

## SCHOOL DISTRICT OF MAYVILLE

363

### INTERNET SAFETY AND ACCEPTABLE USE POLICY

The School District of Mayville strongly believes that technology and computer networks, to include the Internet, are a tremendous source of information, with countless opportunities for growth for students and staff in the District. This policy and accompanying acceptable use rules apply to all users of technology in the School District of Mayville.

The Board of Education is pleased to offer students, staff and community members access to the World Wide Web and other electronic networks. The advantages afforded by the rich, digital resources available today through the World Wide Web outweigh any disadvantage. However, it is important to remember that access is a privilege, not a right, and carries with it responsibilities for all involved.

Network usage by students shall be based on a specific planned educational purpose and shall take place in a supervised setting such as a classroom, computer lab or a media center. The level of supervision shall vary with both ages of student and setting.

Individual computer accounts will be granted to all students 6<sup>th</sup> grade and above, and staff upon enrollment or employment. The account will provide access to all instructional programs, including the Internet, for staff and students.

Network users are ultimately responsible for their actions in accessing network services and for adhering to the District's acceptable use rules. All network users, including students, staff and community members, shall sign an acceptable use agreement. The signed agreement shall be on file in the appropriate building before the user may have direct access to District technology networks, including the Internet and electronic mail (e-mail.)

In accordance with requirements of the Children's Internet Protection Act (CIPA), all computer equipment connecting to the Internet from any connection located within the District's buildings shall be filtered. The professional educator or paraprofessional in charge shall be responsible for monitoring the computer activities of minors in library media centers, computer labs and other rooms where computers are connected to the Internet to restrict minors' access to obscenity, child pornography and materials deemed harmful to minors. The District's instructional materials standards and criteria outlined in Board policy and established guidelines shall continue to be followed in the selection and use of instructional/library resources for students. The District acknowledges that even with a filtering system and adult monitoring, it is impossible to control access to all objectionable material on the Internet. Some users may still discover educationally unsuitable information or have access to materials that are illegal, defamatory, inaccurate or potentially objectionable to some people. Nevertheless, the District believes that the educationally appropriate information and interaction available on the Internet should be available as a resource for students, staff and community members.

All users should be aware that the School District of Mayville retains ownership and possessory control of all District technology networks, equipment and resources and that there should be no expectation of privacy regarding the use of such District technology. System operators will have access to all user accounts.

The District retains the right to access and monitor all e-mail, files, disks, school equipment and other District technology resources (whether owned by the user or the district) for the purpose of ensuring compliance with Board policy and the acceptable use rules. Messages relating to or in support of illegal activities will be reported to the proper authorities.

LEGAL REF.: Sections 118.001 Wisconsin Statutes  
120.13(1)  
121.02(1)(h)  
943.70  
947.0125  
Federal Copyright Law [17 U.S.C.]  
Children's Internet Protection Act  
Neighborhood Children's Internet Protection Act  
Children's Online Privacy Act  
Technology Education and Copyright Harmonization Act (TEACH Act)

CROSS REF.: 363-Rule, Technology Acceptable Use Rules  
363-Exhibit (1), Student Acceptable Use Agreement  
363-Exhibit (2), Acceptable Use Agreement for Staff, Substitute Staff  
and Community  
110, School District Mission  
310, Instructional Program Goals  
361.2, Selection of Library Materials  
361.2-Rule, Procedures for Selecting, Re-Evaluating/Weeding and  
Disposing of Library Materials  
361.3, Complaints about Instructional/Library Materials  
363.2, Assistive Technology for Students with Special Needs  
443, Student Conduct  
447.3, Student Suspensions/Expulsions  
512, Sexual Harassment  
771.1, Use of Copyrighted Material  
Current Employee Agreements

APPROVED: April 5, 1999

REVISED:

Signatures of School Board Members:

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_____	_____
_____	_____
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SCHOOL DISTRICT OF MAYVILLE

363-Rule

INTERNET SAFETY AND ACCEPTABLE USE RULES

A. ACCEPTABLE USES OF THE NETWORK

The District is providing access to its school computer systems, computer networks, and the Internet for educational purposes only. If a user has any doubt about whether a contemplated activity is educational, he/she may consult with the person(s) designated by the school to help them decide.

1. Students may access an Internet resource via District technology only with the proper consent of the teacher. The Internet is an extension of the classroom and teachers are responsible for and must be aware of where their students go on the Internet.
2. All users must abide by rules of Network etiquette - Netiquette, including being polite and using appropriate language and graphics.
3. All users must adhere to the copyright laws of the United States (U.S.C. 17) and the Congressional Guidelines that delineate it regarding software, authorship and copying information.
4. Images and school work products of K-12 students may be included on the website without identifying captions or names. Before posting a student's photo or school work on any school-related website, appropriate written consent must be obtained from the student's parent/guardian. Appropriate written consent means a signature by a parent or legal guardian of the student. Under no circumstances will K-12 student photos or work be identified with first and last name on a Mayville School District website, including the district, school or teacher website.
5. Any subscription to list serves, bulletin boards or online services must be approved by the District Administrator or his/her designee prior to any such usage.

