

**School District of Platteville
Acceptable Use and Internet Safety Policy
For Students, Staff and Guests**

The School District of Platteville has invested significantly in technology that offers vast, diverse, and unique resources to students, staff and guests. The District's goal in providing these services is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The District supports access by students, staff and guests to rich information resources along with the development of appropriate skills to analyze and evaluate resources. In today's world, access to and manipulation of information is a critical skill. Staff, students and guests will have available to them appropriate technological tools necessary to explore the world both from inside and outside the classroom walls. Our belief is that information technology is provided to support our school district mission and purpose. All other uses are secondary.

I. Technology Defined

A. School District Technology Devices

The use of technology that is owned or leased by the School District of Platteville is subject to the terms of this policy. Technology is defined under this policy as including, but not limited to the use of audio, video and computer software, computers, peripherals, network and communications equipment and related hardware and video and audio equipment. District technology is to be used to enhance instruction, support learning and to develop professionally.

B. Personal Technology Devices

The conditions set forth in this policy shall also apply to the use of laptop computers, net-book computers, and other portable computing devices or accessories such as handheld computers, cell phones, PDAs, digital cameras, digital readers, music players, flash drives or other storage devices not owned by the School District of Platteville and brought into the school by students, parents, visitors, or staff members.

II. Purpose

Despite its significant value, it is possible to encounter materials and interactions on the network that are not consistent with the educational goals of the District. It is the purpose of this policy to serve as a warning, provide guidelines for Internet safety and to identify examples of acceptable and unacceptable use of district technology and the Internet. Before the District provides network or Internet access, adult users and the parents/guardians of minor users must acknowledge their agreement to abide by this policy by submitting the accompanying signed agreement to the District.

III. Privacy

The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the Platteville School District and no user shall have any expectation of privacy regarding such materials. Use of technology,

including the Internet, is a privilege, not a right, which may be revoked at any time for inappropriate conduct.

The School District of Platteville reserves the right to inspect, at any time, any personally-owned device while connected to the Platteville School District's network whether by hard wire or wireless connection. Any other inspection of any personally-owned device is subject to the guidelines set forth in the Student Code of Conduct.

IV. Internet Safety

All users are advised that access to the Internet includes the potential for access to materials that are inappropriate or harmful to minors. Every user (pupil and adult) must take responsibility for his or her use of the Internet and avoid sites and activities that are inappropriate or harmful to minors. Users who find sites that are inappropriate or harmful to minors shall report such sites to a designated official. Also, users who find other users visiting sites that are inappropriate or harmful to minors shall report such misuse to a designated official.

Neither the school's network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment or cyber-bullying. Students' home and personal Internet use can have an impact on the school district and on other students. If students' personal Internet expression, such as a threatening message to a staff member or another student, or a website advocating violence or defamation of another's character, creates a substantial disruption, offenders will be subject to disciplinary and legal actions.

Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate or hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings (including blogs). Often the author (sender or poster) of the inappropriate material is disguised (logged on) as someone else.

Any adult staff member is considered a designated official for student reporting. Any administrator or supervisor is considered a designated official for adult reporting. Sanctions may include, but are not limited to, the loss of computer privileges, detention, suspension, separation, or expulsion from school.

The following Internet Safety guidelines along with the Acceptable and Unacceptable Use examples in sections V and VI serve as policy to be enforced by the District.

A. Avoid material that is inappropriate or harmful to minors. By definition this includes any text, audio segment, picture, image, graphic image file, or other visual depiction that:

- Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- 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 or perverted sexual acts, or a lewd exhibition of the genitals;

