

TECHNOLOGY ACCEPTABLE USE GUIDELINES

Unless otherwise specified, the following policy shall apply equally to all users. Some users may have additional obligations based on the nature of their positions and/or access privileges.

The School District of South Wasco County has a combination of local and wide area networks, linking computers in all District facilities and providing access to other networks. The purpose of the School District of South Wasco County network is to facilitate district-wide technological operations and global communication and to promote instructional innovation by facilitating resource retrieval and information sharing that is consistent with the mission of the School District of South Wasco County and the vision and goals of the Information and Technology Long Range Plan. The network and the messages transmitted and documents created on it are the property of the District. The District will supervise the use of such property.

A copy of the technology use policy and guidelines is available on the district website.

Network

Prior to using the network, all users will be required to sign and/or accept the Acceptable Use Policy (AUP) and to abide by District policies. Any use of the network that accesses outside resources must comply with District policy. The District reserves the right to monitor system use, capacity space and limit user access accordingly.

I. Monitoring and responsibilities for network (including Internet) usage includes the following:

A. The District is responsible for teaching proper techniques and standards for participation, for guiding access to appropriate sections of the network, and for assuring that users understand that if they misuse the network, they will lose their usage privileges. Particular concerns include, but are not limited to, issues of privacy, copyright infringement, misuse of electronic communication, cyberbullying and unapproved use of all networked resources.

B. Use of digital information should be credited appropriately as with the use of any copyrighted materials. In some cases, it may be necessary to obtain originator's permission before using materials.

C. Users access to and use of the network will be directed and monitored, as are regular educational activities.

D. The network is provided for users to facilitate instruction, perform expected job duties, conduct research and communicate with others. Independent access to network service is provided to users who agree to act in a responsible manner. Access entails responsibility.

E. Network storage areas may be treated like school lockers. Files and communication will be treated confidentially to the greatest possible extent. However, the Superintendent or his/her designee has the right to monitor the content of these to ensure educational purpose and responsible use is maintained.

II. The School District of South Wasco County makes no guarantees, implied or otherwise, regarding the reliability of the data connection. Neither the District nor the Internet provider shall be liable for any loss or corruption of data while using online services.

Personal Devices

Users may bring personal devices into the District to access the District wireless network. Personal devices may include laptop computers, cell phones, portable media players, wireless devices, digital cameras, storage devices, or other electronics. The District is not liable for the loss, damage, or misuse of any personal device while on District property or while attending school-sponsored activities. Users that make use of any personal technology must follow all rules and guidelines of this Policy and related policies, guidelines and rules. Any damage done to district technology or property due to use of personal equipment will become the liability of the owner of the technology.

Pursuant to Policy 5518 regarding cell phones, other electronic communication devices, and portable media players, *locker rooms are provided for the use of physical education students, athletes, other activity groups and individuals authorized by the Administration. No cameras, video recorders, cell phone, or other personal devices may be used in locker rooms or rest rooms. No devices may be used to record or transfer images or sound in the locker room or rest room at any time.*

Internet Content Filtering

The School District of South Wasco County utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors and will be in compliance with the Children's Internet Protection Act (CIPA). No technology measure can block 100% of inappropriate content so the District emphasizes the importance of responsible use and supervision by staff and approved volunteers in monitoring the use of technology. The District reserves the right to block sites that do not enhance educational activities, are not in compliance with CIPA, disrupt or consume an unreasonable amount of network resources, violate state or federal law, or Board policies.

Social Media

Social media shall be defined as internet-based applications or websites that turn communication into interactive dialogue between users. Social media includes, but is not limited to blogs, chatrooms, message boards and social networking websites. Examples of social media include but are not limited to Facebook, Myspace and Twitter.

The Board authorizes the instructional staff to access social media from the District's network, provided such access has an educational purpose for which the instructional staff member has the prior approval of the building administrator or designee.

In addition to the education of District students, the term "educational purpose" shall also be interpreted to include the use of social media by staff members to increase public awareness of the District's programs and activities, as well as to promote achievements of staff and students, provided that such use of social media has been approved in advance by the staff member's immediate supervisor.

Staff members' social media content shall be treated as an extension of the classroom and should always meet the high standards of professional discretion. Anything that would be inappropriate in the classroom would also be inappropriate in a staff member's social media content. In addition, staff members should act on the assumption that all content posted to social media applications is in the public domain.

