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## INSTRUCTION

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**POLICY**

**No. 6500.09**

### **INTERNET USE/USE OF WEB RESOURCES**

The Board of Education encourages the use of the network, including the Internet, as a tool for research and education. The network must be used for the educational purposes for which it was intended. Technology users are expected to follow basic rules of courtesy and common sense when accessing electronic information. The Board of Education cannot guarantee that users of District technology shall not gain access to objectionable or inappropriate material, even with the protection measures and other mandates contained in this policy.

#### USE

Web resources are a collection of tools that enable read/write and media interaction on the Internet. The District permits responsible and safe use of these tools for instructional purposes. The uses of Web tools are considered extensions of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of web sites, blogs, or other Web tools.

Student and Staff Network (Including Internet) Use Procedures shall apply as defined in Board of Education Policy 6500.10.

The Administration shall inform employees and students of the guidelines for safe and acceptable use of the Internet and Web resources.

#### PRIVACY

Pewaukee Public Schools reserves the right to monitor all District technology use. The District also reserves the right to search Internet accounts accessed with school equipment without permission if it is felt that illegal or inappropriate use of the technology is occurring.

#### FILTERING

In accordance to Children's Internet Protection Act ("CIPA"), the district blocks or filters content over the Internet that the district considers inappropriate for minors. This includes pornography, obscene material, and other material that may be harmful to minors. The district may also block or filter other content deemed to be inappropriate, lacking educational or work-related content, or that pose a threat to the network. The district may, in its discretion, disable such filtering for certain users for bona-fide research or other lawful educational or business purposes.

#### VIOLATIONS

Users shall not use any website, application, or methods to bypass filtering of the network or perform any other unlawful activities.

It is a violation to share a password or other account information with anyone else.

Improper use of District technology shall result in fines, loss of network/Internet privileges, suspension, or expulsion, as deemed appropriate, up to and including termination.

The Pewaukee Public School District is committed to a policy of equal opportunity and nondiscrimination in the educational programs and activities it operates and in related employment practices. No one may be denied admission to any public school or be denied participation in, be denied benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or any other characteristic protected by law.

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**PROPOSED:** January 22, 1996  
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**ADOPTED:** January 10, 2005  
**REVIEWED:** April 26, 2010 & October 27, 2014

Wisconsin State Statute: 947.0125

Miscellaneous Appropriations Act, 2001/CHILDREN'S INTERNET PROTECTION ACT (Pub. L. 106-554)

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## INSTRUCTION

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### **POLICY NO. 6500.09**

### **NETWORK/INTERNET POLICY**

#### **ADMINISTRATIVE PROCEDURES**

##### **GENERAL RULES OF USE**

1. Students must have consent signed by a parent/guardian on file with the District to use the network and to use the Internet.
2. The District's technology is to be used for educational purposes only.
3. On-line time must be used wisely to allow equitable access for all users.
4. The use of vulgar, suggestive, racist, sexist, discriminatory remarks, or otherwise inappropriate language shall not be tolerated.
5. Engaging in activities that are pornographic or drug related shall result in automatic termination of your network/Internet privileges. Suspension or expulsion may result from inappropriate use.
6. The transmission of unwanted or inappropriate e-mail is considered harassment and shall be dealt with as such.
7. The use of the District's technology must not violate existing policies of the Pewaukee Public Schools.
8. Chat lines, bulletin boards, forums, etc. may not be accessed by students without prior consent of a teacher or persons monitoring the Internet use.

##### **Google Apps for Education and Online Academic Services**

All staff and students (collectively "user" or "users") shall be assigned a Pewaukee School District (PSD) Google Apps for Education account and shall be accessing other Online Academic Service(s). A PSD Google Apps for Education account allows staff and students to use Google Mail, Google Docs, and other Google applications and products for collaboration, communication, research and sharing. Online Academic Services include, but are not limited to, Google Apps for Education, Moodle, web-based math and literacy software, online assessment software, skill-building games, content-focused video tutorials, and all other online digital resources. PSD cannot and does not guarantee the security of electronic files located on Google systems or any other Online Academic Service system. It is the responsibility of the user to backup important documents or files. PSD cannot assure that users shall not be exposed to unsolicited information.

##### **Web Resources/Student Use**

1. Students using blogs, wikis or other web tools are expected to act safely by keeping ALL personal information out of their posts. A student should NEVER post personal information on the web. This includes, but is not limited to, last names, personal details including addresses, phone numbers, family names, email addresses, or photographs. Photographs may be posted with parental/user consent when educationally relevant and in accordance with applicable copyright provisions.
2. Students using such tools agree to not share their user name or password with anyone besides their teachers and parents.
3. Students should take privacy precautions to protect their personal information from being accessed via links to any online login name. In addition, comments made on social sites, blogs etc. should be monitored and deleted if inappropriate.
4. Web site links should be read in their entirety to ensure content is appropriate for a school setting.
5. Publication or posting of information to social networking sites or online spaces must be for educational purposes only and clearly identified as a requisite of the classroom activity. Appropriate sharing of interests, ideas and preferences is encouraged.
6. At no time should students sign into any web-based service, requiring them to provide personal details in exchange for a user name and password for further access not explicitly authorized by the teacher.
7. At no time should students post unauthorized video or audio to public spaces, either as a 'member' of the service or anonymously.
8. Students may not alter, delete or move any digital materials produced on any 'social space' without permission of the owner.
9. Students may not comment via text on other people's work that is publically accessible without permission of the teacher.
10. Teacher and school generated media is subject to copyright. Publishing any part of any copyrighted material or posting, downloading or plagiarizing work is not permitted.
11. Students and parents must be aware that social network publishing means that everything they publish in the public domain cannot be deleted, moved or suspended by the school. Even if content is deleted, it is likely that it can still be accessed in the future.

12. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.

### **Web Resources/Staff**

The District recognizes the value of teacher inquiry, investigation, and innovation using web-based technology tools to enhance the learning experience and supports the use of publicly available social media networks including, but not limited to classroom Web sites, Web logs (blogs), wikis, social networks, online forums, and virtual worlds.

District policy does not prohibit personal use of Web tools, including social media, for business conducted outside of the school day. It does, however, include staff and student communications conducted at any time.

1. Content posted or added to online spaces must adhere to the Acceptable Use Policy, applicable privacy policies and laws, and all other Board policies, rules, and regulations.
2. Information posted or published in online spaces should be education-related and non-confidential. All efforts should be made to uphold student privacy, ensure authenticity of content, and display professional integrity.
3. Employees have responsibility for maintaining appropriate employee-student relationships at all times and have responsibility for addressing inappropriate behavior or activity on these networks. This includes acting to protect the safety of minors online.
4. Staff shall NOT use Web tools to:
  - a. Conduct or promote outside business activities.
  - b. Promote or advertise for commercial products unrelated or related to instruction.
  - c. Defame or cause defamation of the character of any individual, organization or institution.
  - d. Divulge any personal information about students, or jeopardize their safety in any other way.
  - e. Conduct inappropriate conversations or relationships including, but not limited to, digital images, text, and media unrelated to school curricula and correspondence.