

## **BOARD POLICIES**

Policies of the Board of Education  
Series 300: Instruction

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### **STUDENT ACCESS TO TECHNOLOGY**

The Board of Education expects that students will use District-provided technology in a responsible manner. The Board also expects that students will use personal technology in a responsible manner. Accordingly the District has established policies and procedures for the use of District technology, personal technology brought onto District-owned premises, used during District-sponsored events, and/or technology used in a manner that impacts the District/School environment. [REFERENCE ADMINISTRATIVE REGULATION/GUIDELINE/ RULE]

The Board provides technology, including devices, accounts, and the network and infrastructure that supports such devices, to students for educational purposes only. Use of District-provided technology is a privilege, not a right. Students who violate the District's policies, procedures, and/or rules through the use of such technology may lose the privilege to use District-provided technology; may be subject to disciplinary action, up to and including suspension and expulsion; and may face criminal or civil legal action.

### **STAFF ACCESS TO TECHNOLOGY**

The Board of Education expects that staff will use District-provided technology in a responsible manner. The Board also expects that staff will use personal technology in a responsible manner. Accordingly the District has established policies and procedures for the use of District technology, personal technology brought onto District-owned premises, used during District-sponsored events, and/or technology used in a manner that impacts the District/School environment. [REFERENCE ADMINISTRATIVE REGULATION/GUIDELINE/ RULE]

The Board provides technology, including devices, accounts, and the network and infrastructure that supports such devices, to staff for educational purposes only, which includes use that facilitates the operations of the District. Use of District-provided technology is a privilege, not a right. Staff who violate the District's policies, procedures, and/or rules through the use of such technology may lose the privilege to use District-provided technology; may be subject to disciplinary action, up to and including termination; and may face criminal or civil legal action.

### **GUEST ACCESS TO TECHNOLOGY**

The Board of Education expects that guests will use District-provided technology in a responsible manner. The Board also expects that guests will use personal technology in a responsible manner. Accordingly the District has established policies and procedures for the use of District technology, personal technology brought onto District-owned premises, used during District-sponsored events, and/or technology used in a manner that impacts the District/School environment. [REFERENCE ADMINISTRATIVE REGULATION/GUIDELINE/ RULE]

The Board provides technology, including devices, accounts, and the network and infrastructure that supports such devices, to guests for educational purposes only, which includes use that facilitates the operations of the District. Use of District-provided technology is a privilege, not a right. Guests who violate the District's policies, procedures, and/or rules through the use of such technology may lose the privilege to use District-provided technology and may face criminal or civil legal action.

## **ADMINISTRATIVE REGULATION/GUIDELINE/RULE**

### **ACCESS TO AND ACCEPTABLE USE OF TECHNOLOGY**

#### Purpose

Access to technology in the New Glarus School District has been established for educational purposes and to facilitate the operations of the District. The use of District technology is a valued resource to the District and the community. The skills and abilities needed by workers in the 21st Century are different than the skills and abilities needed by preceding generations. How people interact, communicate, and share information with one another, has also changed, relying on much more than face-to-face communication or handwritten messages and letters.

As such, the makeup of a 21st Century classroom has also changed. Technology is a much greater part of it, with eBooks replacing traditional ink-on-paper textbooks; teaching tools incorporating video clips and presentation materials from multiple sources; apps helping create engaging learning through focused content related to subjects being studied; SMART boards providing interactive lessons, etc.

Despite its significant value, it is possible to encounter materials and interactions while using District-provided technology and/or personal technology that are inconsistent with the educational goals of the District. It is the purpose of this policy to serve as a warning, provide guidelines for Internet safety and to identify examples of acceptable and unacceptable use of District-provided technology and personal technology.

#### Definitions

##### A. District Technology

1. District Technology includes, but is not limited to, audio, video, and computer software, computers, laptop computers, netbook computers, and other portable computing devices or accessories, such as handheld computers, gaming devices, cell phones, smartphones, tablets, PDAs, digital cameras, digital readers, music players, flash drives or other storage devices, peripherals, network and communications equipment and related hardware and video and audio equipment, printers, scanners, email, fax and copy machines, telecommunications devices, and the network and infrastructure that support such devices, which the District issues to students or staff, or which the District provides for use by students, staff, and guests.
2. District Technology includes the District's network, email system, and Internet access; as well as the District's Public Internet Website, District web pages, and District-sponsored social media accounts.

