

COMPUTER NETWORKS AND INTERNET USE GUIDELINES

Telecommunication, networked information resources like the Internet, and other new technologies are expanding the ways that we access, communicate, and transfer information. These advancements will alter the way that we instruct and students learn. Electronic information research skills are critical in order to function as an educated individual in an information/communication society. The District supports access to the world's information resources, and intends to provide students and staff with appropriate instruction to allow development of skills necessary to access, analyze, and evaluate electronic and other information. All use of district computers and networks shall be consistent with the philosophy of the School District of Whitefish Bay. The following guidelines apply:

1. District computers and network resources will be provided for instructional and management purposes for use by students and staff. District computers and networks shall not be used to disrupt education or management functions, and hardware and/or software shall not be destroyed, modified or abused in any manner. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users on the networks.
2. The Board expects that all users will learn to use the network, electronic mail and telecommunications tools, and apply them daily in appropriate ways in the performance of tasks associated with their positions and assignments. Access to these services promotes learning by facilitating resource sharing, innovation and communication. The School District of Whitefish Bay makes no guarantees, implied or otherwise, regarding the reliability of the data connection.
3. Users will be allowed to use and exchange appropriate information via all information formats on the network, including electronic media and the Internet.
4. Software will be installed by designated network administrators. Users may not install software on district computers or networks. Only software approved by the school district may be installed on district networks, and all copyright laws and procedures apply.
5. School officials will apply the same criterion of educational suitability used for other education resources when providing access to software and Internet informational resources. All such use will be education related. In the past, instructional and library media materials were selected by committees of educators, parents, and library media specialists according to established materials selection policies. The Internet, because it provides access to any fileserver in the world, will open classrooms to electronic information resources that have not been reviewed and selected by school officials. Therefore, the district has adopted practices regarding access and use of district electronic resources, including the Internet.
6. School officials will send home a written notification of network and computer use guidelines at the beginning of each school year with all other enrollment and registration materials. The notification letter shall state that parents wishing to prohibit Internet use must file Exhibit 363.2 with the building principal by the Tuesday of the second week of school. Only those students whose parents file this form, or who make direct contact with the principal, shall be denied Internet access.
7. Communication over networks shall not be considered private. Network supervision and maintenance may require review and inspection of directories or messages. Messages may sometimes be diverted accidentally to a destination other than the one intended. Privacy in these communications is not guaranteed. The district reserves the right to access stored records in cases where there is reasonable cause to expect wrong-doing,

and network supervisors may examine communications in order to ascertain compliance with network guidelines for acceptable use.

- 8. Users may be held financially responsible for damage willfully caused to district computers or networks.

School computers and networks are the property of the School District of Whitefish Bay. At no time does the school district relinquish exclusive control of computers provided for educational use. The School District of Whitefish Bay reserves the right to inspect and review computer files if there is reasonable cause to suspect that a user is using computers or networks for illegal or illicit purposes or for purposes in violation of policy. Such inspection may be conducted by school authorities when deemed necessary, without notice, without consent, and without a search warrant.

Adoption Date	-	8/7/96, 7/8/98
Legal Reference	-	Wisconsin Act 353, Assembly Bill 853 6-7-96(6) Unlawful Use of Computerized Systems
Cross Reference	-	440, Student Rights and Responsibilities

School District of Whitefish Bay
1200 East Fairmount Avenue
Whitefish Bay, Wisconsin 53217

Dear Parents/Guardians:

Students in the School District of Whitefish Bay have the opportunity to participate in instructional programs using district computers and networks. With these opportunities come certain rights along with certain responsibilities. The intent of this communication is to share information about this district resource, and to explain the associated rights and responsibilities of use to parents and students.

Computer literacy and electronic information skills are vital in an information society. Such skills will be introduced and taught throughout the K-12 program. The district will provide education about ethical use of all electronic resources.

