

VI. TECHNOLOGY

BELIEF STATEMENTS

We recognize that our students are part of a global, digital society.

- We will engage in collaborative, inquiry-based learning environments, facilitated by educators who are able to use technology to transform knowledge and skills into solutions, new information, and products.
- We will foster an environment in which current technology and information resources are embraced.
- We will collaborate to integrate the use of technology and information into instructional practices to improve student learning.

MOVIE/VIDEO VIEWING

Parents/Guardians will receive information if a non-educational movie will be shown at school. The information will include the reason for the movie (i.e. celebration, reward). Only "G" rated movies will be shown, unless parent permission is given ahead of time. No movies rated above "PG" will be shown at the elementary level.

PSD ACCEPTABLE USE POLICY (AUP)

Rules and Appropriate Usage

The Pewaukee Public Schools encourages the use of computers and the network, including the Internet, as a tool for research and education. Laptops, computers, mobile devices, and the network, like any other school property, must be used for the educational purposes for which it was intended. The laptops issued to students are the **property of Pewaukee Public Schools (PPS)**. The issue of a laptop to each student is a privilege, not a right, which may be revoked at any time for inappropriate conduct. Improper use of District technology may result in fines, loss of network/Internet privileges, detention, suspension, or expulsion. Before issued a laptop for use at school and/or home, students must sign this Acceptable Use Policy and the 1:1 Laptop Student Expectations form. Parents and guardians must accept the understanding of these policies (#6500.10, 6500.11, 6500.09, 3400.11, Student Laptop Expectations, Technology Code of Conduct, and Stakeholders' Roles and Responsibilities) during the PSD on-line registration process. Parents/guardians must also pay a \$12.50 (grades 7-12) or \$7.00 (grades 5 & 6) Technology Consumables fee for the use of the laptop battery and case. All student forms, parent/guardian forms, and receipt of the Technology Consumable fee must be on record in the school prior to the student receiving a laptop for school and/or home use.

Students are expected to abide by the following rules and behavioral expectations both at home and within the school:

USE OF EQUIPMENT: Hardware and software

- Students must have a permission slip signed by a parent/guardian on file with the District to use the laptops and to use the Internet.
- The District's technology is to be used for educational purposes only.
- The use of the District's technology must not violate existing policies of the Pewaukee Public Schools.
- Students may not load software/applications onto district computers or copy software/applications from the school computers.
- Students may not destroy, deface, or alter computer equipment or files not belonging to the student.
- Students may not hide files or activity on the computer.

THE NETWORK

- Students may not change, alter, bypass, or attempt to bypass any computer security measures including filtered Internet sites.

- The use of Web tools is considered extensions of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other Web tools. This includes but is not limited to profanity, racist, sexist, or discriminatory remarks.
- Chat lines, bulletin boards, forums, etc. may not be accessed by students without prior consent of a teacher or person monitoring the Internet use.
- All illegal activities are strictly forbidden including accessing or distributing obscene, abusive, sexually explicit, or threatening language or materials. Engaging in activities that are pornographic or drug related will result in automatic termination of your network/Internet privileges. Suspension or expulsion may result from inappropriate use.
- Sending messages via any technological or cellular communication system with the intent to intimidate, frighten, threaten, or abuse another person is considered harassment and will be dealt with as such. (Board of Education Policy #3400.11)
- Intentionally preventing or attempting to prevent the disclosure of your identity when sending a message to a person is prohibited
- Possession of malicious software items such as viruses, Trojan software, spy ware while at school, on the District network, or transferring to the District network will be considered a violation.
- The District reserves the right to search Internet accounts accessed with school equipment without permission if it is felt that illegal or inappropriate use of technology is occurring.

PRIVACY

- Personally identifiable information should not be shared on the network. Do not reveal your name, address, phone number, e-mail address, etc., or personal information of your friends to anyone (Board of Education Policy #6500.11 & #6500.09).
- It is a violation to share a password with anyone else or to access any account belonging to other students, faculty, or staff.
- You may not use an account other than your own nor misrepresent your identity.

APPROPRIATE LANGUAGE

- The use of vulgar, suggestive, or otherwise inappropriate language will not be tolerated.

MANAGEMENT

- Pewaukee Public Schools reserves the right to monitor all District technology use. Such an inspection may be conducted by school authorities when they deem necessary, without notice, without user consent, and without a search warrant. (Board of Education Policy #6500.10)
- 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 technology is occurring. Improper use of District technology will result in fines, loss of network/Internet privileges, suspension, or expulsion as deemed appropriate. (Board of Education Policy #6500.09)

MOBILE TECHNOLOGY

The District reserves the right to examine and/or confiscate any device at any time to ensure compliance with policies. Mobile technology devices may include laptop computers, portable digital assistants (PDA), cell phones, iPods/MP3 players, wireless devices, digital cameras, storage devices, or other electronics that may be carried on a person. Limited use of personal devices is permitted under the following terms:

- Students **may** use personal devices during non-instructional times and locations as approved and designated by the building administrators.
- This will include all school settings where direct teacher supervision is taking place. (Classrooms, hallways before and after school, hallways during passing periods, and the lunchroom)

Students **may not** use personal devices during instructional time unless approved by the building administrator or classroom teacher.

