

## Clear Lake School District

# Student Technology Acceptable Use & Internet Safety Policy

The Clear Lake School District supports student use of technology resources for the sole purpose of achieving District educational goals, standards, and curricular objectives. The District has established a computer network and is pleased to offer Network/Internet access for student use. This provides students access to a variety of Internet resources as well as the network to facilitate the storage and retrieval of information to enhance the educational environment. Network/Internet access and technology resources are a privilege, not a right. In order for students to use our Network/Internet, students and their parent/guardians must first read and understand the following acceptable use policies.

This document is meant to be a document in progress and not comprehensive. The District reserves the right to alter this document. The District also reserves the right to correct abusive or disrespectful behavior pertaining to the use of technology at the district.

### A. General Rules

- 1) Computer hardware may not be exchanged, moved, or tampered with in any way.
- 2) The purposeful introduction of viruses or malicious activity of any type to any electronic device in the district is not allowed and will result in immediate disciplinary action.
- 3) Users are not to adjust computer settings, including but not limited to: wallpaper, desktop settings, screensavers, etc.
- 4) No eating or drinking near computers.
- 5) For their own safety, users should never give out personal information, such as name, address, phone number, or photograph.
- 6) Subscribing, bidding, and/or ordering from advertisements/services/websites are not allowed.
- 7) Attempts to access blocked sites and/or bypass or defeat the filtering system is not allowed under any circumstances and is in direct violation of ethical use of the Network/Internet.
- 8) Students must be supervised at all times when in any location that has the ability to connect to the Internet. Students remaining in a location without supervision must move to a supervised location immediately or be considered in violation of the Student Technology Acceptable Use and Internet Safety Policy.
- 9) Student laptops, PDAs, communications/network-aware technologies, and new technologies as they become available (hereafter referred to as electronic devices) are allowed only under the following guidelines:
  - a) Permission to bring in electronic devices must be obtained in advance by Administration and the Information Systems Administrator or authorized in the student handbook.
  - b) The school is not responsible for lost/stolen/damaged devices.
  - c) Connecting non-district equipment to the district network is not allowed at anytime.
  - d) All guidelines for appropriate use must be adhered to, including but not limited to the express prohibition of games, videos, inappropriate content and/or activities.
  - e) Any actions or activities that are disruptive in any way will result in immediate termination of the right to bring in electronic devices.
  - f) Students who have a revocation of technology privileges are not allowed to bring in electronic devices.
  - g) The authority granted educators and schools under the Wisconsin State Statutes provides

school authorities with the right to inspect students' lockers, student owned or operated vehicles parked on school grounds, and/or articles carried on their person during the school day or at related school-sponsored activities.

h) Students found to violate the guidelines for use of student electronic devices are subject to the disciplinary consequences outlined in this Acceptable Use Policy, **including loss of network privileges**. In addition, personal electronic devices may be confiscated by any school employee and given to the principal's office when there is a violation. The students will be subject to disciplinary consequences.

- First offense – student will serve a detention before the item is returned.
- Second offense – student will serve two detentions before the item is returned.
- Third offense – item will be confiscated for one calendar week. The student will serve in-school suspension. Parents will be notified.

## **B. General rules on safe and ethical use of Network/Internet**

- 1) Every student user of the School District of Clear Lake network with Internet access must have a signed parental permission slip on file with the school before logging in for the first time. A parent's signature indicates he/she has read the document, understands its ramifications and will abide by the standards set forth in this document.
- 2) Passwords must be kept private and never revealed to anyone. Accounts and/or passwords may not be shared. Each student is responsible for the content of his/her folder on the network. If a student has inappropriate material in his/her folder or profile as a result of sharing a network login, that student is still responsible for the content of their folder. If a student suspects that his/her login is no longer secure, they are responsible for contacting the Information Systems Administrator immediately to receive a new password.
- 3) Users should always log-off the network when finished. This helps keep network files secure.
- 4) Students must respect resource limits and remain within an allotted disk space of 100 MB (megabytes). Users are responsible for deleting old files that may take up excessive amounts of storage space.
- 5) School and network administrators reserve the right to review the system from time to time to ensure that the system is being used properly. Any material created, stored, or sent through the network (and/or any district computer) is subject to this review and therefore not guaranteed to be private. For this reason, students should expect that all work and all forms of electronic communication may be intercepted and/or viewed by a third party.
- 6) Users have a responsibility to respect the privacy and property of other users and shall not intentionally seek information on, obtain copies of, or modify files, data, or passwords that belong to other users, or misrepresent other users or themselves on the network.
- 7) Chat rooms, forums, message boards, blogs, wikis, instant messaging, streaming audio and/or video, music videos, and email are not allowed unless part of a class assignment under the direct supervision of the instructor.
- 8) No viewing of offensive material, hate mail, discriminating remarks, or obscene or pornographic material is allowed at the District. This includes, but is not limited to, accessing web sites, newsgroups, or content that contains material that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a teacher, librarian, and/or network administrator.
- 9) Students may not use any form of obscene, harassing, racist, sexist, or abusive language on-line or related to their profile and/or network folder. Neither can they engage in personal attacks or post private information about another person.

