Adopted: June 1995   **Policy #524**

524 Student Policy on Technology, Computer & Internet Use

The following policy was adopted by the Wheaton Public School's Board of Education.

WHEATON PUBLIC SCHOOL COMPUTER USE GUIDELINES

1) The following guidelines and procedure statements are based on these assumptions and definitions:

(1) The primary use of technology resources of Wheaton Area Schools is to support the role and mission as set forth by the Board of Education and the statutes of the State of Minnesota.

(2) The technology, computers and computer network are valuable resources to the students, staff, and faculty of Wheaton Area Schools.

(3) The technology resources of Wheaton Area Schools are not unlimited.

(4) Internet. The Internet is an electronic highway connecting millions of computers all over the world and millions of individuals. This will give students and teachers access to electronic mail communication with people all over the world; information and news from around the world as well as the opportunity to correspond with the providers of this information; public domain and shareware of all types; discussion groups on a wealth of topics; and, access to many university library catalogs, clearinghouses and databases.

With this access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Wheaton Area Schools has taken all available precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of Wheaton Area Schools.

Because Internet access is coordinated through a complex association of government agencies, and regional and state networks, it is necessary that all end-users adhere to terms and conditions to insure smooth operation of the network. Because Internet is used as part of the school's instructional program, conduct will be subject to the school's code of conduct as formalized by individual standards of responsibility, school standards of responsibility and district policies regarding standards of responsibility. It should be understood that the use of the Internet, at this time, is not a 'right', but a 'privilege'. At the same time, Wheaton Area Schools places a high value on a student's right to freedom of expression. The terms and conditions for use are provided here so that all will be aware of the responsibilities, which accompany the privilege of use. In general, this requires efficient, ethical and legal utilization of the network resources. If a Wheaton Area Schools user violates any of these provisions, his or her account with Internet will be terminated and future access could possibly be denied.

These policies include all current and future technology resources owned and/or leased by the Wheaton School District #803, including but not limited to computers, cameras, calculators, lab equipment, printers, scanners, and modems.

2) Guidelines of Usage

1) By signing the attached contract, it is deemed the user accepts these policies and procedures

2) Persons wishing to utilize any and all technologies or access networks, such as the Internet, must complete an <u>APPLICATION FOR USER</u> contract. The validity of this contract will be from the time of acceptance of this contract by Wheaton Area Schools until such time as the person is no longer a student of Wheaton Area Schools. All students will have this opportunity unless parents/guardians prefer otherwise.

3) The applicant will follow the Wheaton Area Schools Technology Use Procedure: A teacher or adult supervisor must be in the same room and the applicant must first ask to access the Internet. If the applicant accesses an inappropriate site, he or she must back out immediately. (The applicant will be taught how to back out of any site accessed). Failure to do so could result in a one calendar year suspension from technology use in the Wheaton Public School system. Any suspension time less than a year would need approval by the district technology committee.

4) All uses of Wheaton Area Schools' technology services are intended to facilitate the exchange of information in the furtherance of education by providing access to unique resources. The following uses of Wheaton Area Schools technologies are strictly prohibited:
    (a) <u>Offensive messages</u> - The display or transmission of sexually explicit images, messages, cartoons, and/or the use of ethnic slurs or racial epithets.
    (b) <u>Personal, Commercial, and/or Religious Messages</u> - Use for the purpose of solicitation or for commercial, religious, political, personal or any other non-student related activity.
    (c) <u>Hackers</u> - Any unauthorized use by students of Wheaton Public School's technology, which violates district guidelines, local, state or federal law.

    Any information carried or contained on Wheaton Area Schools' technologies is subject   to review by the school district. If a student uses a district or non-district computer,   networks or other technologies in a manner which provides access to or affects hardware,   networks or information contained or stored in district equipment, this guideline shall be   deemed to be violated.

5) Users of the Wheaton Area Schools technology resources shall promote efficient use of the networks to reduce, and avoid if possible, congestion of the networks and interference with the work of others using the networks.
    Such interference or disruption includes, but is not limited to: inappropriate downloading of video or sound files; distribution of unsolicited advertising; propagation of computer worms or viruses; and using the network to make unauthorized entry to other computational, information, or communications devices or resources. Use that would cause congestion of the networks or otherwise interfere with the work of others is not allowed. Use of the network for recreational games is not acceptable when such use places a heavy load on scarce resources.

6) Users will respect the privacy of other users; for example users shall not intentionally seek information on, obtain copies of or modify files, other data or passwords belonging   to other users, or represent themselves as another user unless explicitly authorized to do so by that user. Networks or equipment shall not be used to transmit any communication where the meaning of the message, or its transmission

or distribution would violate any applicable law or regulation or would likely be offensive to the recipient(s).

7) Violation of these policies will be reviewed on a case-by-case basis. Violation of state statutes will be reported for prosecution under local, state and federal statutes.

