

Lake Mills Area School District Technology Acceptable Use Policy

For Students

POLICY #363.2

Introduction

The Lake Mills Area School District (LMASD) provides technology access for educational purposes, which include classroom activities, professional or career development, and limited independent activities. Users are expected to use technology through the LMASD system to further educational and personal goals consistent with the mission policies of the LMASD. Access to network services is given to students who agree to act in a considerate and responsible manner. The use of all technology, including the Internet is a privilege, not a right; and inappropriate use may result in cancellation or restriction of those privileges. Ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. Guidelines are provided here so that students and their parents or guardians are aware of the responsibilities that accompany the privilege of using technology. Students who want computer network and internet access need to sign and submit this policy to the building technology coordinator, pursuant to approved procedures accompanying this policy. Technology includes, but is not limited to, computers, AV, Digital equipment, Wide Area Network, Local Area network, printers, scanners, telephones, software, distance learning and the internet.

Acceptable Uses include, but are not limited to:

- 1) Research for assigned classroom projects;
- 2) school provided e-mail; student e-mail may be provided according to educational need;
- 3) abiding by the rules of network etiquette which include:
 - a) being polite,
 - b) using appropriate language, and
 - c) not revealing any personal information concerning themselves or others
- 4) respecting and upholding copyright and all other applicable laws or regulations;
- 5) properly citing all electronic resources;
- 6) respecting the rights and privacy of others;
- 7) immediately disclosing inadvertent access to an inappropriate site by notifying staff; this disclosure may serve as a defense against an allegation that the user has intentionally violated this policy;
- 8) reporting rule violations or suspect security problems to staff without demonstration of the problem to other users; and
- 9) creating and maintaining school related web pages according to the LMASD Web Page Guidelines.

Unacceptable Uses include, but are not limited to:

- 1) access to or transmission of materials that are obscene, sexually explicit, racist, inappropriate to the educational setting, or disruptive to the educational process;
- 2) posting false or defamatory information, harassment of another person, or engaging in personal attacks of any type including cyber bullying;
- 3) engaging in any illegal act, including, but not limited to, plagiarism and the violation of copyright laws or software licensing agreements;
- 4) exchanging, downloading installing or copying software to or from any school computer;
- 5) revealing anyone's private personal identification information, including names;

- 6) attempting to gain unauthorized access to the LMASD network or equipment, or use any accounts, passwords or logins other than those assigned to the user;
- 7) intentionally damaging computer equipment, software, files, data or the network;
- 8) attempting to access, harm, modify or destroy data of another user;
- 9) intentionally wasting limited resources including paper, time and storage space;
- 10) purchasing any materials or service offered on the Internet; or employing the network for any commercial purpose, including on-line gaming;
- 11) using the Internet to conduct business, for financial gain, for any commercial purpose or for political lobbying;
- 12) using district computers to “hack” internally or externally into other computer systems, or attempting to access information that is protected by privacy laws;
- 13) accessing, transmitting or downloading large files, including “chain letters” or “pyramid schemes” or entire programs; and
- 14) knowingly spreading computer viruses.

Authorized representatives of LMASD, from time to time, may monitor the use of such technology. Such monitoring may include, but is not limited to accessing recorded messages, e-mail documents, pictures or other data associated with all computers. In addition web sites visited may be recorded and monitored. LMASD shall maintain filters on all district internet accessible servers.

It is the responsibility of the LMASD staff to educate, supervise and monitor appropriate usage 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 21st Century Act.

To the extent practical, technology protection measures 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.

Disclaimer

LMASD makes no warranties of any kind, whether expressed or implied, for the service it is providing. LMASD will not be responsible for any damages suffered. This includes loss of data resulting from delays, nondeliveries, mid-deliveries or service interruptions. Use of any information obtained via the Internet is at the user’s risk. LMASD specifically denies any responsibility for the accuracy or quality of the information obtained through its services. LMASD will not be held responsible for any controversial materials accessed on the network. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that e-mail or files stored on the LMASD network will be private. Personal technology brought from home is the sole responsibility of the owner.

