

**School District of Eleva-Strum**  
**DIGITAL LEARNING INITIATIVE**  
**ACCEPTABLE USE POLICY**

Introduction: In this document, “Laptop/iPad” will be referred to as “device”.

The devices and bags/cases that are issued to all students in grades 4-12 are the property of the School District of Eleva-Strum. The device is on loan to the student, and must be used in accordance with the following Policies and Procedures, the School District of Eleva-Strum Responsible Use of Technology Policy (EGD) and any applicable laws. Use of the device, as well as access to the computer network, the Internet and e-mail are a privilege and not a right. These items are provided for educational purposes only, and are intended to support the learning objectives of the School District of Eleva-Strum.

**General Use and Care of Devices**

- Students are expected to treat their device with care and respect.
- Do not spray cleaning solutions on the device. Power down the device and dampen a soft cotton or cloth specifically designed for computer screens to clean the device screen.
- The device and bag/case should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the device and bag are not allowed and will result in loss of privileges.
- When transporting a device to and from school, students should always be sure it is placed in the device bag/case, and the bag is fully closed. The bag has a tag that identifies the device as School District of Eleva-Strum property, and identifies the student that the device is on loan to. The tag **MUST** remain on the bag at all times.
- Device bags should not be placed inside the student’s book bag or backpack where it may be compressed by other heavy books, etc.
- Devices must be hung from the carrying handle on the middle coat hook when stored in lockers.
- Commercially designed device “skins” are not allowed.
- Students are encouraged to help each other in learning to operate their devices. However, such help should be provided verbally without touching the other person’s device, and/or only with the user’s express permission. Students should operate only their own device at all times.
- Any inappropriate or careless use of a device should be reported to a teacher or other staff member immediately.
- Devices can be fragile, and if they are dropped, they may break. Devices should only be used while they are on a flat, stable surface such as a table. Students should not use their device while walking, on the bus, or otherwise being transported.
- Students should protect their devices from extreme heat and cold. The District encourages that devices not be left in cars to prevent damage from temperature extremes, as well as theft.
- Devices should be protected from the weather, water or other liquid, food and pets. Students should never eat or drink while using their device, or use their device near others who are eating or drinking.
- Heavy objects should never be placed or stacked on top of your device. This includes books, musical instruments, sports equipment, etc.
- Devices should never be placed in the bag while turned on. The device should either be turned off or in “sleep” mode. In addition, devices should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the device to over heat, and will result in damage to the device.

## **Use of the Device at School**

- Devices are assigned to individual students. Students should never “swap” or “share” their device with another student. Devices should be in a student’s possession or secured in their locker at all times.
- When being transported, the device must be in its bag/case, and it is recommended that the student carry the bag with the strap across their body, over the opposite shoulder. This prevents the device bag from being dropped if the student is distracted or bumped. Do not swing the device by the case or strap. You are responsible for your device – do not carry a device that belongs to another student. The ID tag must remain on the device at all times.
- If a student is participating in an activity that is not conducive to using their device (i.e., field trip, assembly, etc.), they are required to leave their device in their locker or at home.
- Passwords should always be kept confidential. Students may never share their password with another student.
- Students are responsible for bringing their device, fully charged, to school each day.
- Students who do not have permission to take their device home may pick up their device in the library each morning. Students are responsible for making sure their device is plugged in for recharging each night.
- Devices will be checked randomly to determine if students have the appropriate device and/or any inappropriate programs, images, etc. on their device.
- Students are not allowed to take their device into the cafeteria or gymnasium during lunch periods. Devices must be left in the student’s locker prior to lunch. Devices are not allowed in locker rooms in accordance with Board Policy JHI - Locker Room Privacy and Wisconsin State Statutes. If the device is needed for Physical Education Class the teacher will notify you the day before and you will be required to enter the gymnasium through the main entrance and leave the cased device in a location designated by your teacher.
- Students are responsible for saving or backing up their documents to the server. Devices are to be used only in the classroom, designated areas, and/or at home for homework.
- Students are not allowed to download or install any software or other materials at any time. Students are not allowed to access, download or utilize non-educational games using school resources.
- Students are expected to use their district provided email account for all school related digital communication with their teachers or other staff members. Personal email accounts will not be supported.

