

# WAUSAU SCHOOL DISTRICT

INSTRUCTION

6500

BUILDING-WIDE AND SYSTEM-WIDE SERVICES

Acceptable Use of Technology and Internet Safety For Students, Staff, and Guests

The Wausau School District supports access by students, staff, and guests to a wide range of technologies. It is anticipated that this access will enrich the teaching and learning environment.

## Technology Defined

The use of technology that is owned or leased by the Wausau School District is subject to the terms of this policy. Technology is defined under this policy as including, but not limited to, audio and video equipment, computer hardware and software, email, fax and copy machines, telecommunications devices, and the network and infrastructure that support end devices.

## Purpose

The Board of Education of the Wausau School District provides access to technology for a limited purpose. The access granted to students, staff, and guests is solely for the educational goals of the District. Access to technology is designed to create engaging teaching and learning environments, provide staff with productivity tools and avenues to learn and grow, and allow guests to provide educational services consistent with the mission of the District. Access to technology is a privilege, not a right. As such, the Superintendent of Schools or his/her designee may revoke this privilege at any time for any reason.

## Privacy

In order to insure the appropriate use of technology and conformity to this policy and legal guidelines, the District reserves the right to monitor, access, and disclose the messages and files contained, stored, or transmitted using District equipment. End-users of technologies shall have no expectation of privacy. Such monitoring, access, and disclosure will be conducted as the District deems necessary and may occur with or without notice or with or without consent.

## Responsibilities

To the extent possible, and in compliance with the Children's Internet Protection Act (CIPA), the District filters Internet access on all devices capable of accessing the District's Internet connection. The District recognizes that no technology measure can block 100% of the undesirable content and emphasizes the importance of staff supervision in monitoring student use. It is also the responsibility of all staff to:

1. Guide students in the selection and evaluation of educational materials.
2. Help students develop informational literacy skills including conformity to copyright laws and the concept of intellectual property.
3. Help students develop safe practices while learning in an online world, particularly when the educational experience involves social networking, chat rooms, email, and other forms of direct electronic communications.
4. Provide instruction on the topics of Internet safety and cyberbullying.
5. Report inappropriate uses to a direct supervisor, technology director, or the Superintendent of Schools.

### Unacceptable Use

Examples of unacceptable use include, but are not limited to:

1. General school rules for behavior and communications apply to the use of technology, including those regarding sexual harassment. Technology should not be used to transmit jokes or other comments that may be discriminatory, harassing, or offensive to others or material that defames an individual.
2. The use of technology to perform acts of bullying or cyberbullying are strictly prohibited.
3. The use of technology to record, upload, or broadcast images or video without proper authorization is prohibited.
4. End-users shall not disclose the personal information of students, staff or others without authorization.
5. The use of technology to access and/or distribute objectionable material is prohibited. Prohibited material includes, but is not limited to that which is pornographic, material harmful to minors, and/or obscene.
6. The use of technology for illegal activity is prohibited.
7. End-users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent themselves on the networks without authorization.

8. Technology shall not be used in any manner that disrupts the use of systems by others. Hardware or software shall not be destroyed, modified, or abused in any way without authorization.
9. End-users shall not use technology for business or commercial purposes that are not specifically authorized by the District.
10. End-users shall not use technology to gain or attempt to gain unauthorized access to internal or external systems.
11. End-users shall maintain the privacy of their account information and shall not allow others to access their accounts unless otherwise required for educational purposes or otherwise required by law.
12. End-users shall comply with all copyright laws and guidelines with respect to copying material in digital format and intellectual property.
13. End-users shall not use technology for political lobbying, partisan political activity, or to advance specific political ideas or agendas unless specifically authorized by the District.
14. End-users shall not install unauthorized software or connect unauthorized hardware to District systems.
15. The use of technology for personal entertainment is prohibited.

#### Personal Technology Devices Defined

The acceptable uses listed above shall also apply to the use of laptop computers, net-book computers, and other portable computing devices or accessories such as handheld computers, cell phones, tablet devices, digital cameras, digital readers, music players, flash drives or other storage devices not owned by the Wausau School District and brought into the school by students, guests, or staff members.

In addition to the unacceptable uses listed above, the following policy statements apply regarding personally-owned devices:

1. The District will not be held liable for any damage that may occur as a result of the use of technology.
2. The District will not be held responsible for any physical damage, loss, or theft of the device.
3. The District is not obligated to supply electrical power access.

4. Employee use of devices will be at the discretion of the Superintendent of Schools or designee.
5. Student and guest use of devices will be at the discretion of the principal of the school building.
6. The District may conduct searches of personally-owned devices in a manner consistent with existing search and seizure laws.

### Consequences

Violation(s) of the above regulations shall be subject to disciplinary procedures commensurate with the violation. These procedures may involve revocation of access privileges, suspension or expulsion, or referrals to the appropriate authorities. Student disciplinary actions are under the authority of the building principal or his/her designee(s). In the case of employee misconduct, the matter will be referred to the Superintendent of Schools or his/her designee(s).

#### Legal Ref.: Title XVII Children's Internet Protection Act

Wisconsin statutes 11.36 - Political solicitation involving public officials and employees restricted

Wisconsin Statutes 943.70 – Computer crimes

Wisconsin Statutes 944.21 – Obscene material or performance

Wisconsin Statutes 947.0125 – Unlawful use of computerized communication systems

Wisconsin Statutes 947.013 – Harassment

Wisconsin Statutes 948.11 – Exposing a child to harmful material or harmful descriptions or narrations.

Wisconsin Statutes 948.12 – Possession of child pornography

#### Cross Ref.: Policy 4300 – Unlawful Harassment/Sexual Harassment – Employment

Policy 5706 – Prohibition Against Harassment & Discrimination

Policy 5707 – Unlawful Harassment/Sexual Harassment – Education

Policy 5723 – Locker Room Privacy

Policy 6505 – Software Copyright Laws

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