

SCHOOL DISTRICT OF WEST DE PERE
USE OF COMPUTER NETWORK AND THE INTERNET

6130

Bylaws and Policies

The School District of West De Pere provides a data and communications network to facilitate communication within the school community and between the community and the global community.

Ready access to information resources inside and outside the school provides academic support and promotes innovation. Access to these resources is a privilege, not a right. Resource sharing and communication both within the school and also with other educational institutions broadens and enriches the learning environment for students and staff.

This policy is established to delineate use of network resources for District administrative and educational purposes. "Educational Purposes" include the use of the computer network system for classroom and professional development activities.

The District encourages staff and students to utilize the internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to live and work in the 21st century.

All users (i.e. teachers, administrators, staff, students and other authorized personnel) and parents/guardians need to understand that even though we have taken precautions to filter the internet content and are providing adult supervision by teachers and/or support staff, there is still the potential for students to access inappropriate material. Our internet filtering cannot be disabled by students or staff. The benefits to students accessing the internet far outweigh disadvantages. Ultimately, parents and guardians are responsible for setting and conveying standards that their children should follow when using media and information resources. Access shall remain in effect through the school year, unless suspended or terminated by the school.

All internet and network users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

The District designates all administrators are responsible for overseeing the implementation and enforcement of this policy and its accompanying guidelines as they apply to the use of the network and the internet for instructional purposes.

The School District of West De Pere complies with CIPA (Children's Internet Protection Act) COPPA (Children's Online Privacy Protection Act), and FERPA (Family Educational Rights and Privacy Act).

SCHOOL DISTRICT OF WEST DE PERE 6130 cont'd
USE OF COMPUTER NETWORK AND THE INTERNET

LEGAL REFERENCE: Wisconsin Statutes, ACT 353

CROSS REFERENCE: 6163- Computer Network and Internet Use
 6163 (R)- Guidelines for Using West De Pere's Computer Network
 and the Internet
 Student/Parent Handbooks
 Staff Handbooks/Agreements

ADOPTED: 1/2/97

REVISED: 6/21/01, 5/19/03, 3/15/06, 10/15/08, 4/15/09, 6/27/2022

SCHOOL DISTRICT OF WEST DE PERE
COMPUTER NETWORK AND INTERNET USE

6131

The Board of Education supports student and staff use of West De Pere's Computer Network and the internet to participate in distance learning activities, to communicate with experts, to communicate with other students and staff and to locate material to meet their educational and informational needs. The District's goal in providing this computer network system is to promote educational excellence in schools by facilitating resource sharing, innovation, communication, and instruction to meet the expectations of Wisconsin's Model Academic Standards and District standards and benchmarks.

Information available via the internet is changing, and it is impossible to predict with certainty what information might be located there. Just as the purchase, availability, and use of media materials does not indicate endorsement of their content by school officials, neither does making electronic information available to students and staff imply endorsement of the content.

School administrators will develop procedures which facilitate use of the internet.

CROSS REFERENCE: 6130- Use of the Computer Network and the Internet
Student/Parent Handbooks
Staff Handbooks

ADOPTED: 1/27/97

REVISED: 6/21/01, 4/15/09

REVIEWED: 5/9/18, 6/27/2022

SCHOOL DISTRICT OF WEST DE PERE **6131 (R)**
GUIDELINES FOR USING WEST DE PERE'S COMPUTER NETWORK AND INTERNET

West De Pere's computer network and internet access are provided for the benefit of students and staff for academic purposes. Users are responsible for their behavior and communications while using District technology. A *Computer Use Acceptance* screen acknowledging adherence to this policy appears on all computers prior to logging on. In addition, all families sign a document acknowledging adherence before being issued a chromebook or being allowed to utilize district technology. The following guidelines have been established so that devices can be used freely, safely, and efficiently:

- a. Respect others.
- b. Use shared resources wisely. Diligent effort must be made to conserve resources. (i.e. frequently delete emails and unused files and turn off unused equipment).
- c. Use language that is appropriate in the school community.
- d. Purchase of products or services online is prohibited unless they are for educational purposes and prior approval is received.
- e. Use of the network for commercial activity, product advertisement, political lobbying, or harassment of students, staff or others is strictly prohibited.