- And taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- B. Guard your personal safety.** Users should not reveal personal information such as home address, telephone number, credit card numbers or Social Security numbers. Minors should not arrange face-to-face meetings with someone they have "met" on the Internet without permission of their parent or guardian.
- C. "Hacking" and other illegal activities are prohibited.** Using the District's computer network and Internet access to gain or to attempt to gain unauthorized access to other computers or computer systems is prohibited. Also prohibited is any use that violates a municipal ordinance, state or federal law relating to copyright, trade secrets, or the distribution of obscene or pornographic materials.
- D. Maintain the confidentiality of students.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of the adult student or a minor student's parent or guardian.
- E. Install Active Restriction Measures.** The District, either by itself, or in combination with the Internet Provider, will utilize filtering software or other technologies to protect users from accessing visual depictions that are 1) obscene, 2) child pornography, or 3) harmful to minors. The District will also filter and/or monitor the online activities of users, through direct observation and/or technological means, to ensure that users are not accessing such depictions or any other material that the Platteville School District determines is inappropriate.
- F. Provide instruction on Internet Safety.** The school district will provide instruction on standards of Internet safety as part of the district's required information technology courses, as well as instruction within regular classrooms. The instruction will include appropriate use of social networking sites, communication tools, protection of personal information, and awareness of the dangers of cyber-bullying and sharing inappropriate images as defined in paragraph A.
- V. Acceptable Use**
Examples of acceptable network use include but are not limited to:
- Use consistent with the mission of the School District of Platteville.
 - Use of technology, including the Internet for curriculum activities.
 - Use that encourages efficient, cooperative and creative methods to perform the user's job duties or educational tasks.
 - Use in support of education, research and professional development.
 - Use that provides unique resources and collaborative projects with appropriate educational partners.
 - Use for general communication (see IIBD E2 for Website Guidelines)
- VI. Unacceptable Use**
Examples of unacceptable use include but are not limited to:
- Use for a commercial enterprise or political lobbying unless specifically authorized by the District.

- Accessing or sending inappropriate material, images, and messages such as obscene or abusive language, harassing or threatening messages, visual depictions that are obscene, child pornography or harmful to minors.
- Breaching security by sharing and/or using unauthorized passwords, or working from network accounts that are not assigned to the user.
- Unauthorized use of Internet chat rooms, social networking websites, and free e-mail accounts.
- Use that causes congestion and disruption of networks and systems such as spreading viruses and attaching excessively large files.
- Deliberate damage to any District technology.
- Use of unauthorized software on District owned equipment such as non-commercial DVD's or CD's.
- Unauthorized use of District technology for the production of non-school-related materials.
- Use by staff members during normal work hours to explore personal interests, pursue hobbies, research travel plans, shop/browse commercial sites, conduct job searches, and pursue recreational communication.

Student questions about what constitutes appropriate or inappropriate use of the network should be directed to the teacher, librarian, or principal.

Staff questions about what constitutes appropriate or inappropriate use of the network should be directed to the information systems manager or the district administrator.

VII. Personal Wireless Devices

Platteville School District offers wireless access in our buildings. Each time someone accesses the wireless network, s/he will have to agree to the terms listed below

- The district will not be held liable for any damage that may occur as a result of connecting to the wireless network or any electrical power source.
- The district will not be held responsible for any physical damage, loss or theft of the device.
- The district is not obligated to supply electrical power access.
- Student use of devices will be at the discretion of the teacher.
- Persons connecting devices to the wireless network agree to maintain current anti-virus software.
- Illegal, destructive, harmful or any other inappropriate activities as listed under section VI herein is strictly prohibited.
- The parents and/or guardians of any student bringing personal technology to school agree to be responsible for and to reimburse Platteville Public Schools for any damage that their student may cause arising out of and relating to the use of the wireless network with his/her personal wireless device.

VIII. Consequences

Student Violations: Any student user who violates this policy will lose independent user privileges as stated below: Student violations and the disciplinary penalty will be recorded in the student's discipline record. Students violating this policy will be subject to disciplinary action that may include the loss of user privileges as stated below:

1st offense - Range: from a warning up to 90 school days while enrolled at that school.

2nd offense- Range: up to 180 school days while enrolled at that school.

3rd offense -Range: up to permanent loss of privileges while enrolled at that school.

Severe Offense - Whether a first, second or third offense, violations of a severe nature may result in permanent denial of computer privileges.