- All teachers reserve the right to direct students when and where to use personal devices during instructional time.
- If teachers allow personal devices, these devices must be in plain view of the teacher at all times. Similar to student laptop use, students will be directed as to which times it is appropriate to turn over or turn off their devices.
- If the students elect to leave the classroom environment for personal reasons (restroom, locker, etc.), devices must be left in the classroom. Each teacher will be responsible for establishing an internal method to ensure that students' personal devices are secure during these times.

Students **may not** use personal devices to disrupt the school atmosphere.

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 building principal.

Students **may not** use personal devices to obtain unfiltered access to web page content while on district property.

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 (including bus transportation to and from school or school-related events) unless approved by the building principal.

- Teacher permission must be obtained by students prior to using any camera feature of a personal device.
- The camera feature by students must not be used without consent from teaching staff or building administration. Implicit consent is given to students to use personal devices at school activities (assemblies, sporting events, etc...) unless otherwise directed.

Students **may not** use personal devices to compromise the integrity of the instructional or assessment program.

- Personal devices may only be used for assessment with teacher permission.

Students **may not** use personal devices to propagate a virus, worm, Trojan horse, spyware, or other malicious software on the District network.

Students **may not** use personal devices to establish a wireless network.

Students **may not** use personal devices to access, create or send inappropriate content while on district property or at school-sponsored events.

STAKEHOLDERS' ROLES, RESPONSIBILITIES, AND GUIDELINES

We understand that using Information Technology is an essential 21st century skill as well as a privilege. To protect student privacy and ensure safety, the following guidelines are to be followed:

District Responsibility

- Model appropriate use of technology.
- Keep abreast of current law in order to protect all students.
- Understand the Acceptable Use Policy (AUP) and enforce the terms.
- Maintain functionality of hardware, software, and networking to support student learning.
- Monitor student and staff use.

Teacher Responsibility

- Model appropriate use of technology.
- Understand the Acceptable Use Policy (AUP) and enforce the terms.
- Ensure suggested sites are age-appropriate for student use
- Monitor student creation of accounts within the classroom and student use of Internet and social media sites.
- Be aware of and adhere to the federal Children's Online Privacy Protection Act laws and District Policies (6500.11- Use of District Web Site).

Student Responsibility

- When creating accounts, provide their full first names and only the first letter of their last name.
- When asked to provide birth date information, all students will use January 1 of their birth year.
- Students will not share personal, identifiable information. (i.e. Asa Clark Middle School or Pewaukee)
- Students will use group pictures of students and/or individual pictures which do not identify individuals by name.
- Students will agree to use social media and content creation sites responsibly.
- Protect the laptops from damage and theft per the *Student 1:1 Laptop Expectations*. Required precautions include the use of the protective sleeve when transporting the laptop to and from school. If the laptop is lost or stolen when outside of school grounds, it should be reported to the local police authorities and school personal immediately. Parents or guardians are financially responsible for any lost or stolen laptop that is not recovered in good working order by the authorities. (District Policy No. 3400.09)
- Understand the Acceptable Use Policy (AUP)

Parent/Guardian Responsibility

- Monitor student Internet and social media website use at home
- Contact teacher who has assigned the project if any questions or concerns arise.
- Parents/Guardians are encouraged to obtain their child's log-in and password in order to monitor the student's computer usage at home. If parents have any difficulties receiving this password, they should contact their student's school Main Office for assistance.
- When the laptops are taken home by the student, it is strongly recommended that it will always be used in a common family location so that adult supervision can be maintained at all times.
- If the damage is wanton, willful or purposeful, the parents or guardians will pay the full repair/replacement cost of the laptop, protective sleeve and/or AC power adaptor. Replacement cost for a laptop would be approximately \$600.

General Tips for Parents for Internet Safety:

- Talk with your child about online behavior, safety, and security early on and continually.
- Monitor your child's computer use. Know their passwords, profiles, and blogs. Keep the computer or laptop in a family location.
- Let children show you what they can do online and visit their favorite sites.
- Set limits and clear expectations for computer use.

- Look into safeguarding programs or options your online service provider may offer; these may include filtering capabilities.

STUDENT TECHNOLOGY EXPECTATIONS

As a learner I will...