## **Use of the Device at Home**

- Students must have the written permission of their parent or guardian before they will be allowed to take their device home.
- Parents/guardians will be given the child’s login name and password so that they can supervise the student’s use of the device at home. If the student changes the password they are required to inform their parents/guardians of the change. If a student does not do so the parents/guardians may contact the School District of Eleva-Strum Director of Technology to have the password changed to something known to the parents and locked so the student must use that password.
- If the device is lost, stolen or damaged by another party, parents/guardians should immediately report the loss or theft to the School District of Eleva-Strum administration and Eleva or Strum Police Department.
- If the device is damaged or not working properly, it must be turned in to School District of Eleva-Strum Director of Technology for repair or replacement. Neither students nor parents/guardians are authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the device.

## **Use of the Device for Internet and E-mail**

- Students and parents/guardians understand that the School District of Eleva-Strum does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the student is at school, the District is not able to control student usage of the device while at home. It is the parent/guardian's responsibility to supervise information that a student is accessing from the Internet while at home. Random checks will be done, and students with inappropriate material will be disciplined accordingly.
- Students should never share personal information about themselves or others while using the Internet or e-mail. This includes a student's name, age, address, phone number or school name.
- Parents/guardians and students are required to read and agree to the District's Responsible Use of Technology Policy (EGD) prior to receiving Internet and e-mail access.
- Students should be aware that Internet access and e-mail, and other media that are accessed, created or stored on their devices is the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.

## **Consequences for Inappropriate Use**

The use of any district technology is a privilege and not a right. Students are expected to use their device in accordance with these Policies and Procedures, and District Responsible Use of Technology Policy (EGD), and any applicable laws. Failure to use the device in an appropriate manner will result in discipline as determined by the staff and administration of the School District of Eleva-Strum. Possible consequences include, but are not limited to:

- Cancellation of student use or access privileges, including the privilege of taking the device home
- Suspension from school
- Expulsion from school
- Civil or criminal liability under applicable laws

## **Costs for Damaged, Lost or Stolen iPad or Laptops**

- Students will be held responsible for ALL damage to their device not covered by warranty including, but not limited to: broken screens, cracked pieces, inoperability, etc. Students will not be held responsible for general computer problems that do not result due to negligence i.e. corrupt system files, defective hardware, etc. Administration will investigate all avenues to determine if damage was due to negligence or faulty equipment/software.
- In the event of damage caused by negligence, the student and parent may be billed a fee according to the following schedule:
  - First incident – \$50 for iPads and \$100 MacBooks
  - Second incident – \$100 iPads and \$200 MacBooks
  - Third incident – up to full cost of repair or replacement

**NOTE:** Full cost for repair or replacement will be charged when damage occurs due to gross negligence, intentional destruction, or willful misconduct as determined by the administration. Examples of this type of damage include but are not limited to tossing the device, setting heavy items on top of the device, stepping on the device, leaving the device in extreme heat or cold temperatures, leaving the device in an unprotected/unsecured environment, pouring liquid on the device, etc. In the event the device, cover, sleeve or cables are lost or stolen, the student and parent may be billed the full cost of replacement as determined by the administration.

## **RESPONSIBLE USE OF TECHNOLOGY (EGD)**

### **Philosophy**

The School District of Eleva-Strum uses technology resources, including the Internet, as a tool for research and education. The Board of Education supports the use of its technology resources and its Web resources, including the Internet, to access resources and reference materials to meet educational and information needs.

The terms “technology resources,” “networks” or “computers” used in District Policy are generally synonymous and include laptop computers, desktop computers, cell phones, telephones, servers, storage media, handheld devices, pagers, printers, scanners, software and other District-owned or contracted-for electronic communication equipment. Technology resources, like any other school property, are owned by and the property of the District or subject to the District’s rights under contract and law. Technology resources must be used in the interests of the District and for the educational purposes for which it was intended. Users are required to follow the guidelines outlined in this Policy, administrative guideline and other related policies, guidelines and rules.