All penalties will be administered by school principals and are subject to review by the administrative team. In all cases restitution for damages will be assessed.

Employee Violations: Any staff or guest user who violates this policy will be subject to disciplinary actions that include one or more of the following: directive guidance, written reprimand, loss of user privileges, suspension without pay, or discharge from employment.

All penalties will be administered by the district administrator and are subject to review by the School Board's Personnel Committee and/or the full School Board. In all cases restitution for damages will be assessed.

Investigation: In the process of investigating unacceptable use, any staff member is required to register the investigation with the information systems manager or assistant manager before accessing unacceptable sites, messages, etc.

IX. Intellectual/Artistic Property

Property created by employees or volunteers as a function of their work is the property of the Platteville School District.

Property created by students for course credit may be retained by the district as a student record subject to the policy and laws that govern such records. The District may further extend its right to retain, reproduce, distribute and display student property by obtaining a specific waiver from an adult student or from the parent/guardian of a minor student (see Student Property Agreement, IIBD-E3).

X. Warranties and Indemnification

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for their use and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District and the Internet Provider that provides the computer and Internet access opportunity to the School

District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District's Network.

Legal References

Title XII Children's Internet Protection Act

Wisconsin Statutes: 943.70 Computer crimes

944.21 Obscene material or performance

947.0125 Unlawful use of computerized communication systems

947.013 Harassment

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School District of Platteville

Platteville, WI. 53818

**Acceptable Use and Internet Safety Policy
Student, Staff or Guest Agreement**

I have read, understand and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the School District's computer network and the Internet, I understand and agree that my access privilege may be revoked and School disciplinary action may be taken against me.

Student, Staff or Guest (print clearly) Home phone _____

Student, Staff or Guest (signature) Date _____

Address

User check one: I am 18 or older _____ I am under 18 _____

If I am signing this Policy when I am under 18, I understand that when I turn 18, this Policy will continue to be in effect and I agree to abide by this Policy.

**Acceptable Use and Internet Safety Policy
Parent or Guardian Agreement**

To be read and signed by parents or guardians of students or guests who are under 18 years of age.

As the parent or legal guardian of the above minor, I have read, understand and agree that my child or ward shall comply with the terms of the Platteville School District's Acceptable Use and Internet Safety Policy for the student's access to the School District's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy. I am therefore signing this Policy and agree to indemnify and hold harmless the School, the School District and the Internet Provider that provides the opportunity to the School District for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing Policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the School setting. I hereby give permission for my child or ward to use an account authorized by the School District to access the School District's computer network and the Internet.

Parent or Guardian (print clearly) Home phone _____

Parent or Guardian (signature) Date _____

Address

School District of Platteville Web Site Guidelines

The Platteville School District realizes the limitless potential for information and communication provided by the World Wide Web. The availability of this communication vehicle provides an opportunity for students and staff to access and contribute to the world of information related to curriculum, instruction, school, district, and school board related activities. Therefore, the Platteville School District will use the Internet as an effective, efficient and timely source of information, method of communication and vehicle for resource collection.

Only those web pages maintained in accordance with Board Policy and established procedures shall be recognized as official representations of the district or individual schools. All information on a school or district web page must accurately reflect the mission, goals, policies, program, and activities of the school and district. The web page must have a purpose that falls within at least one of three categories:

- 1) Support of curriculum and instruction--intended to provide links to Internet resources for students, parents, and staff in the district;
- 2) Public information--intended to communicate information about the schools and district to students, staff, parents, community, and the world at large;
- 3) District technology support--intended to provide and respond to instructional and administrative technology needs of students and staff.

The District Administrator shall designate an individual(s) to be responsible for maintaining the official district web page and monitoring all district web page activity. A building principal shall make such designation for an individual school. Schools or departments who wish to publish a web page must identify an appropriately qualified publisher and/or author.

As with any instructional materials or publication used by or representing the school or district, the building principal or District Administrator, respectively, is ultimately responsible for accuracy and appropriateness of the information made available on the web site. Concern about the content of any page(s) created by students or staff should be directed to the building principal or to the District Administrator's Office when related to the district web site. If the concern is not resolved, persons wishing to file a formal complaint shall submit a written request for reconsideration of instruction material.