## B. Personal Technology

1. Personal Technology includes, but is not limited to, audio, video, and computer software, laptop computers, netbook computers, and other portable computing devices or accessories, such as handheld computers, gaming devices, cell phones, smartphones, tablets, PDAs, digital cameras, digital readers, music players, flash drives or other storage devices, printers, scanners, email, fax and copy machines, telecommunications devices, and the network and infrastructure that support such devices, which are not owned by the District, but brought onto District-owned premises or used during school-sponsored events by students, staff members, or guests. In certain circumstances, personal technology also includes these devices when used off school grounds and while not under school supervision, when that use impacts on the school, school personnel, or students.
2. Personal Technology includes personal email accounts and social media accounts.

### Privacy/Filtering

All information transmitted, accessed, and/or used with the District's technology, shall be the property of the District and no user shall have any expectation of privacy regarding such materials. Use of the District's technology, including the network and the Internet, is a privilege, not a right, which may be revoked at any time.

The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the District's technology, including the network and Internet access, which includes any and all information transmitted or received in connection with such usage. 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.

To the extent permitted by law, the District reserves the right to search and/or inspect, at any time, any personal technology device brought onto District-owned premises and/or used during school-sponsored events, regardless of whether the device is connected to the District's network, whether by hard wire or wireless connection.

The District and its staff share responsibility with parents regarding access to Internet sites and technology resources for students. In light of these responsibilities, there is hardware and software in place to filter and block inappropriate sites and high risk activities. The District reserves the right to block sites that do not enhance classroom activities. This filtering will, at a minimum, meet the requirement of the Children's Internet Protection Act to provide protection from obscene, pornographic and other materials considered harmful to minors. Staff may request access from the Information Technology Department to blocked sites in curriculum related circumstances. Staff, students and parents are

encouraged to notify the Information Technology Department if the District's filtering technology does not prevent access to an inappropriate site.

### 1:1 Student Technology Initiative

#### A. Implementation

Starting with the 2014-2015 school year, students in the New Glarus School District (District) will have full-day access to technology-enhanced education. By the start of the 2016-2017 school year, students in grades 6-12 will be eligible to take their technology devices home during the school year, while students in kindergarten through grade 5 will have 1:1 access during the school day from carts located in the classroom. Students in grades 3-12 will be using Chrome books. Students in Kindergarten through grade 2 will be using Apple iPads.

#### B. Purpose

The District will supply students with a device (Chrome book or Apple iPad). This device is property of the District. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The supplied device is an educational tool not intended for gaming, social networking or high end computing.

#### C. Device Cost and Insurance

Each device will be insured by the District. Students/parents will be responsible to pay a deductible when repairs are necessary. The deductible cost begins at \$25 for the first repair and increases in \$25 increments for each following repair (i.e. 1st = \$25, 2nd = \$50, 3rd = \$75, etc.), not to exceed the cost of purchasing a new version of the device in need of repair. The District reserves the right to charge the student/parent for the entire replacement cost, if the repairs are necessary due to the negligence of the student/parent or because of intentional damage. If the device is stolen, students/parents are responsible for reporting the theft to the police and providing the District with a copy of the police report.

#### D. Technical Support for District Supplied Devices



Technical support for hardware repairs will be available within the District through Information Technology Department during the school day. If repairs to a device require that the student leave the device with the Information Technology Department for any length of time, the student will be supplied with a temporary replacement device (loaner). The loaner must be returned to the Information Technology Department when the original device is repaired and returned to the student.