Web resources are a collection of tools that enable interaction on the Internet. Web resources include the Internet, blogs, wikis, podcasts, social-bookmarking, social networking sites, multi- user role-playing environments, video games and other forms of electronic communication. The District permits responsible and safe use of these tools for instructional and educational purposes. Users are expected to engage in safe and acceptable use of the Web resources. The information available via the Internet is constantly changing. Since it is impossible to predict with certainty what information individuals might locate, making electronic information available to individuals does not imply endorsement of that content by the District.

The use of technology resources and Web resources are considered extensions of the classroom. Therefore, compliance with all District policies, guidelines, rules and acceptable standards of behavior are necessary and required. Any communication that is considered inappropriate in the classroom is also inappropriate in all uses of Web resources. This includes but is not limited to profanity or racist, sexist or discriminatory remarks. The District prohibits users of the District’s network from using, accessing, storing or transmitting inappropriate content. Examples of inappropriate content include offensive, profane, abusive, harassing, sexually explicit, threatening or obscene language or visual depictions, as well as pornography and child pornography.

### **Limitations/Privileges/Privacy**

Technology resources provided by the District are for educational purposes only. Appropriate uses are those which support the District’s mission and vision. Use of technology resources is a privilege. A user will be held responsible for his or her actions and obligations. This privilege may be revoked by the District in its sole discretion. Users of the technology resources will annually review the current responsible use policies and guidelines.

The District is not liable for any damage suffered by a user of the system, including but not limited to, loss of data stored on or transmitted by technology resources or interruptions of service. The District is not responsible for any mistakes or negligence, liability, copyright infringements or other costs incurred by the person using the District’s technology resources, or the accuracy or quality of information received over the Web resources. Copyright infringement, which may include the duplication of software or works, is a violation of the law and Board policy.

Users should have no expectation of privacy in the contents of any communications or files on District technology resources or Web resources unless such expectation is granted by law. The District has access to its technology resources and District-sponsored Web resources and maintains the right to access, inspect, investigate and monitor all use and its resources, including all files, communications and information created on, with or transmitted using its technology resources or Web resources, and including e-mail, text messages, internet usage, and any other communications or information, without notice to or consent of the user. All such files, communications, or information can be reviewed by the District for any purpose and at any time, and may be subject to monitoring, review and disclosure pursuant to civil and criminal matters, investigatory purposes, or any other lawful reason.

School officials reserve the right to discipline users who violate terms of this Policy and procedure, which may result in suspension of technology privileges, legal action, and discipline up to and including suspension and expulsion for students and discipline up to and including discharge for employees.

### **CIPA (Children’s Internet Protection Act)**

It is the Policy of the School District of Eleva-Strum to: (a) prevent access to or transmission of inappropriate content in its computers and over its network through electronic mail or other forms of communication; (b) promote the safety and security of minors using the District’s computers, electronic mail, chat rooms, text messaging, instant messaging and other forms of communications; (c) prevent unauthorized access (such as “hacking”) and other unlawful activities; (d) prevent unauthorized

online disclosure, use, or dissemination of student personally identifiable information; and (e) comply with CIPA—the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)] and all other applicable laws.

The District uses an Internet content filtering system to limit access to material that is harmful to students, obscene or disruptive to the educational or work environment, and to a lesser degree, high risk activities. The District uses software designed to filter and block access to pornographic Internet sites. The District uses commercially reasonable technology protection measures designed to comply with CIPA’s requirements. The District reserves the right to block sites that do not enhance educational activities or are not in compliance with CIPA. No technology measure can block 100% of inappropriate content so the District emphasizes the importance of responsible use and of parent and staff supervision in monitoring use of technology.

### **Education, Supervision and Monitoring**

It shall be the responsibility of all instructional members of the District and parents to educate, supervise and monitor appropriate use of the online computer network and access to the Internet in accordance with this Policy.

