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|  | SECTION: I - Instruction DIVISION: II – Instructional Resources | |
| | POLICY: IIBK – ACCEPTABLE USE POLICY | APPROVED 02/04/2013 REVISED REVIEWED |

Legal Reference:

Cross Reference: IIBJ – Internet Safety Policy; IHB - Technology Accommodations for Students with Special Needs; Student Handbooks; Employee Handbook

Preamble

The District understands the importance of teachers, students and parents engaging, collaborating, learning, and sharing in digital environments. The District is committed to developing and providing technology resources that promote learning for students and staff and to facilitating resource sharing, content creation, collaboration, innovation and communication.

Technology use, whether the technology is owned by the District or the user, entails personal responsibility.

This Acceptable Use Policy has two sections: Guiding Principles (for Students & Staff) and Rules. For the purpose of these rules and guidelines, electronic information, network resources, and communication services include, but are not limited to: network services (both wired and wireless), hardware, mobile devices, software, social media tools, learning management systems, Web 2.0 tools, telecommunications services, email services, and audio/video equipment.

Guiding Principles: (Students)

1. **Communicating:** You are personally responsible for work you publish online, including social media sites. Your online behavior should reflect the same standards of honesty, respect, and consideration that are expected in face-to-face communication.
2. **Representing Yourself:** When selecting images, signatures, and other similar elements for social media and communication, consider your audience, purpose and copyright.
3. **Privacy:** Network activity is monitored, logged, and reported regularly as part of Information Systems operations. Use of the district's networks (wired or wireless) and communication resources should not be considered private.
4. **Your Devices:** You may use personal devices at school, but it's up to the teacher and administrators when, where and how that might be. Appropriate use rules and disciplinary policies apply even when you are using your own device.
5. **Face-to-face versus Online:** What you do online should not be different than the way you would behave face-to-face. Many of the handbook rules that apply to face-to-face interactions also apply online. Treat others with respect.
6. **Personal Responsibility:** When you bring a personal device to school, you are responsible for keeping it safe throughout the day. If your device won't be with you, plan for where you can keep it secure.

7. **Ethical Use:** Being a positive digital citizen includes online behavior, but also includes following copyright laws.

Guiding Principles: (Staff)

1. **Selecting Resources:** The District's educational goals and administrative policies will be used as guides when selecting and appropriately using technology for assigned duties.
2. **Communication Strategy:** Electronic information, network resources and communication services may be used to inform and engage internal and external stakeholders, promote professional learning communities and personal learning networks, facilitate meaningful collaboration and student learning.
3. **Representing the District & Yourself:** When selecting images, signatures, and other similar elements for social media and communication services, staff should consider the District's educational goals and administrative policies.
4. **Privacy:** Network activity is monitored, logged, and reported regularly as part of Information Systems operations. Use of the District's networks and communication resources should not be considered private. The District retains exclusive control of electronic information and resources. Records of network activity and resource use may be reviewed at the discretion of the District Administrator (or designee). Such reviews will be conducted as necessary and may occur with or without notice, with or without consent, and without a search warrant.
5. **Learning:** Staff members are responsible for keeping current with District technology tools and maintaining a proficient level of technology skills.
6. **Social Media:** Staff should consult with the Building Administration or District Administration before using social media tools for professional purposes. The Building and District Administration will assist staff in developing appropriate uses for social media, selecting appropriate internal, online tools and/or public social media outlets, and helping define an instructional or communication strategy for using these tools.
7. **Monitoring:** Content on each of the District-sponsored social media sites will be monitored to ensure adherence to the social media guidelines for appropriate use, message and branding consistent with the goals of School District of Monroe.
8. **Instructional Purpose:** Information & images posted online or shared through social media should have an instructional purpose and must relate to curriculum and instruction, school-authorized activities, or information about the School District of Monroe or its mission.
9. **Communication:** District employees are personally responsible for the content they publish online, including social media sites. Online behavior should reflect the same standards of honesty, respect, and consideration that are expected in face-to-face communication. The District has an overriding interest and expectation in deciding who may "speak" and what is "spoken" on behalf of the District on public social media sites. All official School District of Monroe presences on social media sites, online environments, or other electronic communication services are considered an extension of the District's information networks and are governed by all Board policies, rules, regulations and this Acceptable Use Policy (AUP).
10. **Personal Use:** Employee use of District resources for personal use during work hours should be infrequent and incidental and should not intrude on or distract from the learning environment for students or the productivity of colleagues. Staff should be aware that any communication using District resources is subject to Wisconsin Public Records Laws.

