
INSTRUCTION

POLICY

No. 6500.10

TECHNOLOGY ACCEPTABLE USE POLICY (AUP)

Pewaukee School District provides staff, students, and other stakeholders (including but not limited to volunteers, agents, guests), collectively known as “user” or users,” with access to Information Technology resources in conformance with applicable law. Any electronic activity conducted on the network using any device, whether or not such device is a district-provided, is considered access to and use of the network system, regardless of the user’s physical location. By using the District’s system, users agree to abide by the procedures set forth in this policy and all other district policies and procedures. All students are required to have a signed agreement form on file.

School computers, memory devices, networks, and related hardware and software are the property of the Pewaukee Public Schools, and at no time does the District relinquish its exclusive control of these items.

GENERAL USE

The use of the District’s computers is a privilege rather than a right. Computers shall not be used to disseminate destructive, sexually explicit, vulgar, indecent, discriminatory, harassing, offensive or lewd communications. Inappropriate use of District technology, including interfering with network function and the standardization of work equipment, may result in the limitation or revocation of computer access, reimbursement for time and/or materials, and/or other disciplinary action as deemed appropriate.

PRIVACY AND MONITORING

The Pewaukee Public Schools reserves the right to inspect and review computer files. Such an inspection may be conducted by school authorities when they deem it necessary, without notice, without user consent, and without a search warrant. Such an inspection shall be done to insure that the computer system is being properly used and to insure the integrity of the network.

MOBILE AND PERSONALLY-OWNED DEVICES

The District permits approved use of mobile technology devices by students and staff in support of teaching and learning, managing resources, and connecting with stakeholders. Limited use of personal devices is also permitted so long as it does not interfere with educational or employment responsibilities, consume more than an unreasonable amount of network resources, violate state or federal law, or Board policies.

Mobile technology devices may include laptop computers, tablets, smart phones, cell phones, iPods/MP3 players, wireless devices, digital cameras, storage devices, or other electronics that may be carried or worn on a person. The District is not liable for the loss, damage, or misuse of any personal mobile technology device while on District property or while attending school-sponsored activities. The District also reserves the right to examine any device at any time to ensure compliance with policies.

LIMITATION OF LIABILITY

The Pewaukee School District makes no warranties, neither expressed nor implied, that the services provided by the District system shall be error-free. The District shall not be responsible for any damages users suffer, including but not limited to, loss of data or interruptions of service. The District shall not be responsible for the accuracy, nature, or quality of information obtained through or stored on the system. The District shall not be responsible for unauthorized financial obligations resulting from District-provided access to the Internet.

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.

Student Network (Including Internet) Use Procedures shall apply.

Staff Network (Including Internet) Use Procedures shall apply.

Technology Harassment Policy & Procedures shall apply.

PROPOSED: January 22, 1996
ADOPTED: February 19, 1996
REVISED: September 8, 1997
REVISED: April 11, 2005
REVIEWED: May 10, 2010 & May 4, 2015

**PEWAUKEE PUBLIC SCHOOLS
STUDENT NETWORK (INCLUDING INTERNET) USE PROCEDURES**

The Pewaukee School District believes that knowledge of technology and electronic information is fundamental to learning. The District encourages reasonable access to various information formats and believes it is incumbent upon users of this technology to avail themselves of this privilege in an appropriate and responsible manner.

Educational Purpose EDUCATIONAL PURPOSE

Access to the technology in the Pewaukee Public Schools has been established for educational purposes. All school technology (hardware and software) and network accounts must be used in support of the educational objectives of the District.

Users are responsible for anything sent on the network with their name on it or via their account. The use of the Pewaukee Public Schools network is a privilege, not a right, which may be revoked at any time for abusive or inappropriate conduct.

Users are expected to abide by the generally accepted rules of network etiquette including but not limited to the following:

LEGAL USE OF NETWORK

- All illegal activities are strictly forbidden including accessing or distributing obscene, discriminatory, harassing, abusive, sexually explicit, or threatening language or materials.
- Students may not load software/applications onto district computers.
- Students may not copy commercial software for use by friends.
- Students may not copy software from the Pewaukee Public Schools computers for any reason.

APPROPRIATE LANGUAGE

- Appropriate language must be used in all private and shared documents and communications.

PRIVACY OF PERSONAL INFORMATION

- Do not reveal personal information including name, address, phone number, etc., or personal information of others to anyone.
- Under no circumstances should a personal password/account be provided to another person.
- Users may not access an account other than their own nor misrepresent their identity.