Network and Internet access is provided as an educational tool. 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 computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District and no user shall have any expectation of privacy regarding such information.

B. UNACCEPTABLE USES OF THE NETWORK include, but are not necessarily limited to:

1. Use of threatening, profane, harassing or abusive language. No swearing, vulgarities, suggestive, obscene, belligerent or threatening language is permitted. Avoid language and/or graphic representations which may be offensive to other users. Do not use network or Internet access to make, distribute or redistribute jokes, stories or other

material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion or sexual orientation.

2. Accessing pornographic or obscene materials, or other materials harmful to children.
3. Uses that cause harm to others or damage to property or jeopardizes network security. For example:
  - Do not engage in defamation (harming another's reputation by lies).
  - Do not disclose or share your password with others.
  - Do not invade the privacy of another user, use another's account, impersonate another user, post personal messages without the author's consent or send or post anonymous messages.
  - Do not assume that a sender of email is giving his/her permission to forward or redistribute the message to third parties or to give his/her email address to third parties. This should only be done with permission or when the user knows that the individual would have no objection.
  - Do not tamper with computer hardware or software.
  - Do not load or create a computer virus or load any software that destroys files and programs (e.g., Trojan horse, time bomb), confuses users, or disrupts the performance of the system. No third party software will be installed without the consent of the assigned administrator.
  - Do not participate in hacking activities or any form of unauthorized access to other computers, networks or information systems.
  - Do not use anonymous proxies to get around content filtering.
4. Use of the network for any illegal activities. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
5. Use of the Internet for commercial, political, financial or religious purposes is prohibited. Violations shall be reported to a teacher or an administrator immediately. Students may not use the SCS or school network to sell or buy anything over the Internet.

### C. INTERNET SAFETY

1. Parents/Guardians and Users. Despite the efforts taken by the District to provide for supervision and filtering, all users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his/her use of the network and Internet and avoid these sites.
2. Personal Safety. In using the network and Internet, users should never give out private or confidential information about themselves or others on the Internet. Users should never arrange a face-to-face meeting with someone they "met" on the Internet without a parent/guardian's permission.
3. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent/guardian or the

adult student. No personal addresses, phone numbers or last names of students will be permitted to be given out on the Internet.

4. Active Restriction Measures/Online Monitoring. The District will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. As noted above, the use of anonymous proxies to get around the content filter is strictly prohibited and will be considered a violation of these rules. The school will also monitor the online activities of students, through direct observation and/or technological means.

#### D. VIOLATIONS/CONSEQUENCES

Use of the computer network and Internet is a privilege, not a right. A user who violates the District's Internet Safety and Acceptable Use Policy and Rules shall be subject to disciplinary action by the school administrator. Depending on the nature or severity of the violation, individuals may have their access to the district's computer network and the Internet restricted, suspended or terminated or be subject to other appropriate disciplinary actions, which may include restitution for damages or compensation for necessary network and/or computer restoration work by technicians. Repeated violation will be dealt with in a progressively more severe manner. Any violation of federal, state or local laws or ordinances will be in addition to district disciplinary action and will follow legal provisions as established by statute.

Student Violations:

Students are subject to the following:

First Offense: Immediate suspension from network use or access until a disciplinary conference is held with parent/guardian, student and school administration.

Second Offense: Depending on the nature or severity of the violation, individuals may have their access to the District's computer network and the Internet restricted, suspended or terminated or may be subject to other appropriate disciplinary actions.

APPROVED: April 5, 1999

REVISED:

SCHOOL DISTRICT OF MAYVILLE

363-Exhibit(1)

STUDENT ACCEPTABLE USE AGREEMENT

Student Section

Student Name \_\_\_\_\_ Grade \_\_\_\_\_
(Last) (First)

School \_\_\_\_\_ Home Address \_\_\_\_\_ Home Phone \_\_\_\_\_

I have read and agree to follow the School District of Mayville's Technology Acceptable Use Policy and Rules. I understand that if I violate the policy and/or rules, my network usage can be restricted, suspended or terminated, and I may face other disciplinary and legal actions.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Section

I have read and agree to the School District of Mayville's Technology Acceptable Use Policy and Rules. I understand that the District is providing technology access for educational purposes.

I acknowledge that some controversial material exists on the Internet accessed through the District computer networks. I hereby release the School District of Mayville, its personnel, and any institution with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the District's system, to the extent provided by law. Claims are not solely limited to those that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any additional restrictions beyond those set forth in the District's Technology Acceptable Use Policy and Rules that I may impose.

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

(Please return this agreement to your child's school)

APPROVED: April 5, 1999

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