School devices interact with West De Pere's network infrastructure in invisible but carefully designed ways. Therefore:

- a. No alterations should be made to the hard drives of any school devices or servers: don't change administrative settings, add or delete programs, change operating systems; and don't run programs from media (e.g. disks, CD/DVD's, USB drives) without permission of the network system administrators.
- b. The use of *non-educational* sites, including but not limited to, games, internet chats, blogs, wikis, and unmoderated forums is an inappropriate use of computer resources and is not allowed.
- c. It is improper and illegal to copy programs, tamper with hardware, alter files, or enter certain areas of West De Pere's computer network without authorization.
- d. Any and all software or internet subscriptions must be approved for compatibility with West De Pere's computer network before purchasing.
- e. Do not disrupt the use of the network (e.g. downloading or uploading files of any type including, but not limited to, streaming music, video, or applications).
- f. No unauthorized access, including so-called 'hacking' and other unlawful activities.
- g. No unauthorized disclosure, use, and/or dissemination of personal identification regarding minors.
- h. Prohibited activity includes, but is not limited to, access to material deemed "obscene", "child pornography", or "harmful to minors".

SCHOOL DISTRICT OF WEST DE PERE 6131 (R) cont'd
GUIDELINES FOR USING WEST DE PERE'S COMPUTER NETWORK AND INTERNET

- i. Individually assigned devices are to be used by that individual only (staff may not allow students to use staff devices). Users are responsible for damage that may be incurred by another user, as outlined in the device handbook.

Consequences of Misuse: Any user in violation of this policy will be subject to disciplinary action, which may include, but not limited to restitution for any and all damages, loss of device use privileges, suspension, expulsion, and referral to local authorities for further legal action. Any user denied access due to misuse will be responsible for finding alternatives for completing their tasks.

Passwords: Respect the confidentiality of passwords. Do not attempt to log on as anyone else. Users will keep all passwords confidential and not accessible to others. Staff will change passwords regularly as required. Change your password or ask to have your password changed when you think someone else may know it, and notify a teacher or administrator if you suspect passwords are being abused.

Electronic Communication: The same rules of civility for speaking or writing apply. Before you send a message, read it over to be sure it communicates the content and tone you want the receiver to read. Don't send unnecessary messages that waste the receiver's time, and don't use up unnecessary paper printing your messages unless you need them for a class.

- a. The School District of West De Pere pays for staff email accounts, which are provided for you to conduct your work. Limited use of email for personal reasons is acceptable.
- b. District administered student email accounts are provided for students in grades 4-12 and are to be used only for educational related purposes.
- c. Your messages and account-associated content are property of the school district. The District retains the right to review, audit, intercept, access and disclose all messages created, sent, and received over the email system as necessary.
- d. Unacceptable use of the email system would include passing on chain mail, jokes, links to non-educational websites, spam, animations, hoax virus warnings, etc.
- e. Chat room access or direct electronic messaging (including instant messaging) is prohibited unless there is a direct educational purpose and approval is granted by a school system administrator.
- f. The safety and security of minors must be considered when engaged in any of the above.

Privacy: Privacy is valued and respected in the School District of West De Pere and to track internet usage with security software capable of recording any and all sites visited to maintain system integrity and ensure responsible use of the system.

ALL email, internal and external, both sent and received, is recorded on a read-only server accessible for administration purposes.

SCHOOL DISTRICT OF WEST DE PERE 6131 (R) cont'd
GUIDELINES FOR USING WEST DE PERE'S COMPUTER NETWORK AND INTERNET

In order to foster independent thought, creativity, and intellectual development, the school will only examine files when there is reason to suspect any activity or material that violates the school's code of conduct or law. This includes criminal activity; material that is obscene; material that is violent or actively encourages violent behavior; plagiarism or violation of intellectual rights or copyright laws; activity that endangers, demeans, threatens, or libels a person or persons; and material that denigrates people based on gender, race, ethnicity, disability, religious beliefs, or sexual identity.

Software:

- a. The unauthorized installation of software or files is prohibited.
 1. Licensing agreements will be upheld for copyrighted software.
 2. Privately owned software is prohibited.
- b. All software selection, approval, and budgeting must follow established procedures.

Hardware:

- a. Personal hardware, such as printers and monitors, is not acceptable.
- b. All hardware selection, approval, and budgeting must follow established procedures.