SOFTWARE

- All software (networked and non-networked) must be loaded by and stored with Information Technology personnel (i.e., IT Director, Network Engineer, IT Support Technician).

EMAIL

All messages sent or received via the District email system are the property of the District and may be reviewed, accessed, and disclosed as deemed necessary by the District. Use of email, including personal business, must be consistent with the policies and objectives of the District. Transmitting spam messages, chain letters, or inappropriate email may be considered a violation of District policies and procedures and may result in disciplinary action.

The District e-mail system may not be used as a means to bully or threaten others (i.e., cyberbullying). Therefore, the following electronic activities are prohibited:

- a. Sending a message to a person that threatens to inflict injury or physical harm to that person or their property, with the intent to frighten, intimidate, threaten, abuse, or harass that person;
- b. Sending a message to a person that uses any obscene, lewd, or profane language or images or suggests any lewd or lascivious act;
- c. Intentionally preventing or attempting to prevent the disclosure of his or her own identity when sending a message to a person;
- d. Sending repeated messages with the intent of harassing that person.

EQUIPMENT

- It is unacceptable to relocate computers, add or remove peripherals, remove any cords or connections, or dismantle a computer in any way.
- Students and their parents/guardians shall be responsible for any damage and shall be held responsible for the replacement of parts or technician time to correct that which has been altered or destroyed.

USE OF MOBILE DEVICES

Students shall abide by the following terms when using mobile technology devices.

1. Students who are issued devices by the District shall abide by the following terms:

- a. District-provided devices are District property. Users assume primary responsibility for the safety, care, and security of the device and content.
- b. Users are not permitted to install software or make configuration changes to devices without expressed, written permission from District network personnel.
- c. The District reserves the right to audit, examine, monitor, or recall devices at any time and for any reason.
- d. All repairs to devices shall be facilitated by District network personnel.
- e. Prior to leaving active enrollment in the District, students must return mobile technology devices to District network personnel.

2. Limited use of personal devices on school property is permitted. In such instances, students shall abide by the following terms:

- a. Students **MAY** use personal devices during non-instructional times and locations as approved and designated by the building administrator.
- b. Students **MAY NOT** use personal devices during instructional time unless approved by the building administrator or classroom teacher.
- c. Students **MAY NOT** use personal devices to disrupt the school atmosphere.
- d. Students **MAY NOT** use personal devices to connect to the District network either by wired or wireless methods without permission from the District network personnel and the building principal.
- e. Students **MAY NOT** use personal devices to obtain unfiltered access to web page content while on district property.
- f. Students **MAY NOT** use personal devices to take photographs or to record audio or video while on District property or while a student is engaged in school-sponsored activities unless approved by the building principal.
- g. Students **MAY NOT** use personal devices to compromise the integrity of the instructional or assessment program.
- h. Students **MAY NOT** use personal devices to propagate a virus, worm, Trojan horse, spyware, or other malicious software on the District network.
- i. Students **MAY NOT** use personal devices to establish a wireless network.
- j. Students **MAY NOT** use personal devices to access, create or send inappropriate content while on district property or at school-sponsored events.

CONSEQUENCES FOR INAPPROPRIATE USE

Failure to follow the procedures and prohibitions listed above may result in the loss of the right to mobile technology devices, loss of access to network resources, and/or device confiscation. When a device is confiscated for the **first** time, the student may retrieve the device at the end of the school day. A parent is required to retrieve the device for a **second** occurrence.

MANAGEMENT

- Pewaukee Public Schools reserves the right to monitor all District technology. 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.
- Improper use of the District's technology, including the Internet, shall result in fines, loss of network privileges, suspension or expulsion as deemed appropriate.

Students who vandalize equipment or who fail to abide by the above provisions may have their network privileges revoked for part or all of the school year.

**PEWAUKEE PUBLIC SCHOOLS
STAFF NETWORK (INCLUDING INTERNET) USE PROCEDURES**

The Pewaukee School District believes that knowledge of technology and electronic information is fundamental to learning. The District encourages reasonable access to various information formats and believes it is incumbent upon users of this technology to avail themselves of this privilege in an appropriate and responsible manner.

EDUCATIONAL PURPOSE

Access to the technology in the Pewaukee Public Schools has been established for educational purposes. All school technology (hardware and software) and network accounts must be used in support of the educational objectives of the District.

Users are responsible for anything sent on the network with their name on it or via their account. The use of the Pewaukee Public Schools network is a privilege, not a right, which may be revoked at any time for abusive or inappropriate conduct.