Information may only be placed on official district and/or school web pages if it meets the following general requirements:

- The information has been carefully reviewed and approved by the building principal and/or their designee.
- The information is an accurate and factual representation of official school and/or Board Policies, programs and positions. No personal, non-education-related material may be placed on official district and/or school web pages.

- The information does not contain any confidential material or other material in violation of laws, regulations or established Board Policies. Copyrighted material may not be used without appropriate permission.
- The information is written so that it can be clearly understood and meets proper standards of grammar, spelling, punctuation, etc.
- The information is reviewed on a regular basis to ensure that it remains accurate and up-to-date.
- The information is made available to the public upon request.

The web page manager(s) shall be responsible for web page design, style and content. Safeguards shall be put in place as necessary to provide for compliance with this policy, to protect the integrity of the information on the web page, and to protect school district equipment.

Web sites developed under contract for the Platteville School District or within the scope of employment by Platteville School District employees are the property of the Platteville School District.

Due to the dynamic nature of the World Wide Web, this policy is to be reviewed and updated on an annual basis or more frequently if required.

Technical Specifications for Web Pages

File Name Specifications

These specifications take into consideration that Authors, Editors and Publishers may be working on different platforms. The specifications help insure that there are no problems with differing platforms during the publishing process. File names:

- Cannot contain spaces or punctuation, except period (.), hyphen (-) or underscore (_);
- Should be lower case, unique and descriptive. Examples: africa.htm or elephant.gif or cbcalendar.htm;
- Should end with 3 letter extensions, such as .htm, .gif or .jpg

Web Sites and Pages

- Web sites should be a collection of smaller pages accessed from a top-level page (versus one long page).
- Web pages should contain links to appropriate parent "home pages" (that is, pages "above" them).
- Longer Web pages should contain a hypertext index and internal links throughout the document to facilitate navigation.
- Web pages should use backgrounds and fonts that are consistent throughout the site. Avoid using high contrast color combinations.
- Web pages should target the 800 X 600 screen resolution and 256-color palette as the minimum standard.
- Web links can be verified at <http://validator.w3.org/checklink>
- HTML code can be verified at <http://www.htmlhelp.com/tools/validator/>

Graphics

- All image tags must have the alternate text attribute. (Handicap accessible)
- Images should have a resolution of approximately 72 DPI (dots per inch).
- For quickness in loading, images should be a maximum size of about 35 KB.
- If images larger than 35 KB are used, thumbnail sketches should be provided.
- Images used for Web page backgrounds should be a maximum of 5 KB.
- Use the GIF graphics format for clip art or line graphics. Use the JPG format for photographs. This will allow compression of graphics to be optimal.

Content Specifications for Web Pages

Each Web page must contain the following information:

- Last Updated date.
- Webmaster's e-mail address (webmaster@platteville.k12.wi.us).
- A title that appropriately describes the content of the page.
- Well-edited text including correct spelling and grammar.
- Factually correct information.
- References if the Web page is a research document.

No Web page may contain:

- Inappropriate material or links to inappropriate material.
- Links to resources that do not exist (dead links).
- E-mail addresses of students.
- Identifiable pictures of students, unless permission has been granted by the student's parent or guardian.
- Full names of students, unless the student's parent or guardian has granted permission.
- Any graphics or information that is in violation of copyright laws.
- Any commercial or advertising material.
- Page frames should not be used.

**School District of Platteville
Student Property Agreement**

I agree to grant to the Platteville School District the right to retain, reproduce, distribute and display the intellectual or artistic property described below for the duration of this agreement.

Description of Student Property _____

Duration of Agreement _____

I further attest that the property described above is my own and has not been plagiarized from other sources.

Student Name (*please print*) _____

Signature: _____ Date: _____

For a minor student:

Parent or Guardian (*please print*) _____

Signature: _____ Date: _____