

Policies of the Board of Education

Section K– School-Community Relations

**TECHNOLOGY ACCEPTABLE USE POLICY** **2000.18**

For Student/Parent, Staff and Community Use of the  
Lake Country School District Technology/Communication Network

**INSTRUCTION**

**Internet Safety and Acceptable Use of Technology**

**Purpose and Expectations**

Technology is the property of the Lake Country School District and is provided for students and staff to help achieve excellence in education. Technology includes computer facilities, all hardware and software, the Internet, e-mail, phone and voicemail systems, audio/video equipment, peripherals, networks, servers, telecommunications, and related services.

Access is a privilege, not a right. All individuals using the system must have approval from school officials. For security purposes, all authorized users will be issued user accounts and passwords that are age appropriate, which they will be required to use.

Access entails responsibility. Students and staff are responsible for good behavior on the Board's technology equipment and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's equipment assumes personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

Utilization of technology for non-school related purposes may occur, but only to a reasonable degree. All users must be aware that personal privacy is not, and cannot be guaranteed.

User accounts may be treated like school lockers (Legal Reference: WI Statute 118.32 and 118.324). In other words, users of the district's technology have no right to privacy, and the technology administrators may review any user's files, internet history, downloads, communications, etc., to maintain system integrity and ensure that users are using the system responsibly.

Furthermore, the district does not warrant network functionality and is not responsible for any information that may be lost, damaged or irretrievable when using the network. Likewise, the district does not guarantee the accuracy of information received via the Internet by its users.

Unacceptable use of the district's technology includes, but is not limited to, the following examples:

- Sending or displaying offensive messages or pictures;
- Using offensive or obscene language;

- Harassing, insulting, threatening or attacking others, including racial or sexual slurs (i.e. cyberbullying);
- Damaging equipment or networks;
- Plagiarism, piracy or copyright and/or patent infringement;
- Using others' passwords;
- Trespassing in others' folders, work or files;
- Unauthorized access such as hacking;
- Intentionally wasting resources;
- Regularly employing the technology for commercial, political or religious purposes;
- Illegal activities;
- Unauthorized disclosure, use, and dissemination of personal identification information;
- Unauthorized installation of software.

Users are responsible for reporting occurrences of unacceptable use to school staff or officials. A failure to report violations of this policy constitutes grounds for discipline.

### **Sanctions**

1. Violations may result in usage restriction including loss of access to the Internet, and/or user account/files.
2. Additional disciplinary action (i.e. suspension) may be determined at the building level in line with existing practice regarding inappropriate behavior.
3. When applicable, law enforcement agencies may be involved.

### **Internet Safety (CIPA and NCIPA-Compliant)**

#### **Introduction**

It is the policy of the Lake Country School District to make a good faith effort to: (a) prevent user (students, staff, minors, adults) access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access, including so-called hacking, and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)] and the Neighborhood Children's Internet Protection Act (NCIPA) .

#### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Realizing that no internet filtering device is 100% effective, the Lake Country School District shall make every effort to maintain effective filtering continuously.

The District acknowledges that the potential exposure to inappropriate information is not and cannot be entirely avoided. It is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. A student, staff member, parent or citizen may complain, either to school administration or directly to the FCC if banned material repeatedly gets through the filter.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Lake Country School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications (whether use is intended or accidental).

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Education, Supervision and Monitoring**

It shall be the responsibility of all instructional members of the Lake Country School District staff to educate, supervise and monitor appropriate use of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21<sup>st</sup> Century Act (Pub. L. No. 110-385 Title II).

The Lake Country School district will promote safe online activity for children and educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. This includes, but is not limited to:

1. Teaching students how to locate and evaluate appropriate electronic sources.
2. Teaching students information literacy skills, including understanding of safety, copyright, ethical practice and data privacy.
3. Teaching students proper safety procedures when using electronic mail, chat rooms, social networking websites, cyberbullying awareness and response, and other forms of direct electronic communication.

Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the Network Systems Specialist under the direction of the District Administrator.

### **Definitions**

Key terms are as defined in the Children's Internet Protection Act.

