



SCHOOL DISTRICT OF CRIVITZ

TECHNOLOGY ACCEPTABLE USE POLICY

2018-2019

This Technology Acceptable Use Policy is based on the School District of Crivitz Board of Education's approved NEOLA policy 7540.

The district offers vast, diverse, and unique resources to both students and staff. The district's goal is to provide these services to promote educational excellence and to increase student achievement facilitating resource sharing, innovation, and communication.

The use of technology by students and staff is a privilege and not a right. As with any privilege, there comes responsibility. While the School District of Crivitz provides precautions to help prevent access to inappropriate materials, the ultimate responsibility lies with the user.

All computers, telephone systems, electronic mail systems, and voice mail systems are the Board's property and are to be used primarily for business/educational purposes. The Board retains the right to access and review all electronic and voice mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the Board's computer system, telephone system, electronic mail system, and voice mail system. Staff members/students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the district with or without notice or the staff member's/student's knowledge. The use of passwords does not guarantee confidentiality, and the Board retains the right to access information in spite of a password. All passwords or security codes must be registered with the Board. A staff member's refusal to permit such access may be grounds for discipline up to and including discharge. Any user must provide any username and/or password (relating to any district application or account) to the District Administrator or Technology Coordinator upon request. Refusal to provide the requested information may be grounds for discipline up to and including discharge.

Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with the guidelines, the Board reserves the right to monitor, review, and inspect any directories, files, and/or messages residing on or sent using the Board's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

The Board has software and systems in place that monitor and record all Internet, World Wide Web, and computer usage. The Board wants users to be aware that security systems are capable of recording, for each and every user, each World Wide Web site visit, the amount of time spent actively using the World Wide Web, each chat, news group access, e-mail message, and every file

transfer into and out of our internal networks to the Internet. No District student or employee should have any expectation of privacy as to his/her Internet or World Wide Web usage, or the privacy of any electronic mail message, file, download, note, or other data stored on or transmitted or received through any Board computing facility. The Board reserves the right to review computing activity and analyze usage patterns, and may choose to publicize this data to assure that the Board's computing resources are devoted to maintaining the highest standards of educational benefit and employee productivity. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. The use of passwords does not guarantee confidentiality and the Board retains the right to access information in spite of a password.

The use of technology, which is defined under this policy as including, but not limited to the use of software, audio and video media, computers and hardware peripherals, network and telecommunications equipment, and video and audio equipment owned or leased by the School District of Crivitz, or on its property, or other devices used, are subject to the terms of this policy.

Proper conduct while using technology must be observed at all times according to the guidelines listed within this policy. Failure to abide by the guidelines may result in termination of privileges, disciplinary action, and/or legal action as the offense indicates. The signatures at the end of this document are legally binding and indicate the parties who have signed have read the terms and conditions carefully and understand their significance.

With access to technology comes the availability of material that may not be considered to be of educational value in the context of the school setting. The School District of Crivitz has taken precautions to restrict access to inappropriate materials. However, on a global network it is impossible to control all materials and an industrious user may discover inappropriate information. The School District of Crivitz believes that the valuable information and interaction available on this world-wide network far outweigh the concern that users may procure material that is not consistent with the educational goals of the district.

The District Administrator, or his appointee, is responsible for determining what unauthorized or inappropriate use is. The District Administrator, or his appointee, may deny, revoke, or suspend access to the Network/Internet to individuals who violate this Technology Acceptable Use Policy and may take such other disciplinary action as is appropriate pursuant to the applicable collective bargaining agreement and/or Board Policy.



SCHOOL DISTRICT OF CRIVITZ

TECHNOLOGY ACCEPTABLE USE GUIDELINES

2018-2019

OWNERSHIP

1. The School District of Crivitz retains ownership and control of its computers and related hardware and software at all times.
2. The user will acknowledge that all files retrieved by, or stored on, the district computer system are the property of the School District of Crivitz and may be accessed, searched, modified, etc. in the same manner as school lockers.
3. The user may **NOT** make web sites, home pages, or publish anything on the school web site without direct permission of the classroom teacher or IT personnel.
4. The user will **NOT** expect that files and information communicated or stored on the network will be private.

APPROPRIATE USE

1. The user will exercise appropriate behavior at all times when using technology as well as in virtual and/or physical environments involving technology.
2. The user will exercise reasonable care when using district technology, including, but not limited to hardware and software.
3. Users shall not send or forward mass e-mails, even if the e-mails concern district business, without prior approval of the District Administrator. Bulk emailing is generally, but not limited to, being used by companies to direct market services and goods to consumers.
4. The user will refrain from any form of vandalism to district technology. Any damages incurred by the user will be the responsibility of the user and/or the user's parents/guardians. The user may be turned over to the appropriate authorities.