Notice

Each year the district will provide public notice of this policy to parents and students. All students will be provided access unless the student’s parent or guardian directs the school in writing that access should be denied. In such a case, those students will be denied access to the Internet.

See also Administrative Guidelines Policy #363.2 – Procedures for use of District Technology

**Procedures for use of District Technology for Policy #363.2
Technology Acceptable Use Policy Agreement**

I understand that the Lake Mills School District has given me the privilege of using technology. I agree that I will use the technology in accordance with the rules and regulations of the District.

Acceptable Uses:	Unacceptable Uses:
<ul style="list-style-type: none"> ◆ research projects ◆ school provided e-mail ◆ abide by the rules of network etiquette which include: <ul style="list-style-type: none"> ○ being polite, ○ using appropriate language ○ not revealing any personal information ◆ uphold copyright laws ◆ properly citing all electronic resources ◆ respect the rights and privacy of others ◆ tell an adult of access to an inappropriate site ◆ report rule violations ◆ school web pages 	<ul style="list-style-type: none"> ◆ access or transmit materials that are obscene, sexually explicit, racist, inappropriate, or disruptive ◆ post false or defamatory information, or harassment of another person ◆ engage in any illegal act, plagiarism, copyright or software piracy ◆ exchange, download or copy software to or from any school computer; ◆ reveal private personal information ◆ attempt to gain unauthorized access to the network or equipment ◆ damage computer equipment, software, files, data or the network ◆ attempt to access, harm, modify or destroy data of another user ◆ waste paper, time and storage space ◆ using for commercial purposes ◆ use the Internet to conduct personal business ◆ use district computers to "hack" ◆ access, transmit or download files ◆ spread computer viruses

See reverse side for Consequences/Penalties

Return lower portion



I understand that if the district rules as outlined in Policy 363.2 are not followed, I will lose the privilege to use the technology.

Student:

Parent/Guardian of Student

Print Name

Print Parent/Guardian Name

Signature

Parent/Guardian Signature

*Failure/refusal to sign or return this form does not release the user from penalties for violations of this policy.

Procedure: Consequences

Students are subject to permanent denial of any access and use privileges. Users above the seventh grade engaged in other prohibited use of district technology will also be subject to all civil and criminal sanctions applying to the misuse.

Penalties for Abuse/Misuse by Students:

Early Childhood - Grade 5:

- 1st Offense: Monitor privileges for semester
- 2nd Offense: Suspension of privileges for a grading period
- 3rd Offense: Suspension of privileges for a year

Grades 6-8:

- 1st Offense: Suspension of privileges for quarter unless under direct teacher supervision in a class and/or civil/criminal penalties
- 2nd Offense: Suspension of privileges unless under direct teacher supervision in a class for semester and/or civil/criminal penalties
- 3rd Offense: Revocation of privileges for the remainder of the year, with probation until the end of the first quarter of the following year

Grades 9-12:

- 1st Offense: Two blocks of time outside of school hours and/or civil/criminal penalties
- 2nd Offense: Loss of L-Cat pass for semester, four blocks of time outside of school hours and/or civil/criminal penalties
- 3rd Offense: Suspension of privileges for semester and/or civil/criminal penalties.
- 4th Offense: Suspension of privileges for year and/or civil/criminal penalties
- 5th Offense: Revocation of privileges for the remainder of the year, with probation until the year anniversary of the offence and/or civil/criminal penalties.

Additional Points

- 1) Student suspensions may be appealed to the building principal, whose decision shall be final. Student revocations may be appealed to the District Administrator, whose decision shall be final.
- 2) The District Administrator or building principal may apply lesser penalties where the abuse/misuse is unintentional, or where the abuse is so serious as to jeopardize safety or the integrity of the system, the District Administrator or building principal may skip steps in this process and/or impose more severe consequences.
- 3) Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate behavior.
- 4) When applicable, law enforcement agencies may be involved.
- 5) Parents may be held financially responsible for damages.
- 6) Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the LMASD network including the Internet.