

ACCEPTABLE USE POLICY FOR USING SCHOOL DISTRICT TECHNOLOGY RESOURCES

The School District of the Tomorrow River (the District) offers technology resources for the enhancement of learning by students and staff, these resources may include computers, phones, cable TV, closed circuit TV, TV surveillance monitors, Internet, e-mail, networked photocopiers, third party technology services (e.g. internet filtering) and other multimedia technologies. The District makes these resources available to its faculty and staff as set forth in this document and board policy. Any of the technologies mentioned above will be referred to as the “Technology System” in this document. The school district expects appropriate use of the technology system by all users. This document explains the acceptable use of the technology system by all faculty and staff.

A. Acceptable Uses

The Work Environment

1. The technology system has been established for limited educational purposes. The term “educational purpose” includes classroom activities, professional development, and instructional preparation.
2. As a faculty or staff member you may use the system to enhance your work environment. You may add your own personal software (legally obtained), internet applications and bookmarks to your assigned computer (workstation.)
3. You may organize and store data on your workstation and your assigned network drive space.
4. The district provides each user with unique and secure network and e-mail accounts. These accounts are protected via passwords. You are responsible for these accounts and their contents. It is your responsibility to ensure these accounts remain uniquely yours. You may change passwords at your discretion. You may access student files, as necessary. You may access student records as per school board policy.
5. You may download or copy copyrighted materials as per the Fair Use Principle as stated in the Digital Millennium Copyright Act (17 U.S.C.#512). In summary, you may download copyrighted material and distribute one copy to each student for use in research or discussion on a nonrecurring basis for that class. If you do distribute materials you are required to provide copyright or credit information associated with the material. These laws and more details are available on the school’s web site.
6. You may arrange to purchase the appropriate licenses for any electronic media that will be used on a recurring basis, subject to administration approval and budget.

Personal Use

7. You may use the technology system’s phones, computers, e-mail and internet services for limited personal use.
8. You may remove your computer and printer, for summer use at home, by signing the equipment out with the technology coordinator and subject to approval by the District Administrator.
9. You may remove other hardware for limited periods of time during the year by signing the equipment out with the technology coordinator and subject to approval by the District Administrator.
10. You may use the district’s email, internet and ftp access to transfer your work files to your home via the school’s network. (You are responsible to provide your own dial-up services for your home.)
11. You may add additional personal hardware to your assigned workstation, upon prior permission from the technology coordinator. (The district takes no responsibility for loss or damage of this hardware.)
12. You may complete online personal purchases or other transactions with the understanding that the District is not responsible for the security of the information or data that is being transferred. You are financially responsible for any transaction you make.
13. You may add to your workstation any freeware, shareware or public domain software that is legal to download, as per its licensing agreement.
14. You may store personal data (data saved in e-mail, word processing, web pages, etc.) in the technology system with the understanding the District has the right to peruse all data stored in the System. (If you have personal confidential information you should consider saving it on your own home computer.)

ACCEPTABLE USE POLICY FOR USING SCHOOL DISTRICT TECHNOLOGY RESOURCES

15. As per the district's licensing agreements, you may install one copy of the following software applications on your personal computer for home use: any district licensed Microsoft product (Word, PowerPoint, Access, Excel, Publisher), Inspiration, or Grade Machine. (Contact the technology coordinator for more information.)

B. Unacceptable Uses

Below is a list of activities that are unacceptable. This list is not definitive and all users should demonstrate good taste while using the technology system.

1. You may not use the technology system for commercial purposes. This means you may not offer or provide products or services through the technology system.
2. You may not use the technology system for personal financial gain.
3. You may not use the technology system for advertising non-school sponsored activities, political lobbying or religious expression. (But you may use the technology system to communicate with elected representatives to express your opinion on political issues.)
4. You may not download, transfer, store or use illegal software or electronic media on the technology system. The District may report any use of illegal software to appropriate authorities.
5. You may not publicly disclose, via the technology system, personal information about any students or employees.
6. You may not intentionally view or transmit any pornography. Both federal and state laws explicitly prohibit the transmission or storage of child pornography via any electronic medium (e.g. video tape, e-mail, internet) and requires any service provider (i.e. the school district) to report to authorities such activities. (U.S.C. #2252)
7. You may not use the technology system for perusing or providing immoral media, whether written, pictures, video or sound. State laws prohibit immoral conduct by licensed professionals and expects the reporting of these behaviors to authorities. (Wis. Stat. ##948.11, 948.12)
8. By agreeing to this acceptable use policy you also agree to not use any electronic media, including media outside of the district, to deliver unethical, disrupting or harassing web pages, e-mail or video dealing with any student or district employee (or their families.)
9. You may not use the technology system to send messages, jokes or other comments that may be discriminatory, harassing or offensive to others.
10. You may not use the technology system to create material that defames an individual, company or business.
11. You may not block, remove or disable any network filtering, network management software or video surveillance equipment without the written consent of the district's administration.
12. You may not send junk mail or chain letters, register with non-work related listservers, attempt to perform e-mail spamming or IP "nuking."
13. You will not use software that requires excessive bandwidth usage, such as allowing your computer to be an Imesh or Napster Server.
14. You will not use the system for illegal activities or intentionally break any network security to any network. (e.g. hacking)
15. You will not intentional introduce viruses into the network. (You agree to avoid the inadvertent spread of computer viruses by using district adopted virus protection software.)
16. You may not make additional copies of district software or use licensed district software on your home computers unless approved by the technology coordinator.
17. You may not add software to the technology system without approval from the technology coordinator.
18. You may not disrupt other users by tampering with their assigned hardware or software.

