

## Hartford Union High School District Bylaws & Policies

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### **7540.03 - STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

Students are encouraged to use the Board of Education's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability (see Sec. 943.70, Wis. Stat. (Computer Crimes) and Sec. 947.0125, Wis. Stat. (Unlawful Use of Computerized Communication Systems)). Prior to accessing the Internet at School, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. A minor student must also have the permission of his/her parent or guardian before accessing the Internet at school.

#### ***NETWORK AND INTERNET USAGE***

Smooth operation of the Board's network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

- A. Students are responsible for their behavior and communication on the Internet.
- B. Students are expected to abide by the following generally-accepted rules of network etiquette:
  - 1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Board's computers/network. Do not use obscene, profane, vulgar sexually explicit, defamatory, or abusive language in your messages.
  - 2. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet.
  - 3. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher and unless expressly authorized by your parent or guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form".
  - 4. Never agree to get together with someone you "meet" on-line without prior parent approval.
  - 5. Diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
- C. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.
- D. Certain advanced Web services such as live video feeds, wikis, blogs, podcasts, and RSS feeds that emphasize online educational collaboration and sharing among users (i.e. "social networking"), may be permitted by the Board. However, such use must be approved by the

Director of Technology Services.

- E. The Board has software and systems in place that monitor and record all Internet, World Wide Web, and computer usage. The Board wants users to be aware that security systems are capable of recording, for each and every user, each World Wide Web site visit, the amount of time spent actively using the World Wide Web, each chat, news group access, email message, and every file transfer into and out of our internal networks to the Internet. No District student or employee should have any expectation of privacy as to his/her Internet or World Wide Web usage, or the privacy of any electronic mail message, file download, note, or any other data stored on or transmitted or received through any Board computing facility. The board reserves the right to review computing activity and analyze usage patterns, and may choose to publicize this data to assure that the Board's computing resources are devoted to maintaining the highest standards of educational benefit and employee productivity. Messages related to or in support of illegal activities will be reported to the appropriate authorities. The use of passwords does not guarantee confidentiality, and the Board retains the right to access information in spite of a password.
- F. Use of the Internet and any information procures from the Internet is at the student's own risk. The Board is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, and service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.
- G. Proprietary rights in the design of web sites hosted on the Board's servers remains at all times with the Board.
- H. Usage of Personal Communication Devices, as governed by Policy 5136 – Personal Communication Devices – must also be in compliance with this Policy.

## **CIPA AND NCIPA**

To ensure that the Board's computer resources are not used for inappropriate purposes and consistent with the Children's Internet Protection Act (CIPA) and Neighborhood Children's Internet Protection Act (NCIPA), the Board has implemented technology protection measures on all computers with access to the Internet and World Wide Web that protect against access to visual depictions that are obscene, child pornography, and/or harmful to minors. These measures are operating at all times, and enable the Board to monitor and protect against access to the aforementioned visual depictions. We have additional and extensive systems and security mechanisms in place to ensure the security, integrity, and appropriateness of the data on our networks. We also rely on and respect each family's right to decide whether to allow their children access to the Internet and World Wide Web.

It is the responsibility of the staff to make best efforts to guide and to monitor students in the effective and appropriate use of the Board's computer resources. This includes, but is not limited to:

- A. Teaching students how to find educationally appropriate electronic materials.
- B. Teaching students how to judge the educational suitability of electronic materials.
- C. Teaching students information literacy skills, including understanding of safety, copyright, and data privacy.
- D. Teaching students proper safety and security procedures when using electronic mail, chat rooms, and other forms of direct electronic communication.

## **PROHIBITIONS**

Students are expected to act in a responsible, ethical and legal manner in accordance with Board policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

- A. Students may only access the Internet by using their assigned Internet/Email account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their passwords.
- B. Students may not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users, or misrepresent other users on the network.
- C. Students may not use the Internet to engage in hacking or other unlawful activities.
- D. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- E. Any use of the Internet for commercial purposes, advertising or political lobbying is prohibited.
- F. Use of the Internet to access, process, distribute, display, or print child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors is prohibited.
- G. Malicious use of the Board's computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Board's computers/network in such a way that would disrupt their use by others. Students must avoid intentionally wasting limited resources.
- H. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
- I. Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.
- J. Disclosure, use, and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form".
- K. Except as authorized by a teacher, administrator or IEP team, students are prohibited from using Board equipment during the school day, including while off-campus, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person.
- L. Students are also prohibited from using Board equipment to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using Board equipment to receive such information.

The Board designates the District Administrator and the Director of Technology Services as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to student use of the Network.

118.001 Wis. Stats

120.44 Wis. Stats

943.70 Wis. Stats

947.0125, Wis. Stats

Broadband Data Improvement Act of 2008 (Title II - Protecting Children in the 21st Century Act)

Federal Copyright Law (17 U.S.C.)

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000  
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended  
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,  
as amended  
18 U.S.C. 2256  
18 U.S.C. 1460  
18 U.S.C. 2246  
Family Educational Rights and Privacy Act of 1974, as amended

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Revised 2/27/12  
Revised 7/16/12  
Revised 4/22/13