## Acceptable Use

Students, staff and guests shall use technology responsibly. Users are expected to maintain proper etiquette when using information technology. Staff, student or guest shall not:

1. Have any expectation of privacy with respect his/her use of District Technology. The District reserves the right to monitor, inspect, store, and copy any information transmitted, stored, or received using any electronic resource.
2. Send chain e-mail letters or spam. Employees should contact a supervisor if they receive any form of chain letter, virus alert, or other mass e-mail message that is not work related.
3. Send, forward, or maintain electronic resources or communications that are reasonably considered offensive. Offensive content includes, but is not limited to, language or images that are (a) libelous, (b) obscene or sexually explicit, (c) harassing, (d) discriminatory, or (e) potentially creating a hostile environment.
4. Read and/or access electronic resources or communications that are not specifically sent to the individual employee, unless officially authorized by a supervising administrator or by the intended recipient.
5. Use District Technology for private business ventures, personal gain, political promotion or campaigning or any illegal activity.
6. Use District Technology to send files and/or communications with a forged, false or anonymous identity.
7. Maintain technology and communications in a manner inconsistent with applicable student record and/or public record maintenance laws, Board policies and rules. Once technology and/or communications are read and considered, they must be archived or deleted, whichever is appropriate, by the employee to conserve network resources.
8. Use District Technology to do anything illegal or anything that adversely affects the District's legal interests, the educational needs of its students, or the efficiency of District operations. All illegal and/or disruptive activity is prohibited, and the District will cooperate fully with any law enforcement officials and/or agencies investigating and/or prosecuting such activities.
9. Use, possess, copy, attempt to distribute or download illegal or unauthorized files or copies of software or other digital media. This includes files, software or digital media in the user's possession or being used without appropriate registration or licensing, or in violation of any trademark or copyright

restrictions. Software that is authorized and installed on District Technology must meet the following criteria: (a) have an educational purpose; (b) be approved by district technology staff; and (c) have proof of licensure.

10. Access, view, download, create or disseminate child pornography, obscenity, or things that are harmful to minors.
11. Engage in the dissemination or solicitation of sexually oriented or explicit messages or images.
12. Access, view, download, create or disseminate any material that is libelous, indecent, vulgar, profane or lewd.
13. Access, view, download, create or disseminate material about products or services that are inappropriate for minors including but not limited to products that are prohibited by law from possession or use by minors.
14. Use District Technology to harass, threaten, or cyberbully any person or organization or disparage others on the basis of gender, personal appearance, national origin, ancestry, creed, race, color, citizenship, religion, age, pregnancy, marital or parental status, ethnicity, sexual orientation, disability (physical, emotional, cognitive or learning), or military service membership; or in a manner that is in violation of the Board's harassment policies.
15. Use District Technology to arrange or agree to meet with someone online; distribute to others personal information, including full name, credit card information, home address, telephone number, and any other personal information, or any personal information about others; or share personal user accounts or passwords.
16. Use District Technology to propagate any virus, worm, Trojan horse, or trap-door program code.
17. Use District Technology to download or use entertainment or recreational software, social media, or games that do not have an educational purpose and/or are not directly related to the District's curriculum. Some standard software suites include integrated games as part of the package. Although these games may appear as one of an employee's application options, employees may not access or play such recreational games.
18. Change the default settings of District Technology related to content advisories, filtering, or storage times for history, cookies, temporary files, or cache.

19. Add or remove a drive or other hardware storage device from assigned electronic resources without the authorization of the District's technology staff. Employees are also prohibited from formatting, reformatting, erasing or restoring a hard drive on their assigned electronic resource without the express authorization of the District's technology staff.
20. Use Web 2.0 services, such as Moodle, wikis, podcasts, RSS feeds and blogs that emphasize online educational collaboration and sharing among users, without prior authorization by the Director of Instruction or designee as well as without appropriate and authorized training.
21. Use District Technology in a manner that incurs additional costs for the District.
22. Use encryption software from any access point within District Technology, or access District Technology using a non-District internet account or electronic device without prior permission from the District's technology staff or other appropriate personnel.
23. Disable, attempt to disable, or circumvent District Technology filtering system or software.
24. Engage in, and/or willfully or negligently allow others to engage in, a Denial of Service attack on the District's network or any other host on the internet.
25. Do anything that could get any portion of the District's internet protocol address put on a Realtime Black List, or perform activities that would cause portions of the internet to refuse to route traffic to any portion of the District's network.
26. Perform actions that cause an unusual load on the District's servers that cause slowness or denial of service to other District students or staff members.
27. Do anything that threatens District Technology or any other network, including but not limited to activities collectively known as "hacking."
28. Plagiarize (or use as their own, without citing the original creators) content, including words or images, from the internet. Users shall not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the internet shall be appropriately cited, giving credit to the original authors.
29. Transmit, reproduce, access and/or store material in violation of any federal or state regulation is prohibited, including, but is not limited to, copyrighted, harassing, threatening, or obscene material.