Cyber-bullying: The district's computer network and district owned equipment may not be used for the purpose of harassment. All forms of harassment are unacceptable and viewed as a violation of the District's acceptable use policy and procedures.

Cyber-bullying includes; harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email or text messages, digital pictures, or web site postings, including blogs, social networking sites, and any other web tools.

Students and community members; who believe they have been the victims of such misuse of technology, as described in this policy, should print out a copy of the offending material and bring it to the attention of a staff member or principal.

Use of Web Tools: The use of web tools is considered an extension of your classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in any web tools. Students are not permitted to create social media pages that represent school sponsored clubs, sports, events, etc.

Students using any web tools are expected to act safely by keeping ALL personal information out of their posts.

SCHOOL DISTRICT OF WEST DE PERE 6131 (R) cont'd
GUIDELINES FOR USING WEST DE PERE'S COMPUTER NETWORK AND INTERNET

Students using such tools agree to not share their username or password with anyone other than their teachers and parents.

Internet Access: Freedom of access to the wealth of resources available on the internet outweighs the risks of accessing material that is inappropriate. Internet users must accept their responsibility for this freedom of access. Computer and internet usage will be monitored for compliance.

Supervision and Monitoring: It shall be the responsibility of all members of the West De Pere School staff to supervise and monitor usage of the computer network and access to the internet at school in accordance with this policy and the Children's Internet Protection Act. In addition, content filtering will follow a device, even offsite. Procedures for modifying any technology protection measures shall be the responsibility of the Technology Department.

Safety: Parents, students, staff, and administration should be aware that the School District of West De Pere has no control over the content of the information residing on other computers connected with the internet, or control over the identity of individuals having access to the internet. Parents, students, and the adult community are therefore advised that the internet may contain material that is illegal, defamatory, obscene, profane, inaccurate, abusive or threatening, racial or ethnically offensive, or inappropriate. The administration and staff of West De Pere do not condone or permit the use or viewing of such materials, and persons are prohibited from bringing such material into the school environment. The School District of West De Pere will educate about appropriate online behavior, including interacting with other individuals on social networking websites, in chat rooms, and cyber-bullying awareness and response.

Disclaimers:

- a. The school district cannot guarantee network functionality or accuracy of information.
- b. The school district does not guarantee the effectiveness of internet filtering.

Student and Parent/Guardian Responsibilities: All students using the District's computer network or accessing the internet through the District's network must indicate that they and their parent or guardian understand the responsibilities of exercising this access by signing a user agreement, and that failure to follow it may result in loss of their network privileges and possible further disciplinary action.

The Acceptable Use Permission and Release Agreement Form: Students and their parent(s) and guardian(s) must sign during the annual registration process.

The Acceptable Use Permission and Release Agreement Form: Staff/volunteers/substitutes/student teachers must sign annually.

SCHOOL DISTRICT OF WEST DE PERE 6131 (R) cont'd
GUIDELINES FOR USING WEST DE PERE'S COMPUTER NETWORK AND INTERNET

CIPA (Child Information Protection Act) definitions of terms:

TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that blocks or filters internet access to visual depictions that are:

1. **OBSCENE**, AS THE TERM IS DEFINED IN SECTION 1460 OF TITLE 18, United States Code;
2. **CHILD PORNOGRAPHY**, AS THAT TERM IS DEFINED IN SECTION 2256 OF TITLE 18, United States Code; or
3. Harmful to minors

HARMFUL TO MINORS. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms "sexual act" and "sexual contract" have the meanings given such terms in section 2246 of title 18, United States Code.

ADOPTED: 1/2/97

REVISED: 6/21/01, 5/19/03, 3/15/06, 10/15/08, 4/15/09, 7/10/10, 3/20/12, 5/9/18, 6/6/18, 6/27/2022, 6/21/2023

SCHOOL DISTRICT OF WEST DE PERE **6131 (R2)**
DISTRICT EMPLOYEE GUIDELINES FOR USE OF SOCIAL MEDIA AND
ELECTRONIC COMMUNICATION

Philosophy

Social media has created a complex online environment that has blurred the lines between professional and recreational communication. Because this confusion of roles has the potential to produce contradictory messages and identities, the School District of West De Pere advocates a dual-identity social networking strategy for employees interested in social media for professional purposes. A dual-identity social networking strategy clearly distinguishes recreational social media use from professional social media use by creating separate accounts for each purpose.