- 10) The network may not be used for any activity, or to transmit any material, that violates United States or Wisconsin laws. This includes, but is not limited to, illegal activities such as threatening, intimidating, abusive or harassing messages sent to another person through electronic mail or other computerized communication system including postings via web pages, or violating copyright laws.
- 11) The network should not be used to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
- 12) Users may not log on to someone else's account, or attempt to access another user's files. "Hacking" or otherwise trying to gain unauthorized access to resources, entities, or another person's files or computer system is prohibited.
- 13) **The School Administration and/or Network Administrator reserves the right to close an account at any time.**

### **C. General rules on using software:**

- 1) Software must be used as intended and may not be deleted or altered.
- 2) Students are not allowed to load any software or run unauthorized executables on any computer in the district, or download, copy, or store any software, shareware, or freeware without prior permission from the Network Administrator.
- 3) Unauthorized copying of software, media, and/or digital content is illegal and prohibited at the *Clear Lake School District*. The illegal downloading of copyrighted software or files is prohibited.
- 4) Students are not allowed to play games without permission.
- 5) Any activities that would violate Clear Lake School District's policies, Wisconsin laws, or United States laws are strictly prohibited.

### **D. Use of School Email**

**The Clear Lake School District uses Gmail for our email and online document editing and storage. It includes online web tools like Docs, Forms, Slides, and Drive (cloud storage). Gmail allows students to access and edit files at school or home via the Internet.**

- 1) Students are responsible for good behavior/character online just like they are in our school building. Students are not permitted to use obscene, profane, threatening, or disrespectful language. Students should notify the teacher of anything inappropriate. Bullying will not be tolerated.
- 2) Students in grades 3-6 will only be able to email their classroom teacher and share documents with students in their grade.
- 3) Students in grades 7-12 will be able to email and share documents outside of the school building.

### **E. Violations and Consequences**

Violations will be categorized as Level I, Level II, or Level III. The following behaviors are *examples* of inappropriate usage. Keep in mind that it is neither possible nor necessary to specify every type of inappropriate behavior, or every inappropriate circumstance that would justify action under this Policy.

#### **Level I**

- E-mail violations

- Playing unauthorized games of any type
- Unauthorized use of blogs, chat rooms, social media, etc.

**Level II** (begins at step 2 under consequences)

- Sharing passwords with others
- Violations of the General Rules of the User Agreement
- Unintentional damage to computers (horseplay)
- Using Internet for commercial purposes
- Printing for personal use
- Attempting to access blocked sites
- Downloading to personal folder (examples: games, software, inappropriate images, unauthorized files, flagrant copyright violations, etc.)
- Using unauthorized personal electronic devices with the network

**Level III** (begins at step 3 under consequences)

- Sending or displaying offensive or obscene material (B.8.)
- Using obscene, harassing, racist, sexist, abusive, or threatening language (B.9.)
- Engaging in illegal activities with the network
- Intentional damage to computers or network, including introduction of viruses
- Logging in as another individual, stealing passwords/data of others, attempts at “hacking”

**Consequences:**

Step 1 – Access privileges denied for 10 school days

Step 2 - Access privileges denied for 20 school days

Step 3 - Access privileges denied 90 school days

Step 4 - Access privileges denied permanently

This includes no use of the library computers when students are on the computer misconduct list. Any student in a class who visits the computer room with a class will not be able to use the Internet without teacher override. Any student in a *computer class* can only access a computer during class time and under the direct teacher supervision (no passes to the lab from study hall or using a computer during any non-computer class). Any student in a computer class that has committed his/her third or fourth offense will be removed from that class.

**The school district reserves the right to skip to higher steps based on the severity of the violation. Law enforcement may be contacted and other school disciplinary action, including suspension or expulsion, may be initiated when warranted by the severity of the violation.**

If you are ever in doubt whether something is appropriate or not, check with your supervising teacher or resource person.

Approved: August 14, 2017

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Last Name (please print)

First Name

Grade

## Clear Lake School District Technology Student User Agreement and Parent Authorization Form for 2018-19

### Student:

As a user of the Clear Lake School District Network/Internet, I hereby agree to comply with the attached guidelines and rules. I further understand that should I commit any violation, my access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's Network/Internet connection I hereby release the School District of Clear Lake and its Board members, employees and agents from any claims and damages arising from my use or inability to use the Network/Internet.

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Student Signature

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Date

### Parent/Guardian:

As the parent/guardian of the above student, I have read the Clear Lake School District Student Technology Acceptable Use & Internet Safety Policy. I understand that this access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, from any harm caused by materials or software obtained via the Network/Internet. I understand that individuals and families may be held accountable for violations. I accept responsibility for guidance on using the Network/Internet - setting and conveying standards for my child to follow when selecting, sharing, or exploring information and media. I have discussed the terms of this Authorization with my child.

### Please check one:

\_\_\_\_\_ I hereby give permission for my child to use the Network, Internet, and email at school.

\_\_\_\_\_ I hereby **do not** give permission for my child to use the Network, Internet, and email at school.

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Parent Name (Please print)

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Date

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Parent Signature

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Phone

I understand that my child's photo and/or work (writing, drawings, etc.) may occasionally be published on the Clear Lake School District website for public view.

\_\_\_\_\_ I hereby give permission to publish photos/works of my child on the Clear Lake School District website.

\_\_\_\_\_ I hereby **do not** give permission to publish photos/works of my child on the Clear Lake School District website.