Wheatland Computer/Network Usage & Internet Safety Policy
School Year 2021-22

With access to a variety of technologies, students will have opportunities to learn and create like never before, but with those opportunities come new responsibilities. Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the internet.

This policy covers the use of all technology and computer-related devices and services that are the District's property both on and off school premises.

Disclaimer
Wheatland J1 School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Wheatland J1 School District specifically denies any responsibility for the accuracy or quality of information obtained through its services. Use of any information obtained via District technology is at the user's risk.

Technology Device – (laptop, mobile device, tablets, etc.)
WCS students in grades 2-8 will be provided with a technology device for school use. When used properly, the technology device is an extremely useful tool to enhance learning. Though the technology device can be used for many purposes, students must remember that its primary purpose is as a learning tool. The technology device is WCS property – it belongs to the school. The school therefore has the right to ask you for your computer back at any time or to search through your computer's data. Technology devices can be used both on and off school premises. We expect that both students and parents will enforce proper behavior and online etiquette while using their technology device. All technology and behavior policies will be enforced whether the machine is used in school or at home.

General Information about the Technology Device
The WCS technology device will be labeled so that you can easily recognize it as your own. Your technology device is your responsibility and no one else's; if something happens to it, you will be held accountable. We strongly recommend that you do not loan your technology device to anyone or allow your friends to use it: you will be held responsible for how your technology device is used, no matter who is using it. An optional insurance fee is available to cover the first damage, and a 60% discount for any additional damage needing repair. A breakdown of the insurance is located in the Student Handbook and on the District Website.

The following guidelines are to ensure that the WCS technology device program continues and that your computer lasts.

Student will:

- Keep the technology device in a safe and clean place.
- Agree not to attempt to change hardware setting or non-cosmetic system software settings.
- Notify WCS if I move and change my home residence while the technology device is in my possession.
- Provide WCS with a police report in the event of fire or theft.
- Keep my technology device in the district-provided case.
- Charge my technology device's battery each day.
- Bring technology device in for repair immediately after noticing damage or non-functionality.
- Keep all food and beverages away from my technology device (water bottles, crumbs, etc.)
- Use the technology device in ways that are appropriate and educational.
- Not place decorations (such as stickers, markers, etc.) on the District technology device
- Agree to pay for the replacement of any/all components provided by WCS the event any of these items are lost or stolen
- I agree to return the District technology device and all components in good working condition.

The following guidelines must be respected to ensure fair use for all WCS members. These guidelines cover all District-owned technology devices:

Training
A basic internet training session may be provided by the Wheatland Center School network administrator or the designee to all potential users, staff, students and community members if needed. Ongoing training of staff and students will occur as needed.

Data Storage
All of the data you will be working with will be stored in one of these places: your technology device's hard drive, Google Drive (G-suite cloud storage), and your WCS server. Many of our students use external storage devices; however they should only be used for temporary storage, not as a permanent storage solution.

WCS Servers and Cloud Storage
Students will use desktop or laptop computers that are connected to our file storage. By using the server, the safety of your data will be ensured. The storage on the server should be used for educational purposes only. The following use of the server storage is considered a violation of this policy: personal data such as movies, games, non-school related images, etc. WCS is not responsible for the loss of any data. Please be sure to save a copy of important schoolwork to Google Drive.

Vandalism
Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, and wiring, as well as the data of another user. This includes, but is not limited to, the uploading or creation of computer viruses.

Communication
The entire school is covered by a high-speed wireless internet network. All students and staff will be able to access the network and email from anywhere within the school. Communicating with others digitally is very much like communicating with people in person: you must be respectful of others at all times, and you can expect them to be respectful of you in return.

Research
You will be able to browse hundreds of thousands of websites, each containing volumes of information which can be used in your school projects and personal learning. Remember that the information you view online is someone else's work, and that it is essential that you respect copyright laws. Plagiarism will not be tolerated from any student or staff.

Copyright/Licensing
Anyone accessing information via WCS network or using WCS computer software is expected to comply with legal requirements regarding the use, reproduction and distribution of copyrighted works and with applicable provisions of use or license agreements. Only approved software may be installed and downloaded on WCS technology devices. All other software is not allowed.

Publishing to the Web
WCS wishes to respect the privacy of each individual. Each year, the district will request prior approval via media release form for publication.

