

**BALDWIN-WOODVILLE AREA SCHOOL DISTRICT**  
**Board Policy Manual**

363.2

**ACCEPTABLE TECHNOLOGY USE**

Students and staff using District technology shall be held responsible for their actions and network/electronic identity while using it. District technology includes, but is not limited to: desktop and portable computer systems; file, Web and print servers; projection systems; network/LAN/WAN connectivity and resources; and, software applications and media items.

The use of District technology is a privilege, not a right. These privileges can and will be revoked if the privileges are abused. The Baldwin-Woodville Area School District retains ownership and possessory control of all District technology. There should be no expectation of privacy by students and staff using District technology. The District will have access to all user accounts, including data created, and will review/monitor technology use as necessary to maintain system integrity and ensure responsible technology use.

District technology shall be used consistent with established curricula and technology goals in the District technology plan. In addition, student use shall be consistent with established guidelines listed in the student handbook, and staff use shall be consistent with established guidelines listed in the staff handbook and/or employment contract. Student technology accounts have restricted rights and privileges. Parent/guardian permission is required for student Internet access (including e-mail access). In order to utilize District technology, each user (staff and student alike) shall have a current signed acceptable use agreement on file with their respective school office.

The District shall provide student instruction in standards of Internet safety as part of the District's K-12 curriculum. The instruction will include appropriate use of social networking sites and communication tools, safeguarding personal information online, how to recognize Internet predators, how students should respond to cyber bullying, and the District's policy on cyber bullying and online harassment.

In compliance with federal law requirements, an Internet filtering device shall be used on all District computers that access the Internet in an effort to protect against access to visual depictions that are obscene, child pornography or harmful to minors. The District acknowledges that even with a filtering system, complete control and/or access to objectionable material cannot be assured. Some independent users may still discover unsuitable information or have access to materials that are illegal, defamatory, inaccurate or potentially objectionable to some people. The District is not responsible for Internet content, its authenticity and/or its accuracy.

It is District policy to require direct on-site supervision of students using the District's computer network, meaning that a staff member is physically present in the room in which the network is being accessed/utilized by a student. Direct supervision is defined as eye contact, either electronically or physically, with the student's computer screen by a staff member.

All persons using District networks and electronic identity accounts shall be expected to abide by the following acceptable use rules:

- Users shall maintain strict confidentiality of their password(s).
- Users are prohibited from using another user's account for any reason.
- Users shall abide by all applicable District policies and administrative rules.
- Users shall not attempt to undermine network or desktop security.
- Users shall be accountable and responsible for their data.

Unacceptable usage of school district technology resources and accounts include, but is not limited to, the following:

- Physical damage/modification/theft of equipment.
- Disruption of network activity, resources and bandwidth.
- Access to, storage of and/or distribution of illegal, sexually explicit or otherwise questionable material.
- Downloading/distribution of viruses or otherwise unapproved software.
- Using excessive amounts of consumable resources.
- Engaging in illegal acts or violating any state or federal laws or local ordinances.
- Disruption/denial of educational access to others.
- Accessing another user's account/information.

The District expects users of District technology to report observed violations of this policy and any security problems to appropriate District authorities.

Improper use, negligent use and/or intentional misuse of District technology can and will be punished as deemed suitable by the District. Consequences for failure to follow this policy include revocation of privileges, restitution, suspension, expulsion, termination of employment and/or criminal sanctions under applicable state and federal laws.

LEGAL REF.:           Sections 118.001           Wisconsin Statutes  
                                  120.12(2)  
                                  120.13  
                                  943.70  
                                  947.0125  
                                  Children's Internet Protection Act  
                                  Neighborhood Children's Internet Protection Act  
                                  Children's Online Privacy Act  
                                  Federal Copyright Law [17 U.S.C.]  
                                  Technology Education and Copyright Harmonization Act (TEACH Act)

CROSS REF.:           330, Curriculum Development and Instructional Improvement  
                                  347, Student Records  
                                  361, Instructional Materials Section  
                                  361-Rule(1), Instructional Materials Selection Procedures  
                                  363.3, Assistive Technology for Students with Special Needs  
                                  381, Controversial Issues  
                                  411, Equal Educational Opportunities  
                                  411.1, Student Sexual Harassment  
                                  443, Student Conduct and Discipline  
                                  512, Employee Sexual Harassment  
                                  771.1, Use of Copyrighted Materials  
                                  871, Public Complaints About Instructional Materials  
                                  Current Employee Agreements  
                                  District Technology Plan

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