Students will have access to the Internet on a developmentally appropriate basis, providing them the opportunity to access information and resources of libraries and databases across the world, as well as the opportunity to communicate with people throughout the world. The district believes that the benefits of such appropriate Internet use outweigh potential disadvantages. While the computer network is set up to safeguard students from electronic materials which many people would consider objectionable, it is not technologically possible at this time to restrict access to every single electronic address where such materials might be found.

In the early grades through about grade four, students work only with teacher-identified, bookmarked Internet sites that support district curriculum. Students are not asked to do independent Internet research using searches. Beginning in about grade 5 or later, students may be asked to do Internet research related to an instructional topic. This research may be conducted through teacher-selected sites, and as students become older, students may be asked to conduct independent research using search engines.

All network users are responsible for observing the general school standards of conduct and the district's educational goals, written or implied, when using electronic resources. The district has an Acceptable Use Policy which will guide matters of computer network use, including use of Internet resources. This policy is as follows:

<p>School District of Whitefish Bay Acceptable Use Policy</p> <p>It is district policy that users will abide by policies established by the district which include generally accepted rules for conduct, including, but not limited, to the following:</p> <p style="text-align: center;">Acceptable Use</p> <p>Responsible users:</p> <ul style="list-style-type: none"> will adhere to the same standard of conduct as expected and required in the school setting when using electronic resources will use the system for educational use, instructional projects, and not for personal use will follow procedures for applying for and using password and electronic mail accounts will log off the system as soon as finished to permit others to access the system will use the student applications or menus that are specifically intended for student use, and not those intended for professional use will respect the rights and privacy of other users by not accessing the files of others will follow the regulations posted in the classroom, work area, and computer labs will respect and uphold copyright laws and all other applicable laws or regulations will follow the directions of the adult in charge of the classroom, work area, or computer lab may use the Internet to send electronic mail to other users per district policy and practice may use the Internet to research appropriate instructional projects may use the Internet to explore other educationally relevant computer systems will report violations of the above rules to a responsible school official <p>Acceptable Use Policy, continued</p> <p style="text-align: center;">Unacceptable Use</p>

Responsible users:

- shall not access, communicate, display, download or send messages or images of material that is offensive, objectionable, inflammatory, educationally inappropriate or unlawful
- shall not use the network in any way that will disrupt the work or use of others
- shall not tamper with or damage hardware
- shall not install or alter computer software or executable programs of any kind unless under the direction/authorization of the computer programming teacher(s) for course purposes
- shall not violate copyright or other laws
- shall not access or use another's work folders, work files, with or without permission
- shall not use an account other than their own or misrepresent their identity
- shall not create or distribute a computer virus across the network
- shall not reveal personal addresses or telephone numbers of others across the network
- shall not deliberately access materials that are inconsistent with the school's code of conduct or the district's educational goals or show others how to do the same
- shall not use computers or the district network for commercial purposes or for financial gain

Violations of this policy as determined by a member of the school administration can result in the loss of computer network access privileges for varying lengths of time depending upon the severity of the violation. Violations may result in other disciplinary actions as well. Willful damage to district computers and networks will result in financial liability. The district is not responsible for any damage, harm, or injury caused by individuals who violate this policy.

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Please read the preceding guidelines carefully and discuss them with your student. If you have any questions regarding use of district computers and networks, or about the conditions of computer network use, please contact the principal of your school as soon as possible.

IMPORTANT NOTE FOR PARENTS:

If you wish to have your student use district computers, but wish to deny independent research access to the Internet, please return the attached form to the school principal by the Tuesday of the second week of school. If you accept the conditions and guidelines as noted above, there is no need for you to submit anything to the school office. Thank you.

School District of Whitefish Bay
2007-2008 School Year

Request for Denial of Student Internet Access

I wish my student to have access to computers and networks in the school district, but I DO NOT wish my student to have independent access to the Internet for this school year.

(Student Name: Please Print)

(Grade)

Circle School: Cumberland, Richards, Middle School, High School

(Parent/Guardian Name: Please Print)

Daytime Phone

Parent/Guardian Signature

Date

This form must be filed with the school principal by the Tuesday of the second week of school.