Care of Equipment	<ol style="list-style-type: none"> 1. Look after my laptop very carefully all of the time. <ol style="list-style-type: none"> a. Laptops will never be left unattended b. Laptops must be situated securely on the working surface c. Make sure the laptop is not subject to careless or malicious damage (i.e. as a result of horseplay) d. Take care when the laptop is transported that it is as secure as possible. e. Carry my laptop in the closed position with two hands in the classroom. f. Carry my laptop home in my laptop case outside of my backpack. 2. Ensure that my laptop is charged every evening and ready for use the next day (i.e. plugging it in to the cart for charging overnight). 3. Store my laptop <i>in safe locations when in physical education class.</i> 4. Print only after teacher gives permission. 5. Not decorate the laptop and not allow it to be subject to graffiti. 6. Not install or download additional software.
Social Responsibility	<ol style="list-style-type: none"> 7. Be on the task assigned by my teacher at all times. Laptop will ONLY be used for educational purposes as directed by Pewaukee School District staff. 8. Only use web tools such as blogs, wikis, podcasts, social-bookmarking, multi-user role-playing environments, video games, and social networking <u>authorized by my teacher.</u> Not use computers to email with friends or have group on-line chats. 9. Agree that all written and posted material on-line is appropriate and non-defamatory. 10. Not use the computer to bring harm to anyone else. 11. Not type profanity or otherwise offensive language. 12. Report to my teacher, school counselor, or administrator if I ever feel uncomfortable about an experience online including but not limited to receiving harassing messages or accidentally view any offensive or pornographic content or being asked to meet someone I have met online without parental approval. I understand that my teacher is willing to help me and will not punish me as long as the rules are followed. 13. Use the Internet to search only areas appropriate to the school curriculum. 14. Only save material in my personal folders or to my laptop appropriate for educational use. 15. Not plagiarize from the internet. 16. Not share my passwords (my school network account, my e-mail account, my social networking account, etc.) with anyone else except my parents, teachers, school counselors, or administrators. 17. Do not reveal your name, address, phone number, etc., or personal information of your friends to anyone. 18. Do not remove any of the labels, decals, or emblems on the laptops. 19. Not use a proxy to attempt to access Web sites or other forms of Internet content and communications technology that have been blocked from my school network. 20. Be prepared to be held accountable for my actions and for the loss of computer and/or laptop privileges if these expectations are violated.

TECHNOLOGY CODE OF CONDUCT

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Offense Description	1 st Offense	Disciplinary Action 2 nd Offense	3 rd Offense
<p>Level 1</p> <p>Internet Violations:</p> <ul style="list-style-type: none"> Attempting to bypass filtering and/or security measures. Attempting to surf for inappropriate or non-academic items. Attempting to change filter settings. Accessing social media and networking that is non-academic. Playing games that do or do not bypass filtering. <p>Downloading Programs</p> <p>Production and Distribution of Inappropriate material</p> <p>Privacy</p> <ul style="list-style-type: none"> Attempting to hide computer activities. Attempting to hide, delete, or alter files or file types not belonging to the student. Revealing and/or sharing of account information. Attempting to access or use someone else's computer account information or profile <p>Use of inappropriate language</p>	<p>Minimum Action Verbal Reprimand</p> <p>Maximum Action Detention</p>	<p>Minimum Action Detention</p> <p>Maximum Action Loss of computer or internet privilege</p>	<p>Minimum Action Detention</p> <p>Maximum Action Extended loss of computer/internet privileges and/or suspension</p>
<p>Level 2</p> <p>Hardware</p> <ul style="list-style-type: none"> Destruction of property Theft <p>Software</p> <ul style="list-style-type: none"> Knowingly bringing in viruses. Attempting to load programs to subvert function or security. Improper use of computers to falsify documents or plagiarize Attempting to bypass security measures or access more privileged accounts. Attempting to alter or block the proper operation or performance of the network. Using school or other e-mail inappropriately <p>Cyber bullying Using electronic devices or social networking sites to intimidate, harass, or gossip by emailing, texting, posting, or sending messages/photos</p> <ul style="list-style-type: none"> Occurs during school hours Occurs using district technology Occurs beyond school hours but has an impact the educational environment for one or multiple students 	<p>For each offense in Level 2, the minimum action taken will be a detention and the maximum action taken will be suspension or expulsion based on the severity of the offense. Citations or legal charges may be issued.</p>		

Please note that **intentional and/or willful damage** caused to the laptop or laptop carrying case or any district-owned technology is subject to restitution. Students will be charged for any/all damage using the fee schedule below:

Item	Cost
Chromebook	\$200.00
2-piece power supply	\$35.00
LCD Display (screen)	\$60.00
Plastics (each – can use multiple pieces for repairs)	\$10.00
Keyboard assembly	\$60.00
Motherboard / system board	\$85.00