5. The user will report hardware and software problems to the appropriate personnel. Users will **NOT** try to remedy any problem themselves, unless instructed how to correct it by appropriate personnel.
6. The user will observe proper etiquette at all times. Inappropriate etiquette would include use of, but is not limited to abusive, vulgar, threatening behavior (cyber bullying), or other inappropriate language, harassment of another person, or transmission of objectionable material.
7. The user will refrain from engaging in cyber bullying or any other form of harassment using any/all electronic devices.
8. The user will refrain from using district technology for commercial purposes or for personal financial gain.
9. The user will **NOT** hack, or attempt to hack into any of the school district's computers, software, or hardware.
10. The user will refrain from willfully accessing sites which are not educationally appropriate. The user, unless approved by appropriate personnel, will refrain from attempting to access blocked sites and/or bypass or defeat the filtering system.
11. The user will refrain from accessing online chat rooms, games, wikis, blogs, email, streaming audio/video, social media, or other web tools unless allowed with teacher consent for valid instructional purposes.
12. The user, unless approved by appropriate personnel, will refrain from subscribing to News Groups, LISTS, or purchasing any other product or service available on the Internet. Such costs incurred by the user in violation of these guidelines will be the sole responsibility of the user and/or the user's parents/guardians.
13. The user may store a limited amount of personal data (e.g. pictures, music, video, and/or documents etc.) with the understanding that all data will be purged at the end of every school year.

SECURITY

1. The user will **NOT** reveal passwords, personal addresses, last names, or phone numbers.
2. The user will **NOT** use other users' accounts.

3. The user, unless approved by appropriate personnel, will **NOT** install, copy, or transfer software.
4. The users will **NOT** add to, delete from, or alter files other than their own.
5. The user will **NOT** knowingly upload, create, or transmit viruses while on, or using, any district technology.
6. The user will report any security problems to the appropriate personnel immediately. The user will not demonstrate the security problem to other users.
7. The user will **NOT** view or create offensive material, hate mail, discriminating remarks, or obscene or pornographic material on district grounds. This includes but is not limited to accessing web sites, newsgroups, or content that contains material that promotes illegal acts.
8. The user will **NOT** attach personal computing devices, including, but not limited to: laptops, desktops, and/or phones, to the network without direct permission from the District technology department.
9. Users may transfer data from personal computers to district computers by CD, DVD, USB flash drive, external USB drives, and/or other removable media.

LEGAL ISSUES

1. The user is expected to comply with legal requirements regarding the use, reproduction, and distribution of copyrighted works, and with any applicable provisions of use or license agreements.
2. The user will **NOT** transmit any material or communications in violation of any federal, state, local law, and/or regulations. This includes, but is not limited to: copyrighted material, threatening behavior (cyber bullying), obscene material, or material protected by trade secret.

DISCLAIMER

1. The user acknowledges the district will **NOT** be responsible for any damages which include loss of data, non-deliveries, mis-deliveries, or service interruption.

2. The user acknowledges the district will **NOT** be responsible for the accuracy or quality of information obtained through its services.

PENALTY PROCEDURES

1. Violations of the aforementioned guidelines or this Technology Acceptable Use Policy, may result in restricted network access, loss of privileges, and/or disciplinary action at the discretion of district administration.





SCHOOL DISTRICT OF CRIVITZ

GOOGLE APPS FOR EDUCATION STUDENT ACCEPTABLE USE AGREEMENT 2018-2019

1. I understand that access to the District's Google Apps system is a privilege and not a right.
2. I understand that all policies covered by the District's *Technology Acceptable Use Policy*, apply to the Google Apps for Education system.
3. I understand that upon violation of this *Google Apps for Education Student Acceptable Use Agreement*, and by default, the *Technology Acceptable Use Policy*, my computer privileges may be revoked or terminated.
4. I understand that the files I create, store, etc. on the District's Google Apps system are not private and may be accessed by school officials without notice.
5. I understand that my Google Apps for Education account is to be used ONLY for educational purposes directly related to my classes or coursework and no part of the Google Apps for Education system will be used for personal purposes.
6. I understand that I have access to Google Apps for Education while not at school and that the *Google Apps for Education Student Acceptable Use Agreement* and *Technology Acceptable Use Policy* still apply wherever and whenever I access my Google Apps for Education account.
7. I will not post personal information such as first or last names, addresses, birthdates, grades, etc. - including, but not limited to me, another student, or staff member while using the Google Apps for Education system.
8. I will not share my Google Apps for Education logon information with anyone.
9. I will not login to any Google account at school except for the account that was provided by the School District of Crivitz.
10. I will not cyberbully or harass any individual using the Google Apps for Education system.



SCHOOL DISTRICT OF CRIVITZ

MEDIA PUBLICATION CONSENT FORM

2018-2019

Dear Parents/Guardians,

Occasionally, we may take photographs or video recordings of the children and students at our school. We may use the photographs or video recordings in a local newspaper, in the school newsletter, on project display boards, in the media, or on the school website(s).

From time to time, photographers or videographers for educational event purposes may visit our school. Students will often appear in these images or video recordings, which may appear in local newspapers, on area television news, or on the World Wide Web.

To comply with the Data Protection Act 1998 and administrative policies and guidelines, we need your permission to photograph or videotape your child. Please answer the question below.

If you have any questions regarding this form, please contact the school.

May we use your child's photograph in printed publications, the media, or for use on the school district website(s)?

Please circle your answer: **YES / NO**

If you chose 'YES' above, please check the appropriate permission below. If you chose 'NO,' we will not use your child/student's photograph or name in the described publications.

_____ I give permission for my child's name to be used in digital or printed publications.

_____ I **DO NOT** give permission for my child's name to be used in digital or printed publications.

PRINT STUDENT'S FULL NAME

GRADE LEVEL ENTERING

DATE

PARENT OR GUARDIAN SIGNATURE

DATE

***** Please return this completed form to the school as soon as possible *****