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

*Inappropriate Website Report Form*

Student: \_\_\_\_\_ Grade Level: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Teacher/Supervisor: \_\_\_\_\_

Where did it happen? (Include Room Number and Computer location):

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What is the name of the internet site?

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List the URL address of the site

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Tell how you got to this site:

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Other notes:

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