

# ACCEPTABLE, SAFE AND RESPONSIBLE USE OF TECHNOLOGY RESOURCES

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The District Administrator and the Director of Technology shall be jointly responsible for the maintenance and enforcement of rules and procedures concerning the acceptable, safe, and responsible use of District's internet access infrastructure and other technology-related District resources by any person who is authorized to use the District's systems and equipment, including any student, District employee, District official, or other authorized user. To the extent appropriate to various groups of users, and with such additions as the administration deems necessary or appropriate, those rules and procedures shall:

1. Provide notice regarding the District's reservation of ownership, control, and oversight of the District's technology and network equipment and resources. Specifically, to the extent not prohibited by law, and at all times and without further notice:
  - a. Individual users are subject to direct and regular District oversight of, and District access to, any and all data, files, communications, or other material that they create, store, send, delete, receive or display on or over the District's internet connection, network resources, file servers, computers or other equipment;
  - b. All aspects of any individual's use of the District's technology-related equipment and resources, including any online activities that make use of District-provided internet access, are subject to monitoring and tracking by District officials; and
  - c. Except as to any privacy rights that independently exist under state or federal law and that the District lacks authority to restrict or modify, no person who accesses and uses the District's electronic networks and other technology-related equipment and resources does so with an expectation that any privacy right exists that would prevent District officials from (1) monitoring the person's activities; or (2) accessing equipment, data, communications, and other materials as described above.
2. Prohibit the use of the District's technology-related resources by any person who has not been authorized as a user by school officials.
3. Establish rules related to maintaining a safe, appropriate and effective learning environment.
4. Confirm that all District policies prohibiting bullying, harassment, and discrimination apply with full force to an individual's online and other technology-based activities and communications.
5. Address and prohibit the unauthorized collection, disclosure, use and dissemination of personal and personally-identifiable information regarding students and minors, as applicable to technology-based resources.
6. Establish rules related to accessing and using systems, networks, and data appropriately, including rules prohibiting unauthorized access to systems, networks, and data.

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7. Establish rules related to academic integrity.
8. Establish rules related to copyright law, licensing agreements, and related issues
9. Establish rules and procedures related to maintaining and securing district property and resources.
10. Provide direction and processes for the reporting of violations of the policies, rules and procedures that govern the acceptable, safe, and responsible use of the District's technology-related resources.
11. Provide notice to users regarding possible consequences for violations of the policies, rules and procedures that govern the acceptable, safe, and responsible use of the District's technology-related resources, which consequences may include the suspension, restriction or revocation of the privilege of use or access, the imposition of other disciplinary action by the District, and/or referral to law enforcement.
12. Provide a means for documenting each user's receipt and acceptance of the terms and conditions under which they may be authorized to use the District's technology-related resources.

The administration shall take steps to ensure that instruction and training activities and reasonable structural and systemic supports are in place to assist and enforce individual users' compliance with the District's policies, rules, and procedures that govern the acceptable, safe, and responsible use of the District's technology-related resources. Appropriately limiting a user's access rights to be consistent with the individual's role and authority, and running up-to-date anti-virus and other protective software are examples of structural and systemic supports that can facilitate the acceptable, safe, and responsible use of the District's technology-related resources. Ultimately, however, all users remain individually responsible for their own activities and conduct.

## **Additional Provisions Regarding Internet Safety**

Internet access is an essential component of the District's technology program and technology infrastructure for the advancement and promotion of high-quality operations, instruction, and student learning. Internet access provides students and staff with statewide, national and global communications opportunities; rich sources of data, information, and research; as well as a wealth of adaptable instructional tools that build and enhance skills. The ability to appropriately locate, navigate and utilize internet-based resources is itself an essential skill for all students and instructional staff. Further, from an instructional point of view, students need to be capable of critically reviewing and analyzing internet-based resources to determine their accuracy, credibility, and weight as a sound authority on the subject matter that is being addressed.

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However, internet access is neither inherently nor exclusively a beneficial educational resource. Internet access can be used—inadvertently or, in some cases, purposefully—to facilitate inappropriate, harmful, deceptive, and even illegal activities and communications. With all but the most limited approaches to providing access to internet-based resources, and notwithstanding efforts at prevention, there is still a risk that a student may, at some time, be exposed to particular content or participate in particular activities or communications that the District would consider harmful, deceptive, or otherwise inappropriate, or that a parent or guardian may find objectionable.

Consistent with applicable federal laws, the District believes that the best approach to student internet safety involves a combination of technology protection measures, monitoring, and instruction. The district also believes that its comprehensive approach to student internet safety must take into account the differing ages and instructional levels of the students in the District.

It shall be the joint responsibility of the District Administrator and District's Director of Technology, in consultation with such designees as they deem appropriate, to:

1. Ensure that the District systems and equipment that provide with access to the internet make active use of technology protection measures designed to block or filter internet access to visual depictions that are:
  - a. obscene,
  - b. pornographic, or
  - c. As to computers and other devices that may be accessed by students or other minors, otherwise harmful to minors.

In addition to visual depictions, filtering, blocking or other protective technologies may be used to decrease the likelihood that student users of the District systems and equipment might access other materials or communications that are inappropriate for students.

2. Develop and implement procedures that provide for the monitoring of minors', students' and other authorized users' activities when using District-provided equipment or District-provided network access or internet access. Such monitoring may sometimes take the form of direct supervision of students' and minors' online activity by school personnel. To the extent consistent with applicable law, such monitoring may also consist of the use of applications, services, equipment, or other methods by which school personnel can:
  - a. track and review users' internet histories; online communications; other online activities, uploaded, downloaded, saved or deleted data, files, applications, programs or other content; or other online activities;
  - b. track and log network access and use by any person or under any account; or

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- c. monitor fileserver space utilization by district users by, for example, file size, file type, file content, and/or file function.
3. Develop and implement an instructional program that is designed to educate students about acceptable and responsible use of technology and safe and appropriate online behavior, including information about interacting with other individuals on social networking sites and in chat rooms and also cyberbullying awareness and response. Such educational activities shall vary by the instructional level of the students and shall include (but shall not consist exclusively of) reinforcement of the provisions of the District's specific rules regarding student's acceptable and responsible use of technology while at school.

Upon request by students or staff, building administrators, acting in consultation with the Director of Technology, may authorize the temporary disabling of Internet blocking/filtering software to enable access for bona fide research or for other lawful educational purposes not prohibited by this or other District policies. Written permission from a student's parent/guardian is required prior to disabling Internet blocking/filtering software for a student's use. Staff may disable the internet blocking/filtering software by completing the District's online process which will include the staff member's to use their assigned user name and password. Once that process is completed a staff member will have the ability to temporarily view an otherwise blocked site (for educational purposes only). If a request for temporary disabling of Internet blocking/filtering software is denied, the requesting student or staff member may appeal the denial to the Superintendent or designee for a final decision.

## Legal References:

### Wisconsin Statutes

[Section 120.18\(1\)\(i\)](#) [report on technology used in the District]

### Wisconsin Administrative Code

[Section PI 8.01\(2\)\(k\)](#) [integration of technology literacy and skills in curriculum]

### Federal Laws and Regulations

Children's Internet Protection Act (CIPA)  
Children's Online Privacy Protection Act (COPPA)  
E-rate funding requirements

## Cross References:

Former Board Policy 365 (Acceptable Use of Technology), repealed on [INSERT DATE] and consolidated into this Policy.

Former Board Policy 365.1 (Internet Safety), repealed on [INSERT DATE] and consolidated into this Policy.

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