AUP AND BYOT Administrative Rules

Student:

1. **Security:** When you use the District's computers, networks (wired or wireless), and resources, you're sharing with others; your use shouldn't interrupt the work of others. Do not intentionally seek to modify files, passwords, information, hardware or resources belonging to other network users without permission.
2. **Account security:** You are responsible for keeping passwords secure, whether it's for the network, mail, or other resources. Passwords should not be shared with other students. Don't let others use your login. If you leave your computer or other device, be sure that it is locked.
3. **Harassment:** Use of the District's electronic information, network resources & communications services to transmit information that is discriminatory, harassing or offensive to others, or material that defames an individual, company or business, or discloses personal information without authorization is not allowed (See Board Policy ACA: Harassment).
4. **Unlawful Use:** Use of the District's Electronic Information, Network Resources & Communications Services and Social Media in violation of any local, state or federal law is prohibited.
5. **Conduct:** Appropriate use of District electronic information, network resources, and communications services is a privilege. Failure to comply with this acceptable use policy's guidelines and rules may result in disciplinary and/or law enforcement action consistent with rules contain within the student handbook and/or Board policy.

Staff:

1. **System security:** Users are responsible for the appropriate use and care of District provided electronic information and communication resources. Users shall not intentionally seek to modify data, passwords, information, hardware or resources belonging to other network users without permission. Use of the District's electronic information and communication resources shall not disrupt the use of other users. District owned resources shall not be destroyed or abused in any way.
2. **Account security:** Staff members are responsible for keeping passwords secure. Staff accounts have increased privileges and access to private information concerning students, staff, and District operations. Passwords should not be shared with students, other staff members, substitutes, or the public. Staff members should not log into computers for others to use.
3. **Harassment:** Use of the District's electronic information, network resources & communications services to transmit information that is discriminatory, harassing or offensive to others, or material that defames an individual, company or business, or discloses personal information without authorization is prohibited.
4. **Prohibited Content:** Use of the District's Electronic Information, Network Resources & Communications Services to access pornographic sites, images, or content is expressly prohibited. (See Board Policy ACA: Harassment) Staff that use social media are responsible for complying with applicable federal, state, and county laws, regulations, and policies. This includes adherence to established laws and policies regarding copyright, records retention, privacy laws (FERPA) and information security policies established by School District of Monroe. (U.S. Copyright Office--Fair Use or Copyright Resources)
5. **Unlawful Use:** Use of the District's Electronic Information, Network Resources & Communications Services and Social Media in violation of any local, state or federal law is prohibited. This includes, but is not limited to, laws and policies regarding copyright, records retention, privacy laws (FERPA) and information security policies established by School District of Monroe.

6. **Non-Educational Uses:** Use of the District's electronic information, network resources, and communications services for personal business, commercial or financial gain, soliciting or lobbying for political or religious causes, use for unethical or disruptive activities, sending junk mail or chain letters is prohibited. Accessing social media for personal use beyond infrequent and incidental use is prohibited.
7. **Employee Conduct:** Appropriate use of District electronic information, network resources, and communications services is a privilege as well as a requirement for effective teaching and learning. Failure to comply with this acceptable use policy's guidelines and rules may result in corrective and/or disciplinary and/or law enforcement action consistent with Board policy, other administrative guidelines, pertinent standards of professionalism and/or law enforcement requirements.

Responsibility/Consequences:

You're responsible for your actions. The use of the *Internet and ANY network resource is a privilege, not a right*, and inappropriate use may result in cancellation of those privileges, and may lead to other discipline up to and including termination (employees) and expulsion (students). Additional consequences may apply according to student or employee discipline policies and regulations, which may also include law enforcement if an act is deemed criminal.