The District will promote safe online activity for students and educate students about appropriate online behavior, including interacting with other individuals on social networking websites and cyber-bullying awareness and response. This includes, but is not limited to:

- Teaching students how to locate and evaluate appropriate electronic sources;
- Teaching students information literacy skills, including understanding of safety, copyright, ethical practice and data privacy; and,
- Teaching students proper safety procedures when using e-mail, social networking websites, texting, and other forms of direct electronic communication.

Home and personal Internet or other communication tool technology use can have an impact on the District, school and others. If Internet expression creates a substantial disruption at school, offenders may be subject to school disciplinary action and/or legal action. Substantial disruption includes, but is not limited to, any of the following:

- Necessary cessation of instruction or educational activities;
- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment (including cyber-bullying);
- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities;
- Exhibition of other behavior by students that substantially interfere with the learning environment;
- Threatening acts or behavior to personnel and students; or,
- Endangering the health and safety of others.

Internet expression that creates a substantial disruption at school is a violation of this Policy and may be a violation of other District policies, guidelines and rules.

### **Non-District-Provided Technology**

The District permits approved use of personal technology devices by students and staff in support of teaching and learning, managing resources, and connecting with stakeholders. Personal devices must meet minimum requirements for network access. Limited use of personal devices is permitted so long as it does not interfere with educational or employment responsibilities and as long as the use does not hinder, disrupt or consume an unreasonable amount of network resources, violate state or federal law, or Board policies.

Users may bring personal devices into the District to access the District network. Personal devices may include laptop computers, portable digital assistants (PDAs), cell phones, iPods/MP3 players, wireless devices, digital cameras, storage devices, or other electronics that may be carried on a person. The District is not liable for the loss, damage, or misuse of any personal device including while on District property or while attending school-sponsored activities. Users that make use of any personal technology must follow all rules and guidelines of this Policy and related policies, guidelines and rules. The District may establish standardized guidelines regarding the use, nonuse or scope of permissible use of personal devices at the elementary and secondary levels. These guidelines shall not be less restrictive than the direction given by the Board in its policies.

Connected to Policy JHI, Locker Room Privacy, Locker rooms are provided for the use of physical education students, athletes and other activity groups and individuals authorized by the Administration. No cameras, video recorders, cell phones or other personal devices may be used in locker rooms or rest rooms. No devices may be used to record or transfer images or sound in the locker room or rest room at any time.

### **Consequences**

Inappropriate use of the District's technology resources, Web resources or District property and any other violation of District policies, guidelines or rules may result in suspension of technology privileges, report to criminal authorities, legal action, and discipline up to and including suspension and expulsion for students and discipline up to and including discharge for employees. Specifically, users are notified that sexually explicit or pornographic content has no place in the District and violators who use or access such content will face severe consequences including expulsion or termination. In addition, violations may result in financial charges for repair, replacement or services, as well as legal action. Appeals may be made in accordance with appropriate Board policies, procedures, employee contracts and student handbooks.

Administrators may confiscate and search personal devices while on District property if the administrator has reasonable suspicion that the use of the device or technology is in violation of this Policy.

The District will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted through the District's systems.

DATED: June 11, 2012

**SCHOOL DISTRICT OF ELEVA-STRUM**  
**Digital Learning Initiative Acceptable Use Agreement for Parents/Students**

**User Agreement**

As the parent/guardian, my signature indicates I have read and understand this Digital Learning Initiative Use Policy as well as the Responsible Use of Technology Policy (EGD), and give my permission for my child to have access to the described electronic resources

At school and at home

At school only

Parent/Guardian (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As the student, my signature indicates I have read or had explained to me and understand this Digital Learning Initiative Use Policy and the Responsible Use of Technology Policy (EGD), and accept responsibility for abiding by the terms and conditions outlined and using these resources for educational purposes.

Student (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

LEGAL REF: Sections 120.13 Wisconsin Statutes

175.22

942.09

943.70

947.0125

968.27 -968.27

995.50

Electronic Communications Privacy Act of 1986

CROSS REF: Children Internet Protection Act; Responsible Use of Technology Policy (EGD)