#### Technology Protection Measure.

The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. Obscene, as that term is defined in section 1460 of title 18, United States Code;
2. Child pornography, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

#### Harmful to Minors.

The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

#### Sexual Act; Sexual Contact.

The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

*Adopted by the Board on 8/17/10*  
*Revised by the Board on 12/14/12*

*Legal References:* ss. 120.13(1), 947.0125, Wis. Stats.  
*Section 106-554; 47 USC 254 (h)(5)(b); S. 1492[110<sup>th</sup>]*

*Cross-Reference:* *Children's Internet Protection Act – Public Law 106-554 and 47 USC 254(h)(5)(b),*  
*Protecting Children in the 21<sup>st</sup> Century Act – Pub. L. No. 110-385 Title II, and Broadband*  
*Data Improvement Act 2008 – S. 1492[110<sup>th</sup>];*

**Appendix 1 – Students/Parents**  
**Lake Country School Technology Acceptable Use Policy**  
**Permission Form**

**District Internet and Email Rules**

As outlined on **Lake Country School District's Technology Acceptable Use Policy (2000.18)**, the District sets the following conditions and rules for use. Appropriate use is that which supports, enhances, or explores the curriculum of the school district. Any other use is not appropriate. Inappropriate use includes, but is not limited to, the following:

- Sending or displaying offensive messages or pictures
- Using offensive or obscene language and/or accessing obscene or pornographic materials
- Harassing, insulting, threatening or attacking others, including racial or sexual slurs (i.e. cyberbullying)
- Damaging equipment or networks
- Plagiarism and violating copyright laws
- Using another's password
- Trespassing in others' folders, work or files
- Unauthorized access such as hacking
- Intentionally wasting resources
- Regularly employing the technology for commercial, political, religious or illegal activities
- Unauthorized installation of software
- Attempting to gain access to student records and/or restricted information
- Printing, from the Internet, information and/or files without permission from a staff member

**Penalties for Improper Use**

- Users are responsible for reporting occurrences of unacceptable use to school staff or officials
- Violations may result in usage restriction including loss of access to the Internet, and/or user account/files
- Additional disciplinary action (i.e. suspension) may be determined at the building and/or district level in line with existing practice regarding inappropriate behavior.

All penalties are subject to review by the Administration.

I have read and understand the above rules and guidelines and agree to be bound by them.

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Grade: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and understand the above rules and guidelines, have discussed them with my son/daughter, and understand that my son/daughter will be bound by them.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE READ AND COMPLETE THE FOLLOWING:**

- 1) \_\_\_\_\_ Occasionally, Lake Country School District publishes photos of school activities on the school's web page. These pictures may include photos of students. NO names will ever be used to identify the pictures. Does Lake Country School District have your permission to post your child's picture on the school's web site as part of the section on school activities?
- 2) \_\_\_\_\_ Does Lake Country School District have your permission for school publications to use your child's photo when in a classroom picture?
- 3) \_\_\_\_\_ Does Lake Country School District have your permission for your child's name, parent/guardian's name, home address, phone number and classroom teacher to be included in the school directory?
- 4) \_\_\_\_\_ Does Lake Country School District have your permission to include your child in the school yearbook?
- 5) \_\_\_\_\_ Does Lake Country School District have permission to transport your child within the Arrowhead Area School District to attend activities without your written permission for each occurrence as long as you are aware of the activity?
- 6) \_\_\_\_\_ Does Lake Country School District have permission for LCS Administration to gather academic data regarding your child during their years at Arrowhead High School?
- 7) \_\_\_\_\_ Does Lake Country School District have permission to release important medical information concerning your child to the bus company, such as bee sting allergies, asthma, heart condition or other potentially severe condition that might need medical attention?

**Each child must have a signed form on file.**

**Please complete this form for each child in your family and return it at registration.**

## Appendix 2 – Employees

### Lake Country School Technology Acceptable Use Policy Permission Form

#### **District Internet and Email Rules**

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- Regularly employing the technology for commercial, political, religious or illegal activities
- Unauthorized installation of software
- Attempting to gain access to student records and/or restricted information
- Printing from the Internet information and/or files without permission from s a staff member

#### **Penalties for Improper Use**

Inappropriate use of district technology may result in the loss of technology use, disciplinary actions and/or referral to legal authorities. Users may lose privileges as follows:

- Network/Internet access restricted
- All computer use restricted or banned

All penalties are subject to review by the Administration.

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#### **Lake Country School District Technology Acceptable Use Policy Employee Permission Form**

I have read these rules and guidelines, understand them and agree to be bound by them

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date