30. Use District Technology for political advocacy, campaigns, or fundraising activities.
31. Use District Technology in a manner that is inconsistent with Board Policy.

The above-referenced list is not all-inclusive, and shall not be considered permission to commit other illegal, disruptive or non-educational activities, which are not specified.

#### Use of Personal Technology Devices

Each time a student, staff member, or guest accesses the District network with a personal technology device, or uses/brings their personal technology device onto District premises or during a District-sponsored event, use of the personal technology device is subject the acceptable use provisions referenced above. Furthermore, the student, staff member, or guest must adhere to the terms listed below.

1. The District will not be held liable for any damage that may occur as a result of connecting to the wireless network or any electrical power source.
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. The District is not obligated to provide technical support for personal technology devices, accessories, or equipment.
5. Users may not use personal technology devices in locker rooms, restrooms, and other dressing areas on District-owned premises and during school-sponsored events.
6. Users connecting personal technology devices to the wireless network must maintain current anti-virus software.
7. Users connecting personal technology devices to the wireless network shall not create their own personal hotspots (Wi-Fi access) or use cellular connections in an effort to circumvent network filtering.
8. Users shall not connect their personal technology device to the wired network unless authorized by the Information Technology Department or system authorization protocols.
9. Illegal, destructive, harmful or any other unacceptable uses as listed in this Policy are strictly prohibited.

10. Student use of personal technology devices during classroom activities will be at the discretion of the principal and the teacher.
11. A student who brings a personal technology device onto District-owned property and/or who uses a personal technology device during a school-sponsored event, shall be responsible for the device, including, but not limited to, the obligation to reimburse the District for any damage that the student causes arising out of and relating to the use of the personal technology device on the District's wireless network. If the student is a minor, his/her parents shall have such responsibility, as well.
12. Staff use of personal technology devices for District business, including but not limited to, communicating with students/parents, is discouraged. If a staff member uses his/her personal technology device for District business, the staff member is responsible for ensuring that any public and/or pupil records created are maintained in accordance with Board policies and governing laws.

The above-referenced list also applies to students, staff and guests accessing personal email accounts and social media accounts on the District's network and/or through the District-provided technology.

#### District Website

The Board of Education provides information to the public, staff, and students through the District's Public Internet Website, District-sponsored social media pages. District Web Pages may also be used for instructional purposes.

The District's Public Internet Website is the designated Internet address that is accessible by the public for the purpose of obtaining information related to the District.

Publishing on the District's Public Internet Website and District-sponsored social media pages is subject to the direction and approval of the District's Administrative Team. The District Administrator or his/her designee(s) shall direct and monitor the content of all publications on the District's Public Internet Website, District-sponsored social media pages. All content shall be consistent with and subject to Board policies and related rules, including, but not limited to:

1. The District's Public Internet Website and District-sponsored social media pages shall be developed and controlled under the supervision of designated staff. No one else is authorized to add, change, or alter District web pages.
2. District Web Pages will meet the same criteria set forth in the District's acceptable use policy and rules for content. The District's Public Internet Website, District Web Pages, and District-sponsored social media pages shall not be linked to sites that do not meet the same criteria.