However, personal access and use of social media (i.e. use of social media that does not have an educational purpose) from the District's network is expressly prohibited and shall subject students and staff members to discipline in accordance with Board policy.

If a staff member engages in personal use of social media application on his or her own time and on any computer or computer network that is not owned or maintained by the District, it shall be that staff member's responsibility to keep all of the staff member's personal social media content, profile, and sites separate from the District approved, education social media content.

All social media contact between staff members and students shall be confined to the District-approved/educational social media sites. Staff members shall not interact with students through the personal social media sites of the staff member. If a student attempts to initiate contact with a staff member through that staff member's personal social media content the staff member shall redirect the student to the District-approved educational social media content.

Users who disregard this policy and its accompanying guidelines may have their user privileges suspended or revoked, and potential disciplinary action taken against them. Users granted access to the Internet through the District's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this policy and its accompanying guidelines.

All staff members are advised that any and all content posted to social media applications pursuant to this policy may constitute a public record for purposes of Wisconsin's public records law. All staff members shall be required to cooperate with the District in archiving content so as to comply with Wisconsin's public records law. No staff member shall be permitted to post any content to social media sites that the District is incapable of archiving.

E-Mail

I. Electronic Mail, otherwise known as E-Mail, is stored information. It is classified as "discoverable information" (public) and therefore is not confidential. Nothing included in the E-Mail is "off the record". The School District of South Wasco County has the responsibility to guard records and will implement management systems that ensure, as much as possible, that confidentiality and privacy are maintained.

II. Employees, students, and others should use the District's E-Mail primarily for school business and for instructional purposes.

III. Language that may be interpreted as offensive and/or discriminatory should not be included in any online communication.

IV. E-Mail messages should be retained only as long as they serve their purpose and then should be deleted immediately thereafter. Any E-Mail that must be kept over an extended period of time should be archived.

V. E-Mail attachments will be limited in size and should only be sent if there is an educational or job related purpose.

User's Responsibilities

I. The content and maintenance of a user's network files, storage area, and electronic communications are the user's responsibility. The following general guidelines should be observed:

- A. Use only appropriate language. Do not create or send anything that could not be printed for all to see.
- B. Read and respond only to mail that is intended for you.
- C. Delete or archive messages as soon as you have read and responded to them in order to save network space.
- D. School District of South Wasco County staff should check E-Mail at least once each workday.
- E. Keep files to a minimum. Files should be stored/saved off the network whenever possible.
- F. Files are accessible by persons with system privileges so do not maintain anything private on the network.

Sanctions

- I. Violations may result in disciplinary action and/or loss of access.
- II. Additional disciplinary action may be determined in line with existing practice regarding inappropriate language or behavior, harassment, violation of copyright laws, or illegal activity.
- III. When applicable, law enforcement agencies may be involved.

Security/Passwords

- I. The following security provisions are required:
 - A. Users will respect the rights, property, and confidentiality of others and will not improperly access, misappropriate or misuse the files, data, or information of others.
 - B. Users will not share their account with anyone or leave the account open or unattended.
 - C. Users will keep all accounts and passwords confidential and not accessible to others.
 - F. Passwords will be assigned when completed agreement AUF forms are received and changed by the user to their personal password.

Software

The following precautions are required:

- I. The District will take precautions to prevent virus infected software from damaging the network.
- II. The illegal installation or copying of copyrighted software or files, for use on District computers, is prohibited.

A. Copyrighted Software: Users of software shall abide by the software licensing agreement provided by the software publisher. Without notice, any equipment on the District's property may be audited for compliance. Software piracy is the illegal use or possession of copyrighted software and is strictly prohibited.

B. Single License Software: Single license software shall not be copied to multiple machines or media in violation of the license agreement

C. Privately Owned Software: Software owned by individuals in the District may be brought into the District under the following conditions:

1. The software has a documented instructional purpose
2. User adheres to the licensing agreement for that software.
3. User has registered the software with the software company.
4. User must receive prior approval to utilize personal software from their supervisor.
5. The user has registered the software with the District's Technology Director and received permission to load the software on one workstation only.
6. User will exercise professional judgment in the use of software as it correlates to approved curriculum.

Violations of the guidelines will be dealt with as follows:

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| a) 1st offense | (minor) access will be denied for 1 week
(major) access will be denied for 9 weeks and legal action may be taken if appropriate |
| b) 2nd offense | (minor) access will be denied for 9 weeks
(major) access will be denied for the remainder of the school year and legal action may be taken if appropriate |