Users are expected to abide by the generally accepted rules of network etiquette including but not limited to the following:

LEGAL USE OF NETWORK

- All illegal activities are strictly forbidden including accessing or transmitting obscene, discriminatory, harassing, abusive, sexually explicit, or threatening language or materials.
- Staff may not load software/applications onto district computers.
- Staff may not copy commercial software for use by friends.
- Staff may not copy software from the Pewaukee Public Schools computers to keep on their home computers.

APPROPRIATE LANGUAGE

- Appropriate language must be used in all private and shared documents and communications.

PRIVACY OF PERSONAL INFORMATION

- Do not reveal personal information including name, address, phone number, etc., or personal information of others to anyone.
- Under no circumstances should a personal password/account be provided to another person.
- Users may not access an account other than their own nor misrepresent their identity.

SOFTWARE

- All software (networked and non-networked) must be loaded by and stored with the Information Technology personnel (i.e., IT Director, Network Engineer, IT Support Technician).

E-MAIL

All messages sent or received via the District email system are the property of the District and may be reviewed, accessed, and disclosed as deemed necessary by the District. Use of email, including personal business, must be consistent with the policies and objectives of the District. Transmitting spam messages, chain letters, or inappropriate email may be considered a violation of District policies and procedures and may result in disciplinary action.

The District's e-mail system may not be used as a means to bully or threaten others (i.e., cyberbullying). Therefore, the following electronic activities are prohibited:

- a. Sending a message to a person that threatens to inflict injury or physical harm to that person or their property, with the intent to frighten, intimidate, threaten, abuse, or harass that person;
- b. Sending a message to a person that uses any obscene, lewd, or profane language or images or suggests any lewd or lascivious act;
- c. Intentionally preventing or attempting to prevent the disclosure of his or her own identity when sending a message to a person;
- d. Sending repeated messages with the intent of harassing that person.

EQUIPMENT

- It is unacceptable to relocate computers, add peripherals, remove any cords or connections, or dismantle a computer in any way.
- Staff shall be responsible for any damage that they directly cause and shall be held responsible for the replacement of parts or technician time to correct that which has been altered or destroyed.
- Staff not abiding by the above provisions may be subject to disciplinary action.

USE OF MOBILE DEVICES

1. Employees who are issued devices by the District shall abide by the following terms:

- a. District-provided devices are District property. Users assume primary responsibility for the safety, care, and security of the device and content.
- b. Users are not permitted to install software or make configuration changes to devices without expressed, written permission from District network personnel.
- c. The District reserves the right to audit, examine, monitor, or recall devices at any time and for any reason.
- d. All repairs to devices shall be facilitated by District network personnel.
- e. Upon termination of employment or upon initiation of a leave-of-absence, employees must return mobile technology devices to District network personnel.

2. Limited use of personal devices on school property is permitted. In such instances, employees shall abide by the following terms:

- a. Devices shall never be connected to the District network either by wired or wireless methods without permission from the District network personnel.
- b. Devices shall not be used on District premises to obtain unfiltered access to web page content.
- c. The user of a device found to be the source of a virus, worms, trojan horses, spyware, or other malicious software on the District network shall be held liable for all resulting damages to network resources and shall be subject to appropriate disciplinary action.
- d. Accessing, creating or sending inappropriate content stored on personal devices while on District property constitutes a violation of the Acceptable Use Policy and is subject to the consequences thereof.
- e. Employee assumes all responsibility for the safety of all content on devices. Employees are responsible to provide an accurate, up-to-date inventory of any District file or data that could contain personal identification information.
- f. The use of personal wireless access points or other wireless network enabling equipment or solutions for instructional purposes is prohibited on school premises.
- g. The District shall not be liable for the loss, damage, or misuse of any personal devices.

CONSEQUENCES FOR INAPPROPRIATE USE

- Failure to follow the procedures and prohibitions listed above may result in the loss of the right to mobile technology devices, loss of access to network resources, and appropriate disciplinary action up to and including termination of employment. Illegal use of the mobile technology device, such as intentional deletion or damage to files or data belonging to others, copyright violations or theft of services may be reported to the appropriate legal authorities for possible prosecution.

STAFF RESPONSIBILITY

- The classroom teacher is responsible for student use of district computers as it relates to departmental and classroom instructional use.

MANAGEMENT

- Pewaukee Public Schools reserves the right to monitor all District technology. The District also reserves the right to search Internet accounts accessed with school equipment without permission if it is felt that illegal or otherwise inappropriate use of the technology is occurring.
- Improper use of the District's technology, including the Internet, may result in disciplinary action.