Therefore, all district-related social networking use must take place on a separate professional account. Likewise, all non-teaching social networking must take place on a separate, recreational social networking account.

Recreational Social Media Account

Definition

A recreational social media account is a profile that is used to network for personal purposes such as keeping in touch with friends creating online photo albums of non-teaching related events, or other personal, social activities. A recreational social media account is not affiliated with the School District of West De Pere in any way.

Employees who use social media for personal purposes shall observe the following principles when communicating through social networking sites:

- Employees may not connect (friend, follow, or subscribe) to current students with their social accounts. However, an employee may communicate with a student using personal social media networks to the extent the employee and student have a family relationship or other type of appropriate relationship which originated outside of the school setting. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, sport or religious organization. In these instances, employees who choose to connect to current students must understand that they are still considered a mandated reporter in this online environment.
- Employees shall not post confidential information about students, employees, or school system business.
- Employees shall not knowingly allow students access to any portions of their personal social networking sites that are not accessible to the general public. For example, any content on a personal social media site that is protected with privacy settings should not be made available to students.
- Employees shall be professional in all internet postings related to or referencing the school system, students, and other employees.
- Employees shall not use the school district's logo or other material of the district as part of a personal social media presence without express written consent from the Board.
- Employees shall not post images of a student or student's family without permission from the student and the student's parent or legal guardian.
- Employees shall not use internet postings to libel or defame the Board, individual Board members, students, or other school employees.

SCHOOL DISTRICT OF WEST DE PERE 6131 (R2) cont'd
DISTRICT EMPLOYEE GUIDELINES FOR USE OF SOCIAL MEDIA AND
ELECTRONIC COMMUNICATION

- Employees shall not use internet postings to harass, bully, or intimidate other employees or students.
- Employees shall not use internet postings to engage in any other conduct that violates Board policy and administrative procedures or state and federal laws.

Professional Social Media Account

Definition

A professional social media account is a profile that is created for the sole purpose of accomplishing teaching-related tasks such as communicating school-related information to parents and students. A professional social media account is a direct extension of the School District of West De Pere, and thus, the professional profile must adhere to all district guidelines for online publications.

Employees who use social media for professional purposes shall observe the following principles when communicating through social networking sites:

- Employees may connect to current students and parents only on a professional media account.
 - Employees who choose to connect to current students must understand that they are still considered a mandated reporter in this online environment.
- All communication between students and parents via the professional social media account shall be directly related to professional, school-related business; a professional social media account is an online extension of a district employee.
- Communication between students and parents needs to be in a medium that can be documented.
 - Documented Communication Tools include, but are not limited to:
 - Wall Posts
 - Discussion Forums
 - Inbox Messages
 - Emails
 - Public Tweets
- Employees may create an account for organizations, clubs, or classes
- All content posted on school-related accounts must adhere to School District of West De Pere guidelines for online publications.

Electronic Communications

All employee members' electronic communications, including but not limited to email and texting, is considered a public record, regardless of its professional or personal nature, and is subject to disclosure as allowed by law. Further, all employee members are bound by mandated reporting requirements at all times.

Social Media Influencer Presence

West De Pere understands that some employees may wish to create social media content that builds a popular following, however content related to the work an employee is doing at school and/or the school building location may not be used for personal gain (e.g., affiliate links, ads, etc).

Legal References: Wisconsin Statute 118.125 Federal FERPA Statute 20 U.S.C. Sec 1232g; 34 CFR Part 99

ADOPTED: 12/20/11

REVISED: 4/18/16, 6/27/2022, 6/21/2023

SCHOOL DISTRICT OF WEST DE PERE
INTERNET USE LETTER TO PARENT OR GUARDIAN

6131 (E1)

[Date]

Dear Parent or Guardian,

Students of the School District of West De Pere have access to a wide variety of information via the internet through the use of devices at school. To gain access to this information, a student must first obtain the permission of a parent/guardian. Permission is granted by the school district when the Acceptable Use Permission and Release Agreement form is signed by the student and the Parent/Guardian and returned to the student's principal.