C. The District's Rights, Responsibilities and Expectations

ACCEPTABLE USE POLICY FOR USING SCHOOL DISTRICT TECHNOLOGY RESOURCES

1. The technology system is not a public access service or a public forum and, therefore, the District reserves the right to place restrictions on the material you access or post through the system. You are expected to follow and maintain a professional presentation on the technology system and observe federal and state laws.
2. The hardware and software of the System is owned by the district and is expressly for educational purposes. The district reserves the right to recall and/or reassign any hardware or software at anytime.
3. All district owned hardware and software must be returned to the district upon termination of employment. Any hardware or software not returned will be charged to you at the original purchase price.
4. All electronic data residing on the technology system is not private, by agreeing to this acceptable use policy you are consenting to the District monitoring and accessing any data you have placed in the technology system, including your e-mail and Internet usage history.
5. The district has the right to review firewall and proxy logs (a list of the internet sites users have gone to) to ensure all sites are appropriate.
6. The district has the right to remove any data stored on any technology system hardware. (Before doing so notification will be made to all concerned individuals.)
7. The District will use surveillance cameras as it deems appropriate.
8. The District will use filtering to remove improper internet content but is not responsible for inappropriate materials that may be obtained by the users. (Access to inappropriate materials or websites should be reported to the network administrator for removal.)
9. The district expects all employees and students to follow all federal and state laws, including Family Individual Rights to Privacy Act (FIRPA), Children's Internet Privacy Act (CIPA) and Wis. Stat. 947.0125 (A Wisconsin statute regarding threatening, abusive or intimidating messages sent to another person through computerized communication) These laws are explained in detail on the school's web site.
10. The district expects all staff to oversee the appropriate use of technology by all students.
11. The district expects all staff to report any breach of security or other abnormalities to the network administrator.
12. The district expects all users to be responsible for their password-protected accounts. The district assumes that all data residing in your allocated space was placed there by your actions. (WARNING: Allowing students to use your computer while logged in under your user id places you at risk, since any file copied or downloaded is automatically tagged with your user id by the network operating system. The network administrator cannot change this tag.) **DO NOT ALLOW OTHER USERS ACCESS TO YOUR ACCOUNT AND PASSWORDS.** You should understand that anyone knowing your password can access your account via the internet.
13. The District is not responsible for any data corrupted, lost or destroyed within the System. All users are expected to make personal backups of any data. (e.g. FTP the data to their home computer, keep copies on both the c: drive and the h: drive, save to floppy.)
14. The District takes no responsibility for loss or damage of any personal software or personal hardware added to the technology system.
15. The District will not be responsible for financial loss associated with data or hardware loss.
16. The District is neither responsible nor liable for the actions of any users of the technology system and will work with authorities to ensure any criminal acts are prosecuted

D. Penalties and Procedures for Violating Policy and the Right to Due Process

1. Any user violating this Acceptable Use Policy may have their use privileges revoked.

ACCEPTABLE USE POLICY FOR USING SCHOOL DISTRICT TECHNOLOGY RESOURCES

2. At their discretion, an administrator may place a reprimand in the employee's file.
3. If an offense(s) appears to be criminal in nature the District may provide such information to the proper authorities for their review.
4. In the event of a criminal investigation the District will cooperate fully with authorities.
5. Any misconduct to or on the System may be appealed by the person(s) identified as performing the misconduct as per board policy and/or binding employee contract.

E. Duration of this Acceptable Use Policy for the Technology System

This Acceptable Use Policy will remain in effect until rescinded by the District. It does not require renewal despite the policy undergoing continual minor changes, due to the nature of the technology and rapidly changing state and federal laws. You will be notified of all changes to this policy and the current (updated) policy will be posted on the school's web site. An employee via written request to the technology coordinator can terminate this acceptable use agreement.

School District of the Tomorrow River
ACCEPTABLE USE POLICY FOR USING SCHOOL DISTRICT TECHNOLOGY RESOURCES

Employee Technology System Use Agreement

I have read and understand the District's Acceptable Use Policy relating to the use of the technology system. By signing this agreement I will abide by the Acceptable Use Policy. I understand that the District has the right to monitor and access any data contained in the technology system. Also, I agree to supervise student use to ensure their use of the technology system is appropriate.

Name: _____

Signature: _____

Date: _____

Your computer accounts will be activated upon submitting this completed form and you will be notified of your user ids and passwords.

(Please return this signed page to your building principal.)