Gaming and Personal Communication Devices

Students are allowed to play educational games and appropriate leisure games on their WCS technology device when permission is granted by a WCS staff member. Please refer to Policy 5136: "Personal Communication Device" located on the District Website for information regarding cell phone & other personal device usage.

Pornography & Explicit Content

Pornography and explicit content will not be tolerated.

Chatting & Video Conferencing
Students and staff should be aware that chatting during school hours and school-sponsored events is prohibited unless it is part of an educational program/lesson and supervised by teachers or staff. Students and staff who do not use the district's technology properly will be subject to Wheatland Center School's disciplinary procedures. Video conferencing is becoming essential

for virtual learning, and should only be initiated by staff members and used for school-related activities. Video conferencing socially should not be done using a WCS technology device.

File Sharing and Downloading
The WCS network does not support file sharing for non-educational purposes; no personal file sharing is allowed while connected to the WCS network unless directly related to an educational purpose.

Network Restrictions:

- Hacking or using another's account or device is prohibited.
- Responsible use of passwords is a must. NEVER share your passwords or log on as someone else.
- NEVER attempt to access another person's work, folders or files without proper permission. Attempts to access or tamper with the WCS network is prohibited.

Technology in the Classroom
Students are expected to close and/or put away technology devices when asked. Students who do not comply will be subject to Wheatland Center School's disciplinary procedures.

Cyberbullying/Harassment
The harassment or bullying of other students is prohibited and will not be tolerated. Any form of harassment over the internet (known as cyberbullying) - whether during or after school hours, on or off campus - which creates a climate of fear, causes substantial disruption to the educational process, impedes the daily operations of the school, or impinges on the rights of other students to a safe school environment will be viewed as a violation of this policy.

Cyberbullying is defined here as the use of information and communication technologies - such as cell phones, computers, websites, and e-mail - to support deliberate, hostile behavior intended to frighten, intimidate, mock, insult, or harm others. Because cyberbullying can happen anywhere and has far-reaching effects, this district has adopted this policy to address the abuse of electronic communication technologies whenever and wherever it occurs. Students and staff are required to report any incidents of cyberbullying to the Administration, which shall conduct an investigation. Any violation of this policy may result in loss of technology privileges, detention, suspension, expulsion, or other disciplinary action as determined by School Board policy, discipline handbook and/or possible prosecution through the judicial system.

Security
The District has internet filters and browser policies to help prevent harmful pages from getting through, but no filter is perfect. Wheatland J1 School District is in full compliance with CIPA (Children's Internet Protection Act) and COPPA (Children's Online Privacy Protection Act). We trust that you will make the right choices with whom you interact with and where you go online. We trust that you will avoid potentially dangerous and harmful situations online and report any of these types of situations to a teacher, staff member or the Administration. Attempts

to circumvent our filters is not tolerated. Wheatland Center School will help students learn the proper ways to use technology for learning and enjoyment.

- Gain employability skills needed for the twenty-first century.
- Broaden their problem-solving and decision-making abilities.
- Enter into partnerships to enhance their learning options and interact effectively with others.
- Develop their higher-level thinking skills.
- Apply and demonstrate effective communication skills in realistic situations.
- Access global resources and broaden their research capabilities, thus strengthening their communication skills.

Optional Insurance: Breakdown

- **$20 Optional Insurance Fee:**
  - **First Part Replacement Fully Covered!**
  - **60% Discount for 2 additional repairs.**

Repair Service	No Insurance	Optional Insurance (60% Discount)
Screen	$50	$20
Hinge	$25	$10
Keyboard	$40	$16
Lid	$30	$12
Shell Casing	$30	$12
Intentional/Excessive Damage ($100+)	Parent Meeting	Parent Meeting

* Repairs that do not incur a cost to the district result in $0 charge *
* Optional Insurance is no longer in effect after 3rd breakage *
* Parent meeting will be requested after 3rd breakage *

Please refer to the Wheatland Center School Guidelines for Discipline and Behavior Handbook for a description of the consequences related any violation of this policy

I have read, understand, and agree to abide by the provisions of the Computer/Network Usage Policy including use of the internet, email, & social media (Policies 7540.03, 7540.06, 7544).

I understand that if I violate these policies, I may face disciplinary action.

Student Name:

I approve the Computer Network Usage Policy: _____
(Guardian/Parent Signature)

Cross Reference:
7540.03: Student Education Technology Acceptable Use and Safety
7540.06: Electronic Mail
7544: Use of Social Media