8) Interpretation, application, and possible modification of these policies shall be within the sole discretion of the Wheaton Area Schools' administration, technology committee and Board of Education. Questions about any issue arising under these guidelines should be directed to the Wheaton Area Schools administration when an issue first arises.

9) Wheaton Area Schools may at any time make determinations that particular uses are or are not consistent with the purposes of the technology resources.

10) Wheaton Area Schools reserves the right to discontinue access to the computing equipment, networks and other technologies at any time.

11) Internet etiquette. You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

    (1) Be polite. Do not get abusive in your messages to others.
    (2) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
    (3) Do not reveal your personal address or phone number online.
    (4) Note that electronic mail is not guaranteed to be private. People who operate the system do have a duty to report to the authorities.
    (5) All communications and information accessible via the network should be assumed to be private property and may be affected by copyright laws.

12) Procedures for assigning e-mail addresses will be at the discretion of the technology committee.

13) Unauthorized changes to the operating system are forbidden.

14) Unauthorized software installation on district hardware is forbidden

15) Wheaton Area Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Wheaton Area Schools will not be responsible for any damages you suffer. This includes, but is not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, or omissions. Use of information obtained is at your own risk. Wheaton Area Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services.

16) Wheaton Area Schools may take pictures and/or video clips during the school day or during school sponsored events. These pictures and / or videos may be used on the Wheaton Area Schools' website, for school presentations, or informational documents. No names or captions will be placed on pictures and / or videos unless given permission from that person.

524.1 Staff Internet and Technology Use Policy

1) Introduction and Rationale

The Internet offers access to a wealth of information and resources that can improve the   services and productivity of the Wheaton Area Schools. Like any tool,   however, the Internet may be   misused. Because the Wheaton Area Schools cannot   ensure that the information available to   Internet users is related to the educational or business purposes of the Wheaton Area Schools, it is   ultimately the responsibility of the individual to follow the rules of this policy when using the   Internet or any Wheaton Area Schools information resource. This policy shall apply to all users of   Wheaton Area Schools Internet access, computers, and equipment.

2) Privacy and Ownership

Files, data, and other communications created on, originating from, and stored on Wheaton   Area Schools hardware, software, or other electronic systems, including leased equipment,   are the property of the Wheaton Area Schools. The Wheaton Area Schools may inspect   information and files stored, processed, or communicated by or through its information systems without notice to users. Users of the Wheaton Area School's computers, equipment, and   Internet access shall have no expectation of privacy related to such use. Users must not create or store   password protected data in an attempt to conceal such data from the Wheaton Area Schools.

3) Unacceptable Use

To ensure that all Wheaton Area Schools systems, equipment, and Internet access is used for   business-related and/or educational purposes of Wheaton Area Schools, users   must not use   these resources:

i)   For any illegal activity, including violation of copyright or other contracts

ii)   For personal financial or commercial gain

iii)   For any form of gambling

iv)   To gain unauthorized access to restricted resources

v)   To post anonymous messages

vi)   To submit, publish, or display any defamatory, abusive, obscene, threatening,   sexually explicit or racially offensive material

vii)   To read, delete, or modify files belonging to others without permission

viii)   To vandalize, damage, or disable the property of others

ix)   To engage in harassment or discrimination

x)   To promote political or private causes not related to the educational or business purposes of the Wheaton Area Schools

4) Access Rules

    i) Users should only use software including, but not limited to, e-mail applications and web browsers supplied by the Wheaton Area Schools.

    ii) Users shall not install hardware or software on Wheaton Area Schools systems without the express prior consent of the Wheaton Area Schools

    iii) Users shall use only the user names provided by the Wheaton Area Schools.

    iv) All use of the computers, equipment, and Internet access shall be in compliance with other Wheaton Area Schools policies.

    v) Employee access shall be subject to such additional rules, limitations, and conditions as may be set by their supervisors(s).

5) Security

Users shall not divulge passwords or security protocols to anyone outside the Wheaton Area Schools. Users shall not permit non-employees or unauthorized users to use their passwords or Wheaton Area Schools Internet access.

Because E-mail communications are vulnerable to interception, confidential information shall not be transmitted via E-mail.

6) Enforcement

Violations of this policy shall result in discipline up to and including discharge or suspension. Additionally, violations of this policy may subject the violator to criminal prosecution or civil liability. The Wheaton Area Schools reserves the right to limit or revoke any user's Internet access at any time for any reason.

7) Disclaimer/User Liability

The Wheaton Area Schools shall not assume and hereby expressly disclaims liability for the misuse of its computers, equipment, or Internet access, which violates this policy or any law.

8) Internet and Technology Use Agreement

All users of Wheaton Area Schools Internet access and technology must read this policy and agree to its terms by signing the applicable Use Agreement form. The signed agreement shall be kept in the Office of the Superintendent or his/her designee.