3. District web pages will limit student personally identifiable information in accordance with the District's policies governing pupil records and directory data.
4. District web pages shall be maintained and updated on a regular basis.
5. Staff members are encouraged to submit content to the District's Public Internet Website, District Web Pages, and District-sponsored social media to provide information to the public concerning student accomplishments, school events, curriculum, programs, staff accomplishments, budget, and policies to satisfy the following goals:
  - Provide timely, supportive, and educational information to students, staff, parents, District residents, and the general public.
  - Provide easy access to a wide variety of rich media and educational resources that support student learning, professional development, and organizational effectiveness.
  - Provide a visual representation of the District to parents and the general public.
6. Teachers are encouraged to develop their own District Web Pages to support instructional programs, but consistent with and subject to state and federal laws and regulations, as well as Board Policy and [ADMINISTRATIVE REGULATION/ GUIDELINE/ RULE]. However, District websites are not to be used as a personal web space as the sites may be viewed by the public as official publications of the District.
7. The District's Public Internet Website, District-sponsored social media, and District Web Pages are the property of the Board of Education and under the direction of the District's Administrative Team. The Board may, at any time, view, modify, or eliminate published materials from the District's Public Internet Website, District-sponsored social media, and District Web Pages.

#### Electronic Communications, Including Through Social Media, Between Staff and Students

1. Staff must be diligent in maintaining the highest ethical standards when using communicating with students through social media and/or text or instant messaging.
2. Staff must ensure that they do not create inappropriate personal relationships with students.

3. Staff are encouraged to use only District-provided technology to communicate with students.
4. Staff are encouraged to limit communications with students to matters within the scope of the employee's professional responsibilities.
5. Staff are discouraged from using social media, text messaging and instant messaging to communicate with other staff, students and parents about District, curricular and extra-circular matters.
6. Staff must ensure that they are maintaining pupil records created through social media, text messaging and instant messaging in accordance with Board Policy and state and federal laws. Staff must protect the confidentiality of such records in accordance with Board Policy and state and federal laws.

### Consequences

- A. **Student Violations:** Any student user who violates this policy will be subject to disciplinary action, up to and including suspension and expulsion. In all cases restitution will be assessed for damages incurred. Student violations could also result in legal action if warranted.
- B. **Employee Violations:** Any staff who violates this policy will be subject to disciplinary action, up to and including discharge from employment. In all cases, restitution will be assessed for damages incurred. Employee violations could also result in legal action if warranted.
- C. **Guest Violations:** Any guest who violates this policy will be restricted, up to and including prohibited, from using the District's technology. In all cases, restitution will be assessed for damages incurred. Guest violations could also result in legal action if warranted.

### Disclaimer and Acknowledgement

No warranties, expressed or implied, are made by the District for the technology provided. The District has taken measures to implement and maintain protection against the presence of computer viruses, spyware, and malware on its technology; however, the District cannot and does not warrant or represent that District Technology will be secure and free of computer viruses, spyware or malware at all times.

The District, including its officers and employees, will not be responsible for any damages including but not limited to the loss of data, delays, non-deliveries, misdeliveries, or service interruptions caused by negligence or omission. Individual users are solely responsible for making backup copies of their data. The District is not responsible for the accuracy of information that user's access on the internet and is not responsible for any unauthorized charges employees may incur as a result of their use of District Technology. Any risk

and/or damages resulting from information obtained from or with District Technology is assumed by and is the responsibility of the user.

Before the District provides technology, including Internet access to staff, students, parents, and guests, the user (and the student's parent or guardian) must acknowledge his/her obligation to abide by this policy by signing and submitting an acknowledgement page to the District.

**STUDENT, STAFF OR GUEST ACKNOWLEDGEMENT AND AGREEMENT**

I hereby acknowledge and agree that I have read, understand and agree to abide by the terms of the District's Acceptable Use Policy. Should I commit any violation or in any way misuse my access to the School District of New Glarus's technology, I understand and agree that my access privilege may be revoked, disciplinary action may be taken against me (if applicable), and legal action may pursued against me.

Name (print clearly) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**PARENT/GUARDIAN ACKNOWLEDGEMENT AND AGREEMENT**

I hereby acknowledge and agree that I have read, understand and agree that my child/ward will abide by the terms of the District's Acceptable Use Policy. Should my child/ward commit any violation or in any way misuse my access to the School District of New Glarus's technology, I understand and agree that his/her access privilege may be revoked, disciplinary action may be taken against him/her, and legal action may pursued against my child/ward and me, as the parent/guardian.

Parent/Guardian Name (print clearly) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_