Using the internet, devices allow access to libraries, databases, bulletin boards, and other users, on a worldwide basis. You should be aware that some of the material (via the internet) may not be considered to be of educational value in the context of the school setting and curricular standards and objectives. It is possible students may find access to information that may be inaccurate, defamatory, offensive, or illegal.

The school district requests parents/guardians to grant permission to the district to provide access to computer software and networks and, in addition, to release the school district from any liability arising from such access.

The school district feels student access to the information, resources, and other students around the world, far exceeds potential disadvantages to the use of computer technology. Parents, guardians, and students are responsible for supporting the proper ethical and legal standards all students must follow which are in accordance with School District of West De Pere policies and school rules and procedures. Please read the attached materials and review them with your child(ren).

The school district requires your signature on the permission and release form before your child will be given access to computer software and networks available through the School District of West De Pere.

Please contact your principal if you have any questions concerning this matter.

Sincerely,

Superintendent

SCHOOL DISTRICT OF WEST DE PERE **6131 (E2)**
STUDENT AND PARENT/GUARDIAN NETWORK/INTERNET
ACCEPTABLE USE PERMISSION AND RELEASE AGREEMENT

Please read and/or discuss the Acceptable Use Policy, and the district device handbook published on the district website, with your student. The use of the computer network, internet and district-owned devices is a **privilege, not a right**; inappropriate use will result in a cancellation of those privileges. School officials may deny, revoke, or suspend access to the computer network and to district-owned devices to those who violate one or more of the terms and conditions. It is important that you understand her/his responsibilities as well. Your signature indicating that you have read and agreed to the guidelines is necessary before an account will be issued.

School:

High School _____ Middle School _____ Intermediate School _____ Westwood _____

Hemlock Creek _____ Phantom Knight _____

Grade: _____

User's Full Name: (please print) _____

I have read or have had read to me, and/or discussed the Acceptable Use Agreement and the district device handbook with my parent/guardian and agree to use the network/Internet in an appropriate and responsible manner. If I violate any of these conditions, I understand that I may lose access to, and use of, devices and/or networks, or even greater consequences such as suspension, expulsion, dismissal, or legal action as outlined in this agreement.

Student Signature: _____ **Date:** _____

I have read and/or discussed the Acceptable Use Agreement with my student and give the school and the School District of West De Pere permission to issue network/internet access to my student.

Also I hereby waive any claims against the District, its officers, agents, and employees arising out of the accessing of material via device by my student or other users while on the premises of, or under instruction of, the School District.

Parent /Guardian Signature: _____ **Date:** _____

* Please contact the school office of attendance if you prefer a paper copy, are unable to access the policy and guidelines on the internet, or have any questions or concerns regarding this form.

APPROVED: 6/98

REVISED: 6/01, 5/03, 4/15/09, 7/21/10, 5/26/2021, 6/27/2022

SCHOOL DISTRICT OF WEST DE PERE **6131 (E3)**
STAFF/VOLUNTEER/SUBSTITUTE TEACHER NETWORK/INTERNET
ACCEPTABLE USE PERMISSION AND RELEASE AGREEMENT

Please read and/or discuss the Acceptable Use Policy, published on the district website: www.wdpsd.com (click on District, then Internet Use Policy), with your supervisor. The use of the computer network and Internet is a **privilege, not a right**; inappropriate use will result in a cancellation of those privileges. School officials may deny, revoke, or suspend access to the computer network to those who violate one or more of the terms and conditions. It is important that you understand these responsibilities. Your signature indicating that you have read and agreed to the guidelines is necessary before an account will be issued.

School:

High School Middle School Intermediate School
 Westwood Hemlock Creek Phantom Knight District Office

Position: _____

User's Full Name: (please print) _____

I have read and/or discussed the Acceptable Use Agreement with my supervisor and agree to use the network/internet in an appropriate and responsible manner. If I violate any of these conditions, I understand that I may lose access to, and use of and/or networks, or even greater consequences such as suspension, dismissal, or legal action as outlined in this agreement.

Signature: _____ **Date:** _____

(Staff/Volunteer/Substitute Teacher/Student Teacher)

ADOPTED: 6/21/01

REVISED: 5/19/03, 4/15/09, 7/21/10